

THE INTERNATIONAL INSTITUTE FOR CONSERVATION
OF HISTORIC AND ARTISTIC WORKS



AMERICAN GROUP

THE
MURRAY PEASE REPORT

CODE OF ETHICS
FOR ART CONSERVATORS

ARTICLES OF ASSOCIATION OF IIC

BYLAWS OF THE AMERICAN GROUP

MAY 1968

I. Fitzhugh

THE INTERNATIONAL INSTITUTE FOR CONSERVATION
OF HISTORIC AND ARTISTIC WORKS



AMERICAN GROUP

THE
MURRAY PEASE REPORT

CODE OF ETHICS
FOR ART CONSERVATORS

ARTICLES OF ASSOCIATION OF IIC

BYLAWS OF THE AMERICAN GROUP

MAY 1968

**THE INTERNATIONAL INSTITUTE FOR CONSERVATION
OF HISTORIC AND ARTISTIC WORKS**



AMERICAN GROUP

**THE
MURRAY PEASE REPORT**

**CODE OF ETHICS
FOR ART CONSERVATORS**

**ARTICLES OF ASSOCIATION OF IIC
BYLAWS OF THE AMERICAN GROUP**

MAY 1968

CONTENTS

	PAGE
Introduction	I
A Brief History of IIC	3
Memorandum and Articles of Association of IIC	9
Bylaws of IIC-American Group	49
The Murray Pease Report	53
Code of Ethics for Art Conservators	63

Published by the IIC-American Group, May 1968.
c/o New York University, Conservation Center,
Institute of Fine Arts, 1 East 78th Street,
New York City, New York 10021

INTRODUCTION

At the annual business meeting of the American Group of I.I.C. held in Ottawa, Ontario, Canada, on May 27, 1967, the group adopted a Code of Ethics for Art Conservators which had been prepared by the Professional Relations Committee. At that time it was also voted that the Code of Ethics be published in a booklet along with The Murray Pease Report and the By Laws of I.I.C. as well as the By Laws of IIC-AG.

This publication therefore is in accordance with the approved proposal and is intended for distribution to members of IIC-AG and others who may have need for the information it contains.

Lawrence J. Majewski
Secretary, IIC-AG

THE INTERNATIONAL INSTITUTE FOR CONSERVATION OF HISTORIC AND ARTISTIC WORKS

A BRIEF HISTORY

The International Institute for the Conservation of Historic and Artistic Works was founded in 1950 to provide a permanent organization to co-ordinate and improve the knowledge, methods and working standards needed to protect and preserve precious materials of all kinds. It functions to provide information on research into all processes connected with conservation of objects through publications and conferences.

The organization was founded from the very beginning on an international basis. Eleven dedicated conservators, scientists and museum curators, well known to each other professionally, thoughtfully formed the IIC Articles of Association in the firm belief that an organization was needed to promote the development of conservation throughout the world. The charter members were George L. Stout (U.S.A.), F. I. G. Rawlins (U.K.), Harold J. Plenderleith (U.K.), Wallace K. Akers (U.K.), H. Ruhemann (U.K.), W. G. Constable (U.S.A.), Rutherford J. Gettens (U.S.A.), Richard D. Buck (U.S.A.), Murray Pease (U.S.A.), Paul Coremans (Belgium), A. van Schendel (Netherlands).

Today there are members of IIC in 55 countries and in most of the major museums of the world. There are four grades of members—Honorary Fellows, Fellows, Associates, and Institutional Members.

As of this writing there are 3 Honorary Fellows of the Institute, 136 Fellows, 1,044 Associates and 195 Institutional Members.

The present and past officers of IIC are:

<i>President</i>	<i>Dates of Office</i>
George L. Stout, U.S.A.	1950-53
Sir Wallace Akers, U.K.	1953-54
Dr. Paul Coremans, Belgium	1955-58
William G. Constable, U.S.A.	1958-61
Dr. Arthur van Schendel, Netherlands	1961-65
Dr. Harold J. Plenderleith, U.K.	1965-68
Rutherford J. Gettens, U.S.A.	1968-

Vice-Presidents

F. Ian G. Rawlins, U.K.	1950-58
Dr. Paul Coremans, Belgium	1958-65
Dr. Harold J. Plenderleith, U.K.	1958-64
William G. Constable, U.S.A.	1962-65
George L. Stout, U.S.A.	1962-65
Rutherford J. Gettens, U.S.A.	1963-68
Norman S. Brommelle, U.K.	1964-66
Richard D. Buck, U.S.A.	1965-
Prof. Bohdan Marconi, Poland	1965-
Dr. Arthur van Schendel, Netherlands	1965-
Norman Reid, U.K.	1966-

Secretary General

F. Ian G. Rawlins, U.K.	1950-58
Norman S. Brominelle, U.K.	1958-64, 1966-
Norman Reid, U.K.	1963-66

Treasurer

Dr. Harold J. Plenderleith, U.K.	1950-58
Stephen Rees Jones, U.K.	1958-61
Dr. Anthony E. A. Werner, U.K.	1961-

Ordinary Members of Council

William G. Constable, U.S.A.	1952-54
Dr. Paul Coremans, Belgium	1952-55, 1958-65
Dr. Arthur van Schendel, Netherlands	1953-60
Rutherford J. Gettens, U.S.A.	1958-63
Dr. S. Paramasivan, India	1958-66
George L. Stout, U.S.A.	1958-62
Richard D. Buck, U.S.A.	1962-65
Sheldon Keck, U.S.A.	1962-
Prof. Bohdan Marconi, Poland	1962-65
Norman Reid, U.K.	1962-63
Dr. Christian Wolters, West Germany	1962-
Dr. Selim Augusti, Italy	1963-
Dr. Robert L. Feller, U.S.A.	1963-
Dr. E. T. Hall, U.K.	1965-
Dr. Jetina E. Leene, Netherlands	1965-
Lawrence J. Majewski, U.S.A.	1965-
T. R. Gairola, India	1966-

The Institute has held three international conferences. The first of these was in Rome in September 1961 on Recent Advances in Conservation. The papers of this meeting were published in 1963 as *Recent Advances in Conservation*, edited by G. Thomson. The second international conference was held in Delft, in 1964 and the papers were issued in printed form under the title of *1964 Delft Conference on the Conservation of Textiles*. The third conference was held in London, September 1967 on the subject of Museum Climatology.

IIC produces three publications. The first of these is *Studies in Conservation*, a quarterly publication of scientific and practical papers on conservation of historic and artistic works. It has been issued since October 1952 and is now in the 13th volume. Founded by Mr. F. Ian G. Rawlins, it has been edited in recent years by Mr. Garry Thomson.

The second publication is *IIC Art and Archaeology Technical Abstracts* (formerly *IIC Abstracts*) and is now produced at the Conservation Center of the Institute of Fine Arts, New York University with an editorial board consisting of Dr. Curt W. Beck, Dr. Robert L. Feller, and Dr. Seymour Z. Lewin, and managing editor, Mrs. Meredith H. Sykes. Mr. R. J. Gettens independently compiled *Abstracts of Technical Studies in Art and Archaeology, 1943-52* as an occasional paper of the Freer Gallery of Art before encouraging IIC to continue the service. His work bridged the gap between the abstracts published as part of *Technical Studies in the Field of Fine Arts, 1932-42* and the *IIC Abstracts*. Former editors have been Mr. S. Rees Jones, Mr. R. J. Gettens, and Mrs. E. FitzHugh. It is a twice-yearly survey of the world's literature relating to conservation technology.

A third journal, *IIC News*, appears twice a year and gives current information in the form of a news letter on activities of members, new developments in conservation and conferences and meetings. It is edited by Miss R. M. Spielman.

While IIC is international in character, regional groups have been formed within the structure of the parent organization to foster coherence among local groups and to consider problems and conditions peculiar to the field of conservation in a limited geographical area. The IIC Council at a meeting on June 30th, 1958, considered the functions and structures of regional groups and agreed:

1. A Regional Group is a unit in its own right, but is not a branch of the Institute.

2. The organization of a Regional Group, its officers and the structure of its committee (if any) is left to the Group to decide,

but each Group must be properly organized and adhere to By-laws which have been approved by the Council. Membership of a Regional Group must be available to all members of IIC irrespective of their nationality.

3. Apart from inaugural expenses, each Group must be financially self-supporting. The Council may, however, consider allotting funds occasionally for special purposes. Detailed accounting of regional funds is entirely for the Group itself and is not the concern of the Head Office in London.

4. Since regional needs vary considerably, each region will organize itself in such a way as to fit in with local conditions. (The progress of the successful United Kingdom and American Groups exemplifies this point. The former, with a densely populated small country, holds monthly meetings and social functions in London. The latter, a large continent, holds a conference once a year but also issues a printed *Bulletin* to its members.)

5. In some countries where, for various reasons, IIC Membership is inevitably small, Groups can be formed which include non-members of the Institute, provided that the officers of the Group are themselves members.

6. Liaison with existing groups outside IIC should be considered.

IIC AMERICAN GROUP

A group of 25 American members of IIC met in Charleston, South Carolina, on May 1 and 2, 1958, to consider the formation of an American Group of IIC. At that time it was agreed that the goals of the group should be exchange of information, critical advice, and training.

A second meeting of American members of IIC took place in Pittsburgh, Pa., on June 2, 1959, to form officially an American Group of the IIC. Proposed by-laws were discussed, revised and approved and officers of the new group were elected: Chairman, Richard D. Buck; Vice-Chairman, Elisabeth Packard; Secretary-Treasurer, Louis Pomerantz; Member at Large, James Roth. Other Executive Committee members were R. J. Gettens, G. Stout, and S. Keck.

The first regular meeting of IIC-American Group met in Boston on May 24, 1960, at the Isabella Stewart Gardner Museum. Forty-nine members were present at the Business Meeting.

At this meeting a committee was appointed by the Chairman to explore the field of professional standards and training. This committee has been active through the years and has produced the two documents printed in this booklet—the *Murray Pease Report* and the *Code of Ethics for Art Conservators*.

The second annual business meeting of the Group took place in Detroit, Michigan, at the Park Shelton Hotel on May 23, 1961. There were 32 members present.

The third annual business meeting was held in Williamsburg, Virginia, on June 5th, 1962. Fifty-three members were present. At this meeting a list of instructions for the Nominating Committee were adopted.

The fourth annual business meeting took place in the Conservation Center of the Institute of Fine Arts, New York University on June 8, 1963. It was at this meeting that the Professional Relations Committee's report (the Murray Pease report) entitled *Standard of Practice and Professional Relationships for Conservators* was adopted.

The fifth meeting was held in the City Art Museum of St. Louis, Missouri, on May 26th, 1964. The sixth meeting was at the Philadelphia Museum of Art, Philadelphia, Pennsylvania, on May 25, 1965. Seventy-nine members were present.

The seventh meeting was held at the Art Institute of Chicago, Chicago, Illinois, on June 7th, 1966. Eighty-five members were present. The eighth meeting of IIC-AG took place at the National Gallery of Canada in Ottawa, Ontario, Canada, on May 27th, 1967. Seventy-two members were present when the herein published *Code of Ethics* was adopted.

The Chairmen of IIC-AG have been: Richard D. Buck 1959-1961, Elisabeth Packard 1961-2, Nathan Stolow 1962-1964, Robert L. Feller 1964-1966, Louis Pomerantz 1966-1968.

