

Caribbean Heritage Emergency Network (CHEN)

Organization

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Article 1: Name

The Caribbean Heritage Emergency Network, hereafter referred to as CHEN, is a network of heritage experts in the Caribbean region, whose committed members have signed the CHEN Mutual Aid Agreement. The Agreement will come to effect at the General Assembly of the Caribbean Branch of the International Council on Archives.

Article 2: Mission, objectives and goals

Mission Statement

- CHEN is the Caribbean Expert Organization on safeguarding Cultural Heritage in case of a natural disaster. CHEN's experts will provide training in Preparedness, Response, Recovery and Mitigation in the Caribbean region. They do so at the expense of the requesting party or will help look for funding agencies.
- *The mission of all involved with CHEN is to work for the protection of the cultural heritage in the Caribbean Region*

Objectives:

- to facilitate regional and international responses to emergencies threatening cultural property;
- to encourage safeguarding and respect for cultural property especially by promoting risk preparedness, recovery, response and mitigation measures;
- to train experts at national and regional level to prevent, respond and recover from disasters;
- to act in an advisory capacity for the protection of endangered heritage;
- to consult and co-operate with other bodies including UNESCO, ICCROM, ICOM (International Council of Museums), Smithsonian Cultural Rescue Initiative, Prince Claus Fund Cultural Emergency Response Program and the International Council on Archives (ICA).

It achieves this by:

- collecting and sharing information on threats to cultural property in the region
- raising public awareness about damage to cultural heritage
- promoting good standards of risk management among those responsible for cultural heritage at all levels, from institutions to national governments