The *Bulletin of the American Group* is published twice a year; Robert L. Feller is the editor. Much valuable information for the conservator appears in this journal as short articles, notes, book reviews, and descriptions of new useful materials as well as news events about members. The *Bulletin* has become one of the main channels for communications among members. It is the means of publicizing IIC-AG events and activities such as the annual meetings. For additional information about the organization the reader is advised to consult the eight volumes of the *Bulletin* published to date.

May 1968

L. J. Majewski

The Companies Act, 1948

*Company Limited by Guarantee not having a
Share Capital*

MEMORANDUM

AND

ARTICLES OF ASSOCIATION

OF

The International Institute for Conservation
of Historic and Artistic Works

SLAUGHTER AND MAY

18 AUSTIN FRIARS

LONDON, E.C.2

No. 481522



CERTIFICATE OF INCORPORATION

I HEREBY CERTIFY that THE INTERNATIONAL INSTITUTE FOR THE CONSERVATION OF MUSEUM OBJECTS (the word "Limited" being omitted by Licence of the Board of Trade) is this day Incorporated under the Companies Act, 1948, and that the Company is LIMITED.

GIVEN under my hand at London, this Twenty-seventh day of April, One Thousand Nine Hundred and Fifty.

J. D. TODD,
Registrar of Companies.

No. 481522



CERTIFICATE OF INCORPORATION
ON CHANGE OF NAME

WHEREAS

THE INTERNATIONAL INSTITUTE FOR THE CONSERVATION OF MUSEUM OBJECTS (the word 'Limited' being omitted by Licence of the Board of Trade) was incorporated as a limited company under the Companies Act, 1948 on the twenty-seventh day of April, 1950.

And whereas by special resolution of the Company and with the approval of the Board of Trade it has changed its name.

Now therefore I HEREBY CERTIFY that the Company is a limited Company incorporated under the name of THE INTERNATIONAL INSTITUTE FOR CONSERVATION OF HISTORIC AND ARTISTIC WORKS.

GIVEN under my hand at London, this fifth day of May, One Thousand Nine Hundred and Fifty-nine.

(Signed) A. J. C. MANN,
Assistant Registrar of Companies

*Company Limited by Guarantee not having a
Share Capital*

MEMORANDUM OF ASSOCIATION

(As amended by Special Resolution of the Company passed
on the 7th day of April 1959)

OF

The International Institute for Conservation of Historic and Artistic Works

1. The name of the Company (hereinafter called "The Institute") is "The International Institute for Conservation of Historic and Artistic Works".*
2. The registered office of The Institute will be situate in England.
3. The objects for which The Institute is established are:
 - (a) To provide a permanent organisation to co-ordinate and improve the knowledge methods and working standards needed to protect and preserve and to maintain the condition and the integrity of any objects or structures which because of their history, significance, rarity or workmanship have a commonly accepted value and importance (hereinafter referred to as "Historic and Artistic Works") for the common good.

Note.—The words "Historic and Artistic Works" in paragraphs (a), (c), (d) and (e) were substituted for the words "Museum Objects" by Special Resolution of The Institute passed on the 7th day of April 1959.

* The name of The Institute was on the 5th day of May 1959 changed from "The International Institute for the Conservation of Museum Objects" to "The International Institute for Conservation of Historic and Artistic Works".

- (b) To take any action necessary to determine the nature or properties of materials used in any kinds of cultural holdings, or in their housing handling or treatment.
- (c) To take any action necessary to further the understanding and controlling of the causes of deterioration of Historic and Artistic Works.
- (d) To take any action conducive to the bettering of the condition of Historic and Artistic Works.
- (e) To develop programmes for the exchange and dissemination of technical and professional information relating to the conservation of Historic and Artistic Works.
- (f) To further specific projects of investigation in the field of conservation which expression shall have the meaning assigned thereto by the Articles of Association registered herewith.
- (g) To promote proficiency knowledge and skill in the field of conservation and to encourage education study or research in any branches of science or practice calculated to further the objects of The Institute and with a view thereto to organise training and educational facilities to found and finance scholarships studentships and exhibitions and to arrange classes and examinations and to issue diplomas or other distinctions or qualifications provided always that no diploma or other similar award shall be issued by The Institute that does not state clearly that it is not issued by the authority of the Board of Trade or any Government Department or Authority but is issued by and under the authority of The Institute only.
- (h) To maintain standards in the practice of conservation and to combat any influences which would tend to lower such standards.
- (i) To provide facilities for consultation and to supervise and direct the conduct of activities of conservation.
- (j) To provide facilities for the interchange of ideas between the Members of The Institute.
- (k) To enter into any arrangement for union of interests, co-operation or reciprocal concessions with any persons, associations or companies carrying on or engaged in or about to carry on or engage in any work or transaction which The Institute is authorised to carry on or engage in otherwise than with a view to profit.

- (l) To produce, print, publish, sell, circulate and distribute gratuitously or otherwise films dealing with the objects of The Institute, and photographs, books, magazines, maps, guidebooks, cards, literature and publications relating thereto, and to promote, organise, assist, participate in, subscribe to, guarantee and defray the reasonable expenses of exhibitions demonstrating the processes and works of The Institute in connection with conservation, and of conferences, lectures and meetings tending directly or indirectly to further the objects of The Institute.
- (m) So far as the law applicable and the licence of the Board of Trade may from time to time allow to purchase take on lease or in exchange hire or otherwise acquire for the purposes of The Institute any real immovable personal or movable property in any part of the world and in particular any lands buildings furniture utensils books periodicals fittings apparatus appliances conveniences and accommodation and to sell demise let exchange mortgage or dispose of the same as may be deemed expedient with a view to the promotion of the objects of The Institute.
- (n) To erect maintain improve and alter any buildings for any of the purposes of The Institute.
- (o) To receive subscriptions donations and legacies for the purpose of applying the same to any of the objects of The Institute and to apply the same accordingly.
- (p) For the purposes aforesaid to draw, make, accept, indorse and execute promissory notes, bills of exchange, cheques and other negotiable instruments.
- (q) To borrow or raise or secure the payment of money for the purposes aforesaid in such manner as The Institute shall think fit and in particular by mortgage or by the issue of debentures or debenture stock, perpetual or otherwise, charged upon all or any of the property of The Institute, both present and future, and to purchase, redeem or pay off any such securities.
- (r) To invest or otherwise deal with any monies of The Institute not immediately required in such manner as may be deemed expedient with a view to promoting the objects of The Institute, provided that monies subject or representing property subject to the jurisdiction of the Charity Commissioners for England and Wales shall only be invested in such securities and with such sanction (if any) as may for the time being be prescribed by law.

- (s) To carry out all or any of the above objects in any part of the world.
- (t) To pay the expenses of and incidental to the incorporation and registration of The Institute.
- (u) To do all such other things as are incidental or conducive to the attainment of the above objects.

Provided that The Institute shall not support with its funds any object or endeavour to impose on or procure to be observed by its Members or others any regulation restriction or condition which if an object of The Institute would make it a Trade Union. Provided also that in case The Institute shall take or hold any property subject to the jurisdiction of the Charity Commissioners for England and Wales or Minister of Education, The Institute shall not sell, mortgage, charge, or lease the same without such authority, approval or consent as may be required by law, and as regards any such property the Managers or Trustees of The Institute shall be chargeable for such property as may come into their hands, and shall be answerable and accountable for their own acts, receipts, neglects, and defaults, and for the due administration of such property in the same manner and to the same extent as they would as such Managers or Trustees have been if no incorporation had been effected, and the incorporation of The Institute shall not diminish or impair any control or authority exercisable by the Chancery Division, the Charity Commissioners or the Minister of Education over such Managers or Trustees, but they shall, as regards any such property, be subject jointly and separately to such control or authority, as if The Institute were not incorporated. In case The Institute shall take or hold any property which may be subject to any trusts, The Institute shall only deal with the same in such manner as allowed by law having regard to such trusts.

4. The income and property of The Institute whencesoever derived shall be applied solely towards the promotion of the objects of The Institute as set forth in this Memorandum of Association and no portion thereof shall be paid or transferred directly or indirectly by way of dividend bonus or otherwise howsoever by way of profit to the Members of The Institute. Provided that nothing herein contained shall prevent the payment in good faith of reasonable and proper remuneration to any officer or servant of The Institute or to any Member thereof in return for any services actually rendered to The Institute nor prevent payment of interest at a rate not exceeding 4 per cent. per annum on money lent or reasonable and proper rent for premises demised or let by any Member to The Institute but so that no Member of the Management Committee or Governing Body

of The Institute shall be appointed to any salaried office of The Institute or any office of The Institute paid by fees and that no remuneration or other benefit in money or moneys worth shall be given by The Institute to any Member of such Management Committee or Governing Body except repayment of out-of-pocket expenses and interest at the rate aforesaid on money lent or reasonable and proper rent for premises demised or let to The Institute. Provided further that the provision lastly hereinbefore contained shall not apply to any payment to any company of which a Member of the Management Committee may be a Member and in which such Member shall not hold more than one-hundredth part of the capital and such Member shall not be bound to account for any share of profits he may receive in respect of any such payment.

5. No addition, alteration or amendment shall be made to or in the Memorandum or Articles of Association for the time being in force unless the same shall have been previously submitted to and approved by the Board of Trade.

6. The fourth and fifth paragraphs of this Memorandum contain conditions on which a licence is granted by the Board of Trade to The Institute in pursuance of Section 19 of The Companies Act, 1948.

7. The liability of the Members is limited.

8. Every Member of The Institute undertakes to contribute to the assets of The Institute in the event of the same being wound up while he is a Member or within one year after he ceases to be a Member for payment of the debts and liabilities of The Institute contracted before he ceases to be a Member and of the costs, charges and expenses of winding up and for the adjustment of the rights of the contributories amongst themselves such amount as may be required not exceeding £1.

9. If upon the winding up or dissolution of The Institute there remains after the satisfaction of all its debts and liabilities, any property whatsoever, the same shall not be paid to or distributed among the Members of The Institute but shall be given or transferred to some other institution or institutions having objects similar to the objects of The Institute, and which shall prohibit the distribution of its or their income amongst its or their Members to an extent at least as great as is imposed by The Institute under or by virtue of Clause 4 hereof, such institution or institutions to be determined by the Members of The Institute at or before the time of dissolution, or if and so far as effect cannot be given to the aforesaid provision, then to some charitable object.

10. True Accounts shall be kept of the sums of money received and expended by The Institute, and the matters in respect of which such receipts and expenditure take place, and of the property, credits, and liabilities of The Institute, and, subject to any reasonable restrictions as to the time and manner of inspecting the same that may be imposed in accordance with the regulations of The Institute for the time being in force, shall be open to the inspection of the Members. Once at least in every year the Accounts of The Institute shall be examined, and the correctness of the Balance Sheet ascertained by one or more properly qualified Auditor or Auditors.

We, the several persons whose names and addresses are subscribed are desirous of being formed into a Company in pursuance of this Memorandum of Association.

NAMES, ADDRESSES AND DESCRIPTIONS OF SUBSCRIBERS

GEORGE L. STOUT,
Worcester Art Museum, Worcester, Mass.
Director, Worcester Art Museum

F. I. G. RAWLINS,
National Gallery, London
Civil Servant

H. J. PLENDERLEITH,
British Museum, London
Civil Servant

WALLACE A. AKERS,
69 Knightsbridge, London, S.W.1
Knight, Director of Companies

H. RUHEMANN,
37 Queen's Grove, London, N.W.8
*Lecturer in Charge, Technology Dept.,
Courtauld Institute of Arts, London*

W. G. CONSTABLE,
Museum of Fine Arts, Boston, Mass.
Curator, Museum of Fine Arts

RUTHERFORD J. GETTENS,
Fogg Museum of Art, Cambridge, Mass.
Chief of Technical Research, Fogg Museum of Art

NAMES, ADDRESSES AND DESCRIPTIONS OF SUBSCRIBERS (Cont.)

RICHARD D. BUCK,
Fogg Museum of Art, Cambridge, Mass.
Conservator, Fogg Museum of Art

MURRAY PEASE,
Metropolitan Museum of Arts, New York, N.Y.
*Curator of Technical Laboratory,
Metropolitan Museum of Art*

PAUL COREMANS,
Laboratoire Central des Musées de Belgique,
Brussels
Civil Servant

A. van SCHENDEL,
Rijksmuseum, Amsterdam
Curator of Paintings

Dated this 21st day of March, 1950.

Witness to the signature of the above-named George Leslie Stout:

KESTER D. JEWELL,
61, Cedar Street, Worcester, Mass.
Administrator, Worcester Art Museum

Witness to the signature of the above-named Francis Ian Gregory Rawlins:

A. A. MOSS,
1, Montague Place, W.C.1
Civil Servant

Witness to the signature of the above-named Harold James Plenderleith:

A. A. MOSS,
1, Montague Place, W.C.1
Civil Servant

Witness to the signature of the above-named Sir Wallace Alan Akers:

A. E. WERNER,
33, Brunswick Gardens, London, W.8
Civil Servant

Witness to the signature of the above-named Helmut Ruhemann:

G. W. ATKINS, Major,
2, Oak Hill Road, Surbiton, Surrey
Publications Manager, The National Gallery, London

Witness to the signature of the above-named William George Constable.:

HENRY P. ROSSILES,
Museum of Fine Arts, Boston, Mass.
Curator, Dept. of Prints, Museum of Fine Arts

Witness to the signature of the above-named Rutherford John Gettens:

JOHN COOLIDGE,
Fogg Art Museum, Cambridge, Mass.
Professor, Director of Museums

Witness to the signature of the above-named Richard David Buck:

JOHN COOLIDGE,
Fogg Art Museum, Cambridge, Mass.
Professor, Director of Museums

Witness to the signature of the above-named Murray Pease:

LAURENCE S. HARMANN,
Metropolitan Museum of Art,
New York, N.Y.
Business Administrator

Witness to the signature of the above-named Paul Coremans:

R. BARMANS,
Bergstr. 14,
Muizen, Belgium

Witness to the signature of the above-named Arthur van Schendel:

TON KOOT,
Rijksmuseum, Amsterdam
Secretary of the Rijksmuseum

This is a print of the Memorandum of Association of The Institute as amended by Special Resolution of The Institute passed on the 7th day of April 1959.

NORMAN BROMMELLE,
Secretary General

Company Limited by Guarantee not having a
Share Capital

ARTICLES OF ASSOCIATION

OF

The International Institute for Conservation of Historic and Artistic Works

Explanation of symbols in margins: Amendment to original Articles passed by Special Resolution December 1953 (), January 1955 (†), January 1958 (§) and April 1959 (||).*

GENERAL

1. In these Articles the words standing in the first column of the Table next hereinafter contained shall bear the meanings set opposite to them respectively in the second column thereof if not inconsistent with the subject or context.

WORDS	MEANING
The Act	The Companies Act, 1948.
The Institute	The International Institute for the Conservation of Historic and Artistic Works.
Conservation	Any action taken to determine the nature or properties of materials used in any kinds of cultural holdings or in their housing handling or treatment, any action taken to understand and control the causes of deterioration and any action taken to better the conditions of such holdings.

WORDS	MEANING
	The word "conservator" shall be construed accordingly.
Historic and Artistic Works	Any objects or structures which because of their history, significance, rarity or workmanship have a commonly accepted value and importance including (without prejudice to the generality of the foregoing definition) art works and related artifacts, specimens of natural history, libraries and archives.
§ The Council	The Council for the time being of The Institute.
Member	A Fellow, Associate, Honorary Fellow or Institutional Member of The Institute.
The Office	The Registered Office of The Institute.
The Articles	These Articles of Association or as altered from time to time in accordance with the provisions hereof or in accordance with the Statutes.
Fellow	Fellow of The Institute.
Honorary Fellow	Honorary Fellow of The Institute.
Associate	Associate Member of The Institute.
Institutional Member	Institutional Member of The Institute.
Seal	The Common Seal of The Institute.
Month	Calendar month.
Year	Calendar year.
In writing	Written, printed or lithographed or partly one and partly another and other modes of representing or reproducing words in a visible form.

Words importing the singular number only shall include the plural.

Words importing the plural number shall include the singular.

Words importing the masculine gender shall include the feminine.

The word "bankrupt" shall include any person who shall become subject to the provisions of any Bankruptcy Act for the time being in force or be made or judicially declared insolvent by the law of any country. Subject as aforesaid, words or expressions defined in the Act shall if not inconsistent with the subject or context have the same meaning in these Articles.

Reference to any provision of the Act shall where the context so admits be construed as a reference to such provision as modified by any Statute for the time being in force.

2. The Institute is established for the purposes expressed in the Memorandum of Association.

MEMBERSHIP

3. For the purpose of registration the number of Members is declared to be unlimited.

4. There shall be four classes of Members, namely: Fellows, || Associates, Honorary Fellows, and Institutional Members.

FELLOWS

5. Any person who may be considered able through training, knowledge or professional experience, to further the work of conservation in accordance with the objects for which The Institute is established, and who shall have shown an interest in these objects, shall be eligible for election as a Fellow. The first Fellows shall be the signatories of the Memorandum of Association.

6. Every application for Membership as a Fellow shall be made in writing on behalf of the proposed Fellow by at least five Fellows on a form to be approved from time to time by the Membership Committee and shall be supported by such evidence as the Committee may require of the knowledge, skill and experience of the proposed Fellow, and of his fitness to further the purposes of The Institute.

7. Provided that the Membership Committee is satisfied as to the qualifications and fitness of a proposed Fellow and that he wishes to be elected as such, it shall cause a postal ballot of the Fellows to be taken within such time as it considers reasonable after the receipt by the Committee of the application for Membership and if in such postal ballot there shall be a two-thirds majority in favour of the admission of the proposed Fellow, he shall be declared elected..

PROVIDED ALWAYS that the Membership Committee may in its absolute discretion and without assigning any reason therefor decline to put forward the name of any person for such ballot as aforesaid.

ASSOCIATES

8. Any person who shall have shown an interest in the objects for which The Institute is established shall be eligible for election as an Associate.

9. Every application for Membership as an Associate shall be made in writing on a form to be approved from time to time by the Membership Committee and shall be supported by such evidence as the Committee may require of the fitness of the proposed Associate to further the purposes of The Institute.

10. Provided that the Membership Committee is satisfied as to the fitness of a proposed Associate and that he wishes to be elected as such, it shall recommend his election as an Associate to the Council, who shall declare him to be elected. Provided always that the Membership Committee may in its absolute discretion and without assigning any reason therefor decline to recommend any person as aforesaid and the Council may at the like discretion and without assigning any reason therefor decline to accept any person as an Associate.

11. An Associate shall not be debarred from being proposed or elected as a Fellow.

HONORARY FELLOWS

12. The Council may from time to time in its absolute discretion confer Honorary Fellowship upon persons not directly engaged in the practice of conservation who are wishing to become Honorary Fellows.

13. No Honorary Fellows shall be required to pay any entrance fee or subscription.

INSTITUTIONAL MEMBERS

13A. Any body corporate which shall have shown an interest in the objects for which The Institute is established shall be eligible for election as an Institutional Member. For the purpose of this Article and the three next succeeding Articles the expression "body corporate" shall include any body which is in itself a legal entity with perpetual succession and incorporated by or pursuant to any special or general Act of the Parliament of the United Kingdom or by Letters Patent or by Royal Charter or any body corporate of a like nature incorporated under the laws of any country outside the United Kingdom.

13B. Every application for Membership as an Institutional Member shall be made in writing addressed to the Membership Committee.

13C. Provided that the Membership Committee is satisfied as to the fitness of a proposed Institutional Member and that it wishes to be elected as such, the Membership Committee shall recommend the election of the proposed Institutional Member as an Institutional Member to the Council, who shall declare it to be elected. Provided always that the Membership Committee may in its absolute discretion and without assigning any reason therefor decline to recommend any body corporate as aforesaid and the Council may at the like discretion and without assigning any reason therefor decline to accept any body corporate as an Institutional Member.

13D. An Institutional Member shall have no right to vote at General Meetings of the Institute.

PROVISIONS APPLICABLE TO ALL MEMBERS

14. The Provisions of Section 110 of the Act shall be observed by The Institute and every Member who shall not sign the Memorandum of Association shall either sign a written consent to become a Member or sign the appropriate Register of Members on becoming a Member.

15. On the election of each new Member he shall be notified by The Institute of his election.

SUBSCRIPTIONS

16. All Members (except Honorary Fellows) of The Institute shall pay an annual subscription, which shall be £5 for a Fellow and £1 for an Associate.

The annual subscription of an Institutional Member shall be £8, or, in the case of an Institutional Member incorporated outside the United Kingdom the equivalent of £8 in the currency of its country of incorporation at the average market rate prevailing at the time the subscription falls due.

17. The Council may from time to time fix an entrance fee or fees and may direct that such entrance fees shall also be payable by all or any classes of Members (except Honorary Fellows) upon their first becoming Members of The Institute.

See Special Resolution
of
14 MAY 1965

See
Special
Resolu-
tion
of
4 May
1962

18. The annual subscription shall be due and payable on such § date or dates in every year as the Council shall determine and until otherwise determined on January 1st in every year after which date or dates no notice of resignation shall exempt the retiring Member from payment of the subscription for the current year or other period.

19. No Member in arrear with his subscription for one month shall be permitted to make use of any of the premises or facilities of The Institute or to speak or vote at any General Meeting. A Member who is in arrear with his subscription for three months shall be deemed to have forfeited his membership but the Membership Committee may reinstate him on payment of the amount due.

TERMINATION OF MEMBERSHIP

20. Any Member may at any time by giving three months' notice § in writing to the Secretary-General expiring at any time resign his Membership of The Institute and upon the expiration of such notice such Member shall cease to be a Member.

21. If any Member shall be adjudicated a bankrupt or be convicted in any Court of any indictable offence or being a naval or military or air force officer be cashiered or dismissed the Service he shall *ipso facto* cease to be a Member of The Institute and his name shall be removed from the Register so soon as the Membership Committee are aware that his Membership has ceased.

22. The Council may at any time upon the recommendation of § the Membership Committee but in their absolute discretion and without assigning any reason therefor call upon any Member (other than an Honorary Member) to resign. Any Member who does not resign within fourteen days after being called upon to do so as aforesaid shall *ipso facto* cease to be a Member.

23. A Member resigning or removed during the currency of any year before payment of his annual subscription for such year shall remain liable to pay his subscription for such year notwithstanding his resignation.

TRANSMISSION OF MEMBERSHIP

24. The rights of a Fellow Associate or Honorary Fellow as such § shall be personal and shall not be transferable and shall cease upon his death. The rights of an Institutional Member shall not be transferable and shall cease on its liquidation striking-off dissolution or other cessation of existence.

GENERAL MEETINGS

25. The first General Meeting of The Institute shall be held at such time in the year 1951 (not being more than eighteen months after the registration of The Institute), and at such place as the § Council shall determine.

26. Subsequent General Meetings shall be held once in every year at such time (not being more than fifteen months after the holding of the preceding General Meeting) and place as may be prescribed by The Institute in General Meeting and if no time and place is so prescribed on such day (within the period aforesaid) and in such § place as may be determined upon by the Council.

27. The above-mentioned General Meetings shall be called Annual General Meetings and all other General Meetings shall be called Extraordinary General Meetings.

28. In addition and without prejudice to the provisions of Section § 132 of the Act the Council may at any time and shall upon the receipt of a written requisition signed by ten Fellows of The Institute stating the objects of the meeting and deposited at the Office convene an Extraordinary General Meeting.

29. Upon the receipt of any such requisition as aforesaid the § Council shall forthwith proceed to convene an Extraordinary General Meeting to be held within two months from the date of the receipt of the requisition. In default the requisitionists or any other ten or more Fellows may themselves convene an Extraordinary General Meeting for such purposes only as shall be specified in the requisition to be held on such day and at such place as the persons convening the same may determine. In the case of a meeting at which a resolution is to be proposed as a Special Resolution, notice thereof shall be given as required by Section 141 (2) of the Act.

NOTICES OF GENERAL MEETINGS

30. All Fellows, Associates and Institutional Members (but not § Honorary Fellows) are entitled to receive notice of and to attend at any General Meeting.

31. An Annual General Meeting and a meeting called for the passing of a Special Resolution shall be called by twenty-one days' notice in writing at the least, and a meeting of The Institute other than an Annual General Meeting or a meeting for the passing of a

Special Resolution shall be called by fourteen days' notice in writing at the least. The notice shall be exclusive of the day on which it is served or deemed to be served and of the day for which it is given, and shall specify the place, the day and the hour of meeting and, in case of special business, the general nature of that business and shall be given in manner hereinafter mentioned or in such other manner, if any, as may be prescribed by The Institute in General Meeting, to such persons as are, under the Articles of The Institute, entitled to receive such notices from The Institute.

Provided that a meeting of The Institute shall, notwithstanding that it is called by shorter notice than that specified in this Article, be deemed to have been duly called if it is so agreed:

- (a) In the case of a meeting called as the Annual General Meeting by all the Members entitled to attend and vote thereat; and
- (b) in the case of any other meeting, by a majority in number of the Members having a right to attend and vote at the meeting, together representing not less than ninety-five per cent. of the total voting rights at that meeting of all the Members.

32. The accidental omission to give notice of a meeting to, or the non-receipt of notice of a meeting by, any person entitled to receive notice shall not invalidate the proceedings at that meeting.

PROCEEDINGS AT GENERAL MEETINGS

33. All business shall be deemed special that is transacted at an Extraordinary General Meeting and also all business that is transacted at an Annual General Meeting with the exception of the consideration of the accounts and balance sheet and the reports of the Council and the Auditors, the election of Executive Officers and other Members of the Council and Auditors and the fixing of the remuneration of the Auditors.

34. No business shall be transacted at any General Meeting unless a quorum is present when the meeting proceeds to business. Five Fellows present in person or by proxy shall be a quorum for all purposes.

35. If within fifteen minutes from the time appointed for the meeting a quorum is not present the meeting if convened on the requisition of Fellows shall be dissolved. In any other case it shall

stand adjourned to the same day in the next week at the same time and place and if at such adjourned meeting a quorum is not present within fifteen minutes from the time appointed for holding the meeting the Fellows present shall be a quorum.

36. The President or failing him the senior Vice-President present or failing him the Secretary-General or failing him the Treasurer shall preside as Chairman at every General Meeting of The Institute. For the purposes of this Article the seniority of the § Vice-Presidents shall be agreed between them. If at any meeting neither the President nor any Vice-President nor the Secretary-General nor the Treasurer be present within fifteen minutes after the time appointed for holding the meeting, the Members of the Council present shall choose one of their number to act as Chairman. If no Member of the Council be present or if all the Members of the Council present decline to take the chair the Fellows present shall choose one of their number to be Chairman.

37. The Chairman may with the consent of any meeting at which a quorum is present (and shall if so directed by the meeting) adjourn the meeting from time to time and from place to place but no business shall be transacted at any adjourned meeting except business which might lawfully have been transacted at the meeting from which the adjournment took place. When a meeting is adjourned for thirty days or more notice of the adjourned meeting shall be given as in the case of an original meeting. Save as aforesaid it shall not be necessary to give any notice of an adjournment or of the business to be transacted at an adjourned meeting.

38. Subject and without prejudice to the provisions of Section 141 of the Act relating to Special and Extraordinary Resolutions, at any General Meeting a resolution put to the vote of the meeting shall be decided by the votes of a majority of the Fellows voting at the meeting and shall in all cases be by poll and shall take into account * all proxies and votes recorded with the Secretary-General under paragraph 69 of these Articles. In the event of an equality of votes § the Chairman of the meeting shall be entitled to a second or casting vote. A declaration by the Chairman that a resolution has been carried or carried unanimously or by a particular majority or lost or not carried by a particular majority and an entry to that effect in the book of proceedings of The Institute shall be conclusive evidence of the fact without proof of the number or proportion of the votes recorded in favour of or against such resolution.

39. If any votes shall be counted which ought not to have been counted or might have been rejected the error shall not vitiate the

See
special
resolution
May 1962

§

*

§

resolution unless it be pointed out at the same meeting and not in that case unless it shall in the opinion of the Chairman of the meeting be of sufficient magnitude to vitiate the resolution.

40. Only Fellows may vote at General Meetings. Every Fellow shall have one vote.

THE PRESIDENT

41. The President shall be a Fellow and shall be elected at a General Meeting. Subject as provided in Article 47, he shall hold office for a period of three years, provided that he shall so long continue to be a Member of the Council. He shall be eligible for re-election.

42. The President shall be responsible to The Institute for general administration, appointments, definition of established policy and supervision of all activities.

VICE-PRESIDENTS

43. There shall be three Vice-Presidents who shall be Fellows and shall previously have been Members of the former Management Committee or of the Council. The first Vice-Presidents shall be Paul Coremans and Francis Ian Gregory Rawlins and Harold James Plenderleith who shall be entitled to hold office until the Annual General Meeting in 1959, when they shall all retire, but shall be eligible for re-election. At the Annual General Meeting in every subsequent year one of the Vice-Presidents for the time being shall retire from office, but shall be eligible for re-election. The Vice-President to retire in every year shall be that one who has been longest in office since his last election, but as between persons who became Vice-Presidents on the same day the one to retire shall (unless they otherwise agree among themselves) be determined by lot. The Council may at any time and from time to time appoint any Fellow who is or has been a Member of their body or who has been a Member of the former Management Committee as Vice-President in order to fill a casual vacancy. Any Vice-President so appointed shall hold office until the Annual General Meeting of The Institute at which the person whose office he has taken would have retired and shall then be eligible for re-election. If a casual vacancy is not filled by the Council, it shall be filled at the next Annual General Meeting of The Institute. If the President for the time being is not habitually resident in person in the United Kingdom, then at least one Vice-President shall be so resident.

THE SECRETARY-GENERAL

44. There shall be a Secretary-General who shall be a Fellow who is habitually resident in person in the United Kingdom and shall be elected at a General Meeting. Subject as provided in Article 47, he shall hold office for a period of three years, provided that he shall so long continue to be a Member of the Council. He shall be eligible for re-election. The Secretary-General shall be responsible to the President for the general administration of The Institute, for the arrangement of meetings, the preparation of records and reports, and for matters of public and professional relations. The office of Secretary-General shall be honorary.

THE TREASURER

45. The Treasurer shall be a Fellow who is habitually resident in person in the United Kingdom and he shall be elected at a General Meeting. Subject as provided in Article 47, he shall hold office for a period of three years provided that he shall so long continue to be a Member of the Council. He shall be eligible for re-election. The Treasurer shall be responsible to the President for the financial condition of The Institute. The office of Treasurer shall be honorary.

THE COUNCIL

46. The management and control of The Institute shall be vested in the Council which shall consist of the President, the three Vice-Presidents, the Secretary-General and the Treasurer for the time being of The Institute and four other Fellows who shall be appointed or elected pursuant to the next succeeding Article provided that at least four of the Members of the Council shall be persons habitually resident in person in the United Kingdom. No person shall be ineligible for appointment or re-appointment as President, Vice-President, Secretary-General or Treasurer or as a Member of the Council or shall be required to retire or vacate his office of President, Vice-President, Secretary-General or Treasurer or to retire from membership of the Council by reason of his attaining or having attained the age of seventy or any other age nor need the age of any President, Vice-President, Secretary-General or Treasurer or Member of the Council or the fact that any of them is over seventy be stated in any Notice or Resolution relating to his appointment or re-appointment, nor shall it be necessary to give special notice under Section 185 of the Act of any Resolution appointing, re-appointing or approving the appointment of a President, Vice-President, Secretary-General or a Member of the Council.

See Special Resolutions § 4 May 1962

See Special Res § 4 May 1962

See Special Resolution of 4 May 1962

47. The Council shall at its next Meeting following the Annual General Meeting of The Institute in 1958 appoint four Fellows of The Institute as Members of the Council who shall be entitled to hold office until the Annual General Meeting in 1959 when they shall all retire but shall be eligible for re-election.

* At the Annual General Meeting in every subsequent year one of § such Members of the Council shall retire from office but shall be eligible for re-election. The Member of the Council appointed under this Article to retire in every year shall be that one who has been longest in office since his last election but as between such persons who became Members of the Council on the same day, the one to retire (unless they otherwise agree among themselves) shall be determined by lot.

In the event of a Member of the Council appointed under this Article retiring from office and not being re-elected, or in the event of a casual vacancy the Council shall appoint any Fellow of The Institute whom they shall select as a Member of the Council to fill such office or vacancy but so that there shall at no time be more than ten Members of the Council. Any Member so appointed shall hold office until the next Annual General Meeting of The Institute at which the person whose office he has taken would have retired if he had been re-elected or at which the Member of the Council creating the vacancy would have retired by rotation in accordance with the foregoing provisions of this Article if he had not ceased to be such a Member as the case may be, and the Member so appointed shall then be eligible for re-election.

§ 48. Without prejudice to the general powers hereby conferred upon it it shall be the function of the Council to determine the policy of The Institute, to direct the activities and undertakings of The Institute, to approve any appointments made by The Institute, and to deal with any questions referred to it by any of these Articles.

§ 49. The Council may exercise all the powers of The Institute (including borrowing powers) subject nevertheless to the provisions of the Statutes or of these Articles and to such regulations (not inconsistent with any provision of these Articles) as may be prescribed by The Institute in General Meeting.

DISQUALIFICATION OF MEMBERS OF COUNCIL

* 50. A Member of the Council shall vacate his office if he shall § become bankrupt or of unsound mind, or if he shall cease for any cause to be a Fellow of The Institute, or if he shall cease to hold office by virtue of Sections 184 or 188 of the Act, or if he shall resign his office by notice in writing to The Institute.

THE MEMBERSHIP COMMITTEE

51. The Membership Committee shall consist of the Secretary-General for the time being of The Institute together with not less than two and not more than four Fellows appointed by the President with the approval of the Council. One Member of the Membership Committee, not being the Secretary-General for the time being of The Institute, shall retire at the Annual General Meeting in every year, but shall be eligible for re-appointment.

52. The Member of the Membership Committee to retire in every year shall be the Member who has been longest in office since his last appointment, but as between persons who became Members of the Committee on the same day the Member to retire shall (unless the Members otherwise agree among themselves) be determined by lot.

53. The Membership Committee shall be responsible for the nomination of officers to be voted on by The Institute in General Meeting, and for such other matters as are referred to it by any of these Articles.

PROCEEDINGS OF THE COUNCIL AND MEMBERSHIP COMMITTEE

54. Only the President or the Secretary-General or the Treasurer shall have power to convene a meeting of the Council. All meetings of the Council shall be held in the United Kingdom.

* Any Member of the Membership Committee may at any time § require the Secretary-General to summon a meeting of such Committee. Subject as aforesaid, the Council and the Membership Committee respectively may meet for the despatch of its business, adjourn and otherwise regulate its meetings as it shall think fit.

No Resolution of the Council which would involve the transfer from the United Kingdom of any of the funds of The Institute shall be passed without the consent of the Treasurer and of all the Members for the time being of the Council habitually resident in person in the United Kingdom. Subject as aforesaid, questions arising at any meeting of the Council or the Membership Committee shall be determined by the majority of votes, and every Member of the Council or the Membership Committee, as the case may be, present in person shall have one vote. In case of an equality of votes the Chairman of a meeting of the Council shall not but the Chairman of a meeting of the Membership Committee shall have a second or casting vote.

55. The quorum necessary for the transaction of the business of the Council shall be three of whom at least two shall be persons who § are habitually resident in person in the United Kingdom. The

quorum necessary for the transaction of the business of the Membership Committee may be fixed by the Council and unless so fixed shall be two.

56. The continuing Members of the Council may act notwithstanding any vacancy in their body, but if and so long as their number is reduced below the minimum fixed by these presents as the quorum or if and so long as the number of Members habitually resident in person in the United Kingdom is reduced below four, * the continuing Members may act for the purpose of filling up § vacancies in their body in accordance with the Articles, and, in the case of the death of all or any of the officers of The Institute, may, notwithstanding anything contained in Article 54 hereof, act for the purpose of convening a General Meeting of The Institute to elect a successor or successors to such officer or officers, but not for any other purpose and may act for either of the purposes aforesaid whether or not their number is reduced below the number fixed by these presents as the quorum.

57. The President of The Institute for the time being shall be § entitled to take the chair at any meeting of the Council.

58. A resolution in writing, signed by all the Members of a Committee for the time being entitled to notice of a meeting of that Committee shall be as valid and effectual as if it had been passed at a meeting of that Committee duly called and constituted.

59. A meeting of a Committee for the time being at which a quorum is present shall be competent to exercise all powers and discretions for the time being exercisable by that Committee.

SUB-COMMITTEES

60. The Council may appoint sub-committees to deal with any special subject or department of The Institute or to exercise such of the powers of The Institute as the Council shall determine within defined countries, districts, localities or counties and the Council may delegate such of its powers as it may think fit to any such § sub-committee. Such sub-committees shall be constituted in accordance with and shall conform to the regulations imposed on them from time to time by the Council and shall be responsible and make regular reports to the Council. The members of such sub-committees need not be members of the Council but must be Members of The Institute.

BRANCHES

61. The Council may establish branches of the Institute in such § countries as it thinks fit and may make such regulations for the management of and may close and discontinue the same as it may from time to time think fit and determine.

ACCOUNTS

62. The Council shall cause proper books of account to be kept with respect to:

- §
- (a) all sums of money received and expended by The Institute and the matters in receipt of which the receipt and expenditure takes place;
 - (b) all sales and purchases of goods by the Company;
 - (c) all assets and liabilities of The Institute.

Proper books shall not be deemed to be kept if there are not kept such books of account as are necessary to give a true and fair view of the state of The Institute's affairs and to explain its transactions.

63. The books of account shall be kept at the registered office of The Institute or subject to Section 147 (3) of the Act at such other § place or places as the Council think fit and shall always be open to the inspection of the Council.

64. Subject to any conditions or regulations as to the time and manner of inspecting the same which may from time to time be imposed by The Institute in General Meeting, the accounts of The Institute shall be open to the inspection of Members at all reasonable times during business hours.

65. The Council shall from time to time in accordance with § Sections 148, 150 and 157 of the Act cause to be prepared and to be laid before The Institute in General Meeting such income and expenditure accounts, balance sheets, group accounts (if any) and reports as are referred to in those sections.

66. A copy of every balance sheet (including every document required by law to be annexed thereto) which is to be laid before the Institute in General Meeting, together with a copy of the Auditors' report, shall not less than twenty-one clear days before the date of the meeting be sent to every Member of and every holder of debentures of The Institute. Provided that this Article shall not require a copy of those documents to be sent to any person of whose address The Institute is not aware or to more than one of the joint holders of any debentures.

AUDIT

67. Auditors shall be appointed and their duties regulated in accordance with Sections 159 to 162 of the Act.

MINUTES

68. Minutes of the proceedings of every meeting of The Institute and each of the Committees shall be recorded in books to be kept for

that purpose and shall be signed by the Chairman of such meeting and in the case of his not signing such Minutes at or before the succeeding meeting then if confirmed at such succeeding meeting by the Chairman of such succeeding meeting as a correct record of the proceedings to which they relate. Such Minutes when so recorded and signed shall be received as evidence of such proceedings without further proof in all meetings and proceedings of The Institute.

PROXIES

69. Any Fellow who is unable personally to be present at any General Meeting may either

- (a) Appoint any other Fellow to be his proxy by any common form of proxy, or
- (b) By an instrument in writing delivered to the Secretary-General at the office at least 12 hours prior to the time fixed for such General Meeting record his vote on some or all of the matters put forward for discussion at that meeting.

In both such cases such Fellow shall be counted as present for the purposes of determining whether there is a quorum present and any votes so recorded shall be counted on all polls.

All instruments of proxy must be deposited with the Secretary-General at the office not less than 24 hours before the time fixed for the meeting or adjourned meeting at which the Fellow named in the instrument proposes to vote.

NOTICES

70. Any notice or other document may be served by The Institute upon any Member either personally or by sending it through the post in a pre-paid letter addressed to such Member at his registered address.

71. If sent by post service shall be deemed to have been effected, if directed to an address within the United Kingdom 24 hours and if to any other address 3 days after the time when the letter containing the notice or other document is posted, and on proving such service it shall be sufficient to prove that the letter containing the notice or document was properly addressed and posted as a pre-paid letter.

72. Notice of every General Meeting shall be given in any manner hereinbefore authorised to:

- (a) every Member who has a registered address;
- (b) the Auditor for the time being of The Institute.

No other person shall be entitled to receive notices of General Meetings.

THE SEAL

73. The Seal shall not be affixed to any instrument except by the authority of a resolution of the Council and shall be so affixed in the presence of at least one Member of the Council and of the Secretary-
§ General or such other person as the Council may from time to time appoint for the purpose and such Member and Secretary-General or other person aforesaid shall sign every instrument to which the Seal is so affixed in their presence. Section 179 of the Act shall apply and be observed.

74. The Institute may exercise the powers conferred by Section
§ 35 of the Act with regard to having an Official Seal for use abroad and such powers shall accordingly be vested in the Council.

WINDING UP

75. The provisions contained in Clause 9 of the Memorandum of Association with respect to the winding up and dissolution of The Institute shall have effect in all respects as if the same were repeated in these presents.

INDEMNITY

76. The members of the Council and of any other Committee or sub-Committee of The Institute and Agents, Auditors, Secretary-
§ General and other officers for the time being of The Institute acting in relation to any of the affairs of The Institute and every of them and every of their executors and administrators shall be indemnified out of the assets of The Institute against any liability incurred by him in defending any proceedings whether civil or criminal in which judgment is given in his favour or in which he is acquitted or in connection with any application under Section 448 of the Act in which relief is granted to him by the Court.

CERTIFICATE OF MEMBERSHIP

77. The Council shall issue Certificates of Membership which
§ shall state such matters as the Council shall decide.

NAMES, ADDRESSES AND DESCRIPTIONS OF SUBSCRIBERS

GEORGE L. STOUT,
Worcester Art Museum, Worcester, Mass.
Director, Worcester Art Museum

F. I. G. RAWLINS,
National Gallery, London
Civil Servant

H. J. PLENDERLEITH,
British Museum, London
Civil Servant

WALLACE A. AKERS,
60 Knightsbridge, London, S.W.1
Knight, Director of Companies

H. RUHEMANN,
37 Queen's Grove, London, N.W.8
*Lecturer in Charge, Technology Dept.,
Courtauld Institute of Arts, London*

W. G. CONSTABLE,
Museum of Fine Arts, Boston, Mass.
Curator, Museum of Fine Arts

RUTHERFORD J. GETTENS,
Fogg Museum of Art, Cambridge, Mass.
Chief of Technical Research, Fogg Museum of Art

RICHARD D. BUCK,
Fogg Museum of Art, Cambridge, Mass.
Conservator, Fogg Museum of Art

MURRAY PEASE,
Metropolitan Museum of Art, New York, N.Y.
*Curator of Technical Laboratory,
Metropolitan Museum of Art*

NAMES, ADDRESSES AND DESCRIPTIONS OF SUBSCRIBERS (Cont.)

PAUL COREMANS,
Laboratoire Central des Musées de Belgique, Brussels
Civil Servant

A. van SCHENDEL,
Rijksmuseum, Amsterdam.
Curator of Paintings, Rijksmuseum

Dated this 21st day of March, 1950.

Witness to the signature of the above-named George Leslie Stout.

KESTER D. JEWELL,
61, Cedar Street, Worcester, Mass.
Administrator, Worcester Art Museum

Witness to the signature of the above-named Francis Ian Gregory Rawlins.

A. A. MOSS,
1, Montague Place, W.C.1
Civil Servant

Witness to the signature of the above-named Harold James Plenderleith.

A. A. MOSS,
1, Montague Place, W.C.1
Civil Servant

Witness to the signature of the above-named Sir Wallace Alan Akers.

A. E. WERNER,
33, Brunswick Gardens, London, W.8
Civil Servant

Witness to the signature of the above-named Helmut Ruhemann.

G. W. ATKINS, Major,
2, Oak Hill Road, Surbiton, Surrey
Publications Manager, The National Gallery, London

Witness to the signature of the above-named William George Constable.

HENRY P. ROSSILES,
Museum of Fine Arts, Boston, Mass.
Curator, Dept. of Prints, Museum of Fine Arts

Witness to the signature of the above-named Rutherford John Gettens.

JOHN COOLIDGE,
Fogg Art Museum, Cambridge, Mass.
Professor, Director of Museums

Witness to the signature of the above-named Richard David Buck.

JOHN COOLIDGE,
Fogg Art Museum, Cambridge, Mass.
Professor, Director of Museums

Witness to the signature of the above-named Murray Pease.

LAURENCE S. HARMANN,
Metropolitan Museum of Art,
New York, N.Y.
Business Administrator

Witness to the signature of the above-named Paul Coremans.

R. BARMANS,
Bergstr. 14,
Muizen, Belgium

Witness to the signature of the above-named Arthur van Schendel.

TON KOOT,
Rijksmuseum, Amsterdam.
Secretary of the Rijksmuseum

SPECIAL RESOLUTION
OF
THE INTERNATIONAL INSTITUTE FOR CONSERVATION
OF HISTORIC AND ARTISTIC WORKS
Passed on 4th May, 1962

At an Extraordinary General Meeting of The International Institute for Conservation of Historic and Artistic Works duly convened and held at 39 Russell Square, London, W.C. 1 on Friday the fourth day of May 1962 the following Resolution was duly passed as a Special Resolution:

SPECIAL RESOLUTION

That the Articles of Association of The Institute be amended by the deletion of Articles 16, 33, 41 and 43 to 47 (inclusive) thereof and the substitution therefor of the following new Articles:—

“16. All Members (except Honorary Fellows) of The Institute shall pay an annual subscription of such amount as shall from time to time be recommended by the Council and confirmed by an Ordinary Resolution of The Institute.

The annual subscription of an Institutional Member shall be such amount as shall from time to time be recommended by the Council and confirmed by an Ordinary Resolution of The Institute or in the case of an Institutional Member incorporated outside the United Kingdom the equivalent thereof in the currency of its country of incorporation at the average market rate prevailing at the time the subscription falls due.

33. All business shall be deemed special that is transacted at an Extraordinary General Meeting and also all business that is transacted at an Annual General Meeting with the exception of the consideration of the accounts and balance sheet and the reports of the Council and the Auditors, the election of Executive Officers and other Members of the Council and Auditors and the fixing of the remuneration of the Auditors, and the confirmation pursuant to Article 16 of any changes recommended by the Council in the amount of annual subscriptions.

41. (A) The President shall be a Fellow and shall be elected at a General Meeting. He shall hold office for a period of three years, provided that he shall so long continue to be a Member of the Council. He shall be eligible for re-election.

(B) In the event of a casual vacancy occurring in the office of President the Council shall appoint a Fellow who is a Member of their body as President to fill the casual vacancy. Any President so appointed shall hold office only until the next following Annual General Meeting of the Institute and shall then be eligible for re-election. If a casual vacancy is not filled by the Council, it shall be filled at the next Annual General Meeting of the Institute.

43. (A) There shall be not less than three nor more than five Vice-Presidents who shall be Fellows.

(B) In the event of the President retiring from office at an Annual General Meeting (other than pursuant to Article 41(B) and not offering himself for re-election he shall forthwith become a Vice-President and shall be subject to retirement by rotation in accordance with Article 43(C).

(C) At the Annual General Meeting in every subsequent year one of the Vice-Presidents for the time being shall retire from office, but shall be eligible for re-election, unless at the Annual General Meeting at which he retires from office the retiring President becomes a Vice-President of The Institute pursuant to Article 43(B). The Vice-President to retire in every year shall be that one who has been longest in office since his last election, but as between persons who become Vice-Presidents on the same day the one to retire shall (unless they otherwise agree among themselves) be determined by lot.

(D) The Council may at any time and from time to time appoint any Fellow to be a Vice-President in order to fill a casual vacancy or as an addition to the existing Vice-Presidents but so that the total number of Vice-Presidents shall not at any time exceed five. Any Vice-President so appointed shall hold office only until the next following Annual General Meeting of The Institute and shall then be eligible for re-election. If a casual vacancy is not filled by the Council, it shall be filled at the next Annual General Meeting of The Institute. If the President for the time being is not habitually resident in person in the United Kingdom, then at least one Vice-President shall be so resident.

44. There shall be a Secretary-General who shall be a Fellow who is habitually resident in person in the United Kingdom and shall be elected at a General Meeting. He shall hold office for a period of three years, provided that he shall so long continue to be a member of the Council. He shall be eligible for re-election. In the event of a casual vacancy occurring in the office of Secretary-General the Council shall appoint a Fellow who is a Mem-

ber of their body as Secretary-General to fill the casual vacancy. Any Secretary-General so appointed shall hold office only until the next following Annual General Meeting of The Institute and shall then be eligible for re-election. If a casual vacancy is not filled by the Council, it shall be filled at the next Annual General Meeting of The Institute. The Secretary-General shall be responsible to the President for the General administration of The Institute, for the arrangement of meetings, the preparation of records and reports, and for matters of public and professional relations. The office of Secretary-General shall be honorary.

45. The Treasurer shall be a Fellow who is habitually resident in person in the United Kingdom and he shall be elected at a General Meeting. He shall hold office for a period of three years provided that he shall so long continue to be a Member of the Council. He shall be eligible for re-election. In the event of a casual vacancy occurring in the office of Treasurer the Council shall appoint a Fellow who is a Member of their body as Treasurer to fill the casual vacancy. Any Treasurer so appointed shall hold office only until the next following Annual General Meeting of the Institute and shall then be eligible for re-election. If a casual vacancy is not filled by the Council, it shall be filled at the next Annual General Meeting of the Institute. The Treasurer shall be responsible to the President for the financial condition of the Institute. The office of Treasurer shall be honorary.

46. The management and control of The Institute shall be vested in the Council which shall consist of the President, the Vice-Presidents, the Secretary-General and the Treasurer for the time being of The Institute and eight other Fellows who shall be appointed or elected pursuant to the next succeeding Article provided that at least four of the Members of the Council shall be persons habitually resident in the United Kingdom. No person shall be ineligible for appointment or re-appointment as President, Vice-President, Secretary-General or Treasurer or as a Member of the Council or shall be required to retire or to vacate his office of President, Vice-President, Secretary-General or Treasurer or to retire from membership of the Council by reason of his attaining or having attained the age of seventy or any other age nor need the age of any President, Vice-President, Secretary-General or Treasurer or Member of the Council or the fact that any of them is over seventy be stated in any Notice or Resolution relating to his appointment or re-appointment, nor shall it be necessary to give special notice under Section 185 of the Act of any Resolu-

tion appointing, re-appointing or approving the appointment of a President, Vice-President, Secretary-General or a Member of the Council.

47. (A) The Council shall at its next Meeting following the Annual General Meeting of The Institute in 1958 appoint four Fellows of The Institute as Members of the Council who shall be entitled to hold office until the Annual General Meeting in 1959 when they shall all retire but shall be eligible for re-election.

(B) The Council shall at its next Meeting following the Annual General Meeting of The Institute in 1962 appoint four additional Fellows of The Institute as Members of the Council who shall be entitled to hold office until the Annual General Meeting in 1963 when they shall all retire but shall be eligible for re-election.

(C) At the Annual General Meeting in 1963 and in every subsequent year two of such eight Members of the Council shall retire from office but shall be eligible for re-election unless their re-election would result in any such Fellows holding office under this Article for more than nine successive years. The Members of the Council appointed under this Article to retire in every year shall be those ones who have been longest in office since their last election but as between such persons who became Members of the Council on the same day, the ones to retire (unless they otherwise agree among themselves) shall be determined by lot.

(D) In the event of a Member of the Council appointed under this Article retiring from office and not being re-elected, or in the event of a casual vacancy the Council shall appoint any Fellow of The Institute whom they shall select as a Member of the Council to fill such office or vacancy. Any Member so appointed shall hold office until the next Annual General Meeting of The Institute at which the person whose office he has taken would have retired if he had been re-elected or at which the Member of the Council creating the vacancy would have retired by rotation as the case may be, and the Member so appointed shall then be eligible for re-election."

Norman Brommelle
Secretary-General

Filed with the Registrar of Companies on 22nd May, 1962.

At an EXTRAORDINARY GENERAL MEETING of The International Institute for Conservation of Historic and Artistic Works duly convened and held on Friday the 14th day of May 1965 the following Resolution was duly passed as a Special Resolution:

SPECIAL RESOLUTION

That the Articles of Association of the Institute be amended in the manner following:

1) By the deletion of Articles 9 and 10 and the substitution therefor of the following new Articles:—

"9. Every application for Membership as an Associate shall be made in writing on a form to be approved from time to time by the Council and shall be supported by such evidence as the Council may require of the fitness of the proposed Associate to further the purposes of the Institute.

10. Provided that the Council is satisfied as to the fitness of a proposed Associate and that he wishes to be elected as such, the Council shall declare him to be elected. Provided always that the Council may in its absolute discretion and without assigning any reason therefor decline to accept any person as an Associate."

2) By the deletion of Articles 13B and 13C and the substitution therefor of the following new Articles:—

"13B. Every application for Membership as an Institutional Member shall be made in writing addressed to the Council.

13C. Provided that the Council is satisfied as to the fitness of a proposed Institutional Member and that it wishes to be elected as such, the Council shall declare it to be elected. Provided always that the Council may in its absolute discretion and without assigning any reason therefor decline to accept any body corporate as aforesaid as an Institutional Member."

N. S. Brommelle
Vice-President
A Member of the Council

**THE INTERNATIONAL INSTITUTE FOR CONSERVATION
OF HISTORIC AND ARTISTIC WORKS
AMERICAN GROUP**

BYLAWS

SECTION I NAME:

The name of the organization shall be IIC-American Group. The parent organization, The International Institute for Conservation of Historic and Artistic Works, is herein referred to as The Institute.

SECTION II AUTHORIZATION:

The IIC-American Group is established by a resolution of the Council of The Institute at a meeting on the 30th day of June, 1958.

SECTION III PURPOSES:

The general purposes of IIC-American Group are to further the objectives of The Institute as stated in paragraph 3 of The Institute's Memorandum of Association.

The specific purposes of IIC-American Group are to maintain a subordinate organization to foster coherence among the American membership of The Institute, and to advise or make recommendations to The Institute regarding problems and conditions peculiar to the field of conservation in America.

SECTION IV MEMBERSHIPS:

1) Membership in IIC-American Group is open to any Fellow or Associate of The Institute in good standing. Any Institutional Member of The Institute in good standing may designate in writing to the Secretary any member of its staff who will become a delegate to IIC-American Group.

2) Persons eligible for membership in IIC-American Group, as defined in paragraph 1, will be admitted to membership in IIC-American Group and may continue as members of IIC-American Group while they are Fellows or Associates of The Institute, and while authorized dues and assessments to IIC-American Group are paid. Any representative of an Institutional Member of The Institute who is not a Fellow or Associate of The Institute may continue as a delegate as long as he is duly designated by the Institutional Member which itself remains a Member of The Institute, and while authorized dues and assessments to the IIC-American Group are paid.

3) Special or regular dues or assessments may be determined by a majority vote at a regular meeting. Such dues or assessments will be used only to carry on the purposes defined in Section III, and will be in addition to dues or assessments paid to The Institute. Funds accumulated from these dues or assessments or from grants, gifts, or bequests made specifically to the IIC-American Group will be held in an account separate from that of The Institute and will be administered by the Treasurer of the IIC-American Group.

4) Any member of the IIC-American Group may resign by writing to the Secretary of IIC-American Group specifying the date on which the resignation shall be effective. Any such resignation will not release the resigning member from any authorized dues, assessments, or other obligations owing to IIC-American Group prior to the date of resignation.

5) Following the failure by a member to pay annual dues for two consecutive years, he shall be notified in writing of this delinquency in payment of dues, by the Treasurer. The said member will automatically be considered as having willfully forfeited his membership in the organization, if payment for the past two years and the coming year are not received within thirty days from the date of mailing of such notice by the Treasurer. Such loss of membership will not release the "dropped" member from any authorized dues, assessments, or other obligations owing IIC-American Group prior to the date of such forfeiture of membership.

6) Loss of membership as described in paragraph 5, may be appealed by the member concerned, by writing to the Chairman, who together with two other members of the Executive Committee, appointed by the Chairman, shall constitute an Appeal Board, whose decision shall be final. Right of Appeal will expire two years after the first day of such loss of membership.

SECTION V OFFICERS:

1) The officers of IIC-American Group shall be a Chairman, Vice-Chairman, Secretary and Treasurer, elected from the membership to hold office for a term of one year. All officers will be eligible for re-election.

2) The Executive Committee shall consist of seven members: the officers of IIC-American Group and two members chosen from the members of the Council of The Institute resident on the American continents, and one who shall be elected for a term of

one year from the membership of IIC-American Group. In case the Council of The Institute does not include two members resident on the American continents, the deficiency shall be filled by election for a term of one year from the membership of IIC-American Group. The duty of the Executive Committee will be to assist and advise the Chairman in administering the affairs of the organization.

SECTION VI MEETINGS:

1) Regular meetings of IIC-American Group will be held annually at a time and place selected by the Executive Committee. The time and place will be announced in writing a reasonable time in advance of such meetings by the Secretary. Special meetings may be called by the Chairman by writing to all members of IIC-American Group, giving reasonable notice of such meetings. Notice of a special meeting shall specify the purpose of the meeting and proxy forms will be provided.

2) The members present at any meeting which has been announced in accordance with the provisions of paragraph 1 of this section shall constitute a quorum, provided that the number is not less than ten.

SECTION VII AMENDMENTS:

These Bylaws may be amended, added to, or repealed by a majority vote, including proxies, at a meeting announced in accordance with the provisions of Section VI, (1), provided that notice of such changes, including proxy forms, had been furnished in writing to the membership. Changes in Sections I, III, and IV of these Bylaws will not take effect until they have been approved by the Council of The Institute.

SECTION VIII ELECTIONS:

1) A Nominating Committee of three members shall be elected at each annual meeting to present a slate of candidates for office at the next annual meeting.

2) The Nominating Committee will name one or more candidates for each elective office and confirm each candidate's willingness to serve if elected.

3) The Nominating Committee shall invite in due time other nominations in writing from the membership-at-large.

4) No further nominations will be accepted after a date three months before the stated date of the annual meeting. At a time four weeks or more in advance of the annual meeting, the names

of the nominees for office will be published to the membership by the Nominating Committee. At the time of publication of the completed slate, absentee ballots for election will be circulated.

5) The election of officers will be held at the annual meeting.

SECTION IX FISCAL YEAR:

The fiscal year of the organization shall commence on May 1st.

THE MURRAY PEASE REPORT

The following report on standards of practice and professional relations for conservators was produced by the IIC-American Group Committee on Professional Standards and Procedures under the direction of the late Murray Pease. Other members of the Committee were Mr. R. J. Gettens, Professor Sheldon Keck, Mr. Dudley T. Easby and Mr. Henri G. Courtais.

This first formulation of standards of practice by any group of conservators was adopted by IIC-AG at the fourth annual meeting of the group in New York on June 8, 1963. It was since published in *Studies in Conservation*, Vol. 9, No. 4, August 1964, pp. 116-21.

The primary purpose of this document is to provide accepted criteria against which a specific procedure or operation can be measured when a question as to its adequacy has been raised.

THE MURRAY PEASE REPORT

STANDARDS OF PRACTICE AND PROFESSIONAL
RELATIONSHIPS FOR CONSERVATORS
ADOPTED BY IIC-AG JUNE 8, 1963;
APPROVED FOR LEGAL SUFFICIENCY AUGUST 7, 1963

I. PREAMBLE

The following standards and procedures are approved by IIC-AG as applying to professional practice by conservators, as defined in the Articles of Association of IIC, in the examination and treatment of works of art. Such practice is considered to comprise three categories.

- A. Scientific analytical study of art objects, for such purposes as identifying materials, method of construction, modifications by age or other agencies, and comparison with comparable material, but not as a preliminary to treatment.
- B. Examination and treatment of works of art, whether by private or institutional operators.
- C. Supplying previously developed reference data which may bear on condition, authenticity, authorship or age of specific objects. This can be either by formal publication or private communication.

II. GENERAL CONSIDERATIONS OF POLICY

These are broadly applicable to all categories.

- A. *Professional attitude.* It must be axiomatic that all professional actions of a conservator be governed by unswerving respect for the integrity of works of art. Such respect is manifest not only in policies of restoration, but in selection of courses of treatment, in safeguarding against accident, protection against loss, and strict avoidance of misinterpreting technical evidence.
- B. *Contractual relationships.* A sound contractual relationship includes the need for clear understanding, written in cases of private contracts, of the exact work to be done, the basis for charges if any, the extent and substance of reports, including photographs as appropriate, responsibility for insurance coverage deemed adequate for operator, owner and object, provisions for safeguarding objects, method of delivery, and any sub-contracting or re-assignment of work. It is recommended that a lawyer be consulted.

- C. *Assumption of responsibility.* It should be a conservator's responsibility to contract for investigation or treatment only to the limits of his professional competence and facilities. Should he not be trained or equipped for a full scientific study by generally accepted current technical means, any specific limitations must be stated and accepted by both parties from the beginning. Wherever further opinions seem to be required such further opinion or opinions are a necessary part of a comprehensive report. In the same manner a conservator should be held irresponsible if he undertakes to carry out a course of treatment for which he is inadequately trained or equipped.
- D. *Interpretation of evidence.* It is obvious that a scientific investigator has the obligation to present *all* the evidence he has developed about an object commissioned to him for study, favorable or otherwise, and also to supply from his professional knowledge a clear exposition of the significance of each part of the evidence. It will be held improper for him to make outright formal declarations as to age, authenticity and the like (which subsequently might form the basis of a claim or legal action) when each declaration exceeds the logical development of the specific evidence.
- E. *Limitation of reconstruction.* In replacing losses or damage, a conservator can be expected to accord little or much restoration according to a firm previous understanding with the owner or custodian. It is equally clear that he cannot ethically carry this to a point of modifying the known character of the original, whatever the motives for so doing might be.
- F. It shall be considered inconsistent with the professional integrity of conservators in any of the three categories of procedure to engage in the following outside activities:
1. Issuing paid "expertises" or authentications.
 2. Acting as paid or commissioned agent in the selling or purchasing of works of art.
 3. Engaging in such selling or purchasing for personal profit.
 4. Making monetary appraisals of works of art.

III. PROCEDURE FOR INITIATING, CONDUCTING, AND REPORTING IN SCIENTIFIC ANALYTICAL STUDIES OF WORKS OF ART

Whenever it becomes necessary for owners of works of art to request museum or commercial analytical laboratories or private consultants to engage in scientific study of art objects for the purpose of developing data which may bear on condition, au-

thenticity, authorship, or age of a specific object, the following procedure shall be followed by all parties concerned.

- A. *Initiating the study.* The owner of the work of art, or his qualified agent, or a qualified officer of an institution shall send to the examining agency a written request with statements covering the following points as required:
1. The purpose of the study listing any specific questions which, if possible, are in need of answer.
 2. Whether (a) the whole object, or (b) samples from the object are to be made available for study. If samples only are to be sent to the laboratory, the exact location of the samples on the object and the name of the person who took the samples are to be given.
 3. If the whole object is to be sent to the analyst, (a) the legal owner, (b) its value, (c) to what extent it is covered by insurance, (d) by what carrier it is to be sent to the laboratory and returned to the owner, and (e) that the object is to be sent to the investigating laboratory at the owner's risk and expense.
 4. Explicit permission to take samples from the object during examination.
 5. Whether the investigator (a) is merely to report facts and observations, or (b) if the investigator is expected to draw conclusion from the facts.
 6. Whether the laboratory findings are (a) to be kept in strict confidence, or (b) whether the findings, regardless of their nature, can be used by the investigator in formal publications and in oral declarations.
 7. Whether any of the evidence produced is intended for use in legal proceedings.
- B. *Conducting the study.* The analyst or laboratory official on receiving the object shall:
1. Supply a written receipt to the owner verifying its condition and inform the owner how the object will be stored and guarded.
 2. Inform the owner what fees, if any, are to be charged for the analytical services. If there is to be no charge, state that fact explicitly. State also what other charges may be made for photographs, x-rays, spectrograms, and for outside analytical services, and other.
 3. Make a photographic record of the condition of the object.
 4. Keep a careful and detailed written record of all observations and findings, giving dates.

C. *Preparing and submitting the report.* On completion of the investigation the investigator shall:

1. Render to the owner a typewritten report of his findings with conclusion, if conclusions have been requested. The report shall cover methods of test, kind and type of instruments and equipment used, and analytical procedures employed in sufficient detail so that, if the owner wishes, the tests can be repeated and checked on the same object by an independent investigator in another laboratory. If it has been necessary, with the owner's permission, to take samples from the object, give location and amount of each sample.
2. List all other persons who assisted or cooperated in the scientific investigation.
3. List what published works or authorities he has consulted in the course of the study.
4. State what limitations, if any, he may wish to place on the use of the findings. That is, whether or not the findings may be used voluntarily in legal proceedings; whether or not they may be quoted in formal publications or in oral declarations.

IV. PROCEDURE FOR ENGAGING IN AND REPORTING OF EXAMINATION AND TREATMENT OF WORKS OF ART BY PROFESSIONAL EMPLOYEES OF INSTITUTIONS

A. *Report of examination.* Such reports shall include, in writing the following information.

1. Date of examination and name of examiner.
2. Identification of object with that in report. This may be done by photographs, word descriptions, measurements, and accession numbers.
3. Descriptions of materials, structure and method of fabrication. Physical, chemical and biological identification of materials composing the object. Statement of method of determination employed or reference to published standard method.
4. Record of alteration and deterioration. Locations and extent of physical defects, chemical alteration and its products, previous repairs and compensation. Statement of method of determination sufficiently detailed to permit duplication by another examiner.
5. Deductions or interpretations of observations and analyses. Comments relative to the degree of alteration.

6. Where evidence indicates forgery, every available test which can supply information on materials and structure shall be employed. After thoroughly checking his results the examiner shall recommend consultation with one or two disinterested individuals qualified by scientific or art historical training to review the evidence.

B. *Proposal for treatment.* Before any treatment is undertaken a summary or copy of the examination record shall be supplied to the responsible custodian of the object. This shall be accompanied by:

1. An outline of the proposed treatment.
2. A statement of the results to be expected.
3. An estimate of the probable time required for the treatment.

The official custodian's written approval shall be secured before treatment is begun.

C. *Report of treatment.* Such report shall include:

1. A statement of the procedures followed in the current treatment with exact descriptions of materials and methods, including:
 - (a) The method by which accretion or deterioration products were removed.
 - (b) Method and materials used in correcting distortion in form and shape and in reinforcing, consolidating, stabilizing and protecting structure and surface.
 - (c) Kind, extent and location of compensation employed.
2. Photographs as follows:
 - (a) Condition before treatment with date.
 - (b) Photograph in "actual state" without compensation.
 - (c) Photograph after treatment with date.
 - (d) Photographs as required to supply data about structure, method of fabrication and state of object as revealed during process of treatment. Photographs or diagrams which clarify method of reconstruction or compensation.

V. PROCEDURES SPECIFICALLY APPLYING TO EXAMINATION AND TREATMENT OF WORKS OF ART BY SELF-EMPLOYED PROFESSIONAL CONSERVATORS

These do not differ from those applying to institutional employees except in the fields of contractual relations and assumption of responsibility. Procedures in these fields shall include:

A. *Written proposals stating:*

1. Work to be done, estimated charges, and estimated date of completion.

2. Arrangements for insurance and its specific coverage, method of delivery, and provisions for safeguarding objects.
 3. Any sub-contract or re-assignment of work proposed.
- B. A signed contract by the owner or his authorized agent, which may be a signed copy of the letter of proposal.
- C. It is recommended that a lawyer be consulted as to the adequacy of the contract until such time as a standard form be adopted.

VI. OPERATING SAFETY PROCEDURES FOR CONSERVATORS

A. *Safety of personnel.*

1. *Radiation.* X-ray installation and operation procedures should conform to approved specifications as described in Eastman Kodak's book, *Radiography in Industry*. Most state labor departments will supply an inspection service to determine the operating safety of radiographic installations.
2. *Toxic vapors.* Adequate exhaust and ventilation should be a part of all laboratory installations where volatile solvents are habitually used. The National Association of Mutual Casualty Companies' *Handbook of Organic Industrial Solvents* covers these requirements in detail. Suitable respirators should be available for special requirements.
3. *Mechanical equipment.* Power tools of all kinds should be provided with adequate light, operating space, and safety guards. Their use should be restricted to properly qualified and authorized persons. Cleanliness should be rigidly enforced. Instruments producing dust, abrasive powders and the like should be equipped with positive exhaust systems, and provided with appropriate respirators for operators.
4. *Corrosive liquids.* Standard laboratory requirements for quantity storage and operating containers of acids, alkalis, and other reagents should be rigidly followed. Only authorized personnel should have access to them.
5. *Fire Hazards.* The building housing the studio or laboratory should conform to Underwriters' requirements in construction. Uses to which other parts of the building may be put should not be of a hazardous nature. Working and storage areas should be of fireproof construction, and equipped with adequate extinguishing apparatus.

B. *Safety of art objects.*

1. *Vapors.* The same requirements that apply to personnel should be observed.
2. *Protection against theft.* Working and storage areas should be of adequate construction, and capable of systematic locking routine. Only authorized personnel should have access.
3. *Protection against accidental damage.* Working and storage areas should be adequate for safe handling and storage of objects. Individual storage racks for paintings and shelves for three-dimensional objects should be available. Working equipment should include sturdy, well-designed furniture such as tables, easels, horses. Objects should be moved or handled only by experienced persons. Secondary personnel should be of responsible character and adequate training in the handling of works of art. They should not engage in activities for which they have inadequate professional training. Objects should not be removed from the operating or storage building except on due notice and authorization by the owner or custodial institution. Transportation and packing of objects should be by approved agencies and according to established methods.

CODE OF ETHICS FOR ART CONSERVATORS

I. PREAMBLE

Art conservation is a pursuit requiring extensive training and special aptitudes. It places in the hands of the conservator cultural holdings which are of great value and historical significance. To be worthy of this special trust requires a high sense of moral responsibility. The conservator has obligations not only to the work of art, but to its owner or custodian, to his colleagues and his profession and to the public as a whole. The following Code seeks to express principles and practices which will guide the art conservator in the ethical practice of his profession.

II. OBLIGATIONS TO THE WORK OF ART

1. *Respect for Integrity of Object*

All professional actions of a conservator are governed by unswerving respect for the aesthetic, historical and physical integrity of works of art.

2. *Competence and Facilities*

It is a conservator's responsibility to undertake the investigation or treatment of a work of art only within the limits of his professional competence and facilities.

3. *Single Standard*

With every work of art he undertakes to conserve, regardless of his opinion of its value or quality, the conservator should adhere to the highest and most exacting standard of treatment. Although circumstances may limit the extent of treatment, the quality of the treatment is never governed by the quality or value of the object.

4. *Suitability of Treatment*

A conservator does not perform or recommend any treatment which is not appropriate to the preservation or best interests of the work of art. The necessity and quality of the treatment are more important to the professional than his remuneration.

5. *Principle of Reversibility*

The conservator is guided by and endeavors to apply the "principle of reversibility" in his treatments. He avoids the use of materials which may become so intractable that their future removal could endanger the physical safety of the object.

6. *Limitations on Aesthetic Reintegration*

In compensating for damage or loss in a work of art, a conservator can be expected to supply little or much restoration, according to a firm previous understanding with the owner or custodian. It is equally clear that he cannot ethically carry this to a point of deceptively covering or modifying the original—whatever the motives for so doing might be.

7. *Continued Self Education*

It is the duty of every conservator to continue to refresh and enlarge the knowledge and skill of his science and art so that he may be ever ready to give the best treatment circumstances permit.

8. *Auxiliary Personnel*

The conservator has an obligation to protect and preserve the art under his care at all times by supervising and regulating the work of all auxiliary personnel under his professional direction.

III. RESPONSIBILITIES TO THE OWNER OR CUSTODIAN

9. *Contracts*

Contract practice may permit a conservator to enter into an agreement with individuals, institutions, corporations, city, municipal, state and federal governments to provide conservation services, provided that the contract or agreement does not contravene the principles of ethics as laid down or implied in this code.

10. *Changes in Treatment or Fee*

Any changes on the part of the conservator in the contracted planned procedure in treating a work of art, or changes in the fee which has previously been estimated should, unless circumstances intervene, be made known to the owner or custodian and approved before the changes are effected.

11. *Abrogation of Contract*

The conservator should understand that an owner or custodian is free to select, without persuasion or admonition, the services of any conservator of his choice or of more than one conservator simultaneously, and is also at liberty to change from one conservator to another at his own discretion. However after a contract, oral or written, has been made for the treatment of a specific work of art neither the conservator nor the owner may morally withdraw from it except by mutual agreement.

12. *Proper Course of Treatment*

Inasmuch as an owner is rarely competent to judge the conservation requirements of his work of art, the conservator should honestly and sincerely advise what he considers the proper course of treatment.

13. *Report of Examination*

Before performing any treatment on a work of art, the conservator should first make an adequate examination and record of condition.* The conservator is obliged to report his findings and recommendations to the owner or custodian and await instructions from him before proceeding.

14. *Record of Treatment*

A record of treatment* must also be made by the conservator. He has the obligation to record and reveal in detail to the owner or custodian the materials and methods of procedure employed in treating the work of art.

15. *Punctuality and Expedition*

It is the obligation of the conservator to estimate the length of time it will take to complete a treatment and to abide by his contract with reasonable punctuality.

16. *Fees*

Fees for conservation service should be commensurate with the service rendered, having due regard to insure justice to the owner or custodian and to the conservator and respect for the profession.

In determining the amount of the fee, it is proper to consider (1) time and labor required, (2) cost of materials and insurance, (3) novelty and difficulty of the problem, (4) customary charges of others for like services, (5) the risk involved in treating a work of high value, (6) the certainty of compensation, (7) character of the employment—casual or constant client.

An owner's ability to pay cannot justify a charge in excess of the value of the service, although his financial position may influence a lower charge.

Conservators should avoid charges which overestimate their services as well as those which undervalue them.

Because of the variation in the treatment of similar conditions it is impossible to establish with mathematical accuracy a set fee for a particular type of service.

17. *Warrant or Guarantee*

Although the conservator at all times follows the highest standards and, to the best of his knowledge, the most acceptable procedures, to warrant or guarantee the results of a treatment is unprofessional. This is not to be construed that he will not willingly and freely correct defects or unpredicted alterations which, in his opinion, have occurred prematurely following his treatment.

* Standard procedures for engaging in and reporting of examination and treatment of works of art are described in *The Murray Pease Report* (Sections IV and V).

IV. RELATIONS WITH COLLEAGUES AND THE PROFESSION

18. *Contribution to Profession*

A conservator has the obligation to share his knowledge and experience with his colleagues and with serious students. He should show his appreciation and respect to those from whom he has learned and to those who have contributed in the past to the knowledge and art of the profession, by presenting without thought of personal gain such advancements in his techniques of examination and treatment which may be of benefit to the profession.

19. *Intermediaries*

The professional services of a conservator should not be controlled or exploited by any agency personal or corporate which intervenes between client and practitioner. The conservator's responsibilities and qualifications are individual and personal. He should avoid all relations which direct the performance of his duties by or in the interest of such intermediary. This does not preclude his working under the direction of another qualified conservator.

20. *Request for Consultation*

If, for any reason, before or during treatment the owner or custodian desires another opinion on procedure through consultation with another conservator, this should not be regarded as evidence of want of confidence and should be welcomed by the conservator.

21. *Consultation*

No person engaged in the profession of conservation can expect to be expertly informed on all phases of examination, analysis and treatment. In instances of doubt, there should be no hesitation in seeking the advice of other professionals, or in referring the owner to a conservator more experienced in the particular special problems.

22. *Misuse of Reference*

Where clients have been referred for consultation or treatment, the conservator to whom they have been referred should, unless it was obviously otherwise intended, return the client to the original conservator as soon as possible. Efforts, direct or indirect, in any way to encroach upon the professional employment of another conservator are unworthy of the profession of conservation.

23. *Fee Splitting*

The payment of a commission or fee to another conservator or

any other person for the reference of a client is to be condemned as unprofessional. Division of a fee is only acceptable where it is based on a division of service or responsibility.

24. *Comment on Qualifications of another Conservator*

It is unethical for a conservator to volunteer adverse judgment on the qualifications of and procedures rendered by another conservator except as such comment shall be to the mutual benefit of all concerned. In expressing an opinion of a practitioner, either voluntarily or at the request of someone outside the profession, the conservator must always conscientiously consider the iniquity of slander and must scrupulously base his statement on facts of which he has personal knowledge. If his opinion is uncertain or dependent on hearsay, it is more constructive to withhold comment and to recommend instead someone of whom he has no doubt.

V. OBLIGATIONS TO THE PUBLIC

25. *Education of Public*

In his relations with the public, every conservator should accept such opportunity as may be presented to educate the public in the aims, desires and purposes of his profession in order that a better popular understanding of conservation may be established. Such presentations should be in accordance with accepted principles of the time.

26. *Safeguarding Public Interests*

In the interests of the public as well as their own profession, conservators should observe accepted standards and laws, uphold the dignity and honor of the profession and accept its self-imposed disciplines. They should do their part to safeguard the public against illegal or unethical conduct by referring the facts of such delinquency to the appropriate professional committee. Further, it is the right of any conservator to give proper advice when it is requested by those seeking relief against negligent or unethical practices.

27. *Expertises*

Although the results of his examination and treatment of works of art may make it possible for him to contribute knowledge to the history of art and to the verification of the authorship (authenticity) of a work of art, the issuing of paid expertises or authentications may involve conflict of interest, and is not an appropriate or ethical activity for a conservator.

28. *Appraisals*

Because of his intimate contact with and knowledge of tech-

niques of fabrication, and the physical condition of works of art, a conservator is often asked to appraise the monetary value of a work of art. Since this activity might involve conflicts of interest inconsistent with the profession of conservation and since appraising requires other specialized knowledge of market values and techniques of attribution, appraisal for a fee is not recommended, unless the individual holds an approved license.

29. *Art Dealing*

Engagement in the business of selling or purchasing for personal profit, or acting as a paid or commissioned agent in the sale of works of art is not recommended.

30. *Advertising*

It is an accepted principle that the most worthy and effective advertising is the establishment of a well-merited reputation for professional ability and integrity. Solicitation of clients, directly or indirectly by a conservator, a group, institution or organization is unethical. All forms of notices which may be construed as advertising should be avoided except:

1. Use of such sign or signs which in size, character, wording and position reasonably may be required to indicate the entrance and location of the premises in which the practice is performed.
2. Use of professional cards indicating only the name, degree, vocation, office address and telephone number.
3. Use of professional letterhead on stationery, bill and receipt forms.
4. Use of announcements of commencement of practice, change of location or restriction of practice.
5. The judicious distribution of reprints. Indiscriminate mailing of reprints, without sufficient reason, is construed as an attempt to solicit clients or an attempt to bring undue attention to the author. At the same time an author may honor requests for copies of his article.

VI. AMENDMENTS

Amendments or changes in this Code of Ethics must be initiated by petition from at least five members of IIC-AG to the Executive Committee who will direct the Committee on Professional Relations to prepare the amendment for vote. Acceptance into the Code of an amendment will be by two thirds affirmative vote of the membership of IIC-AG.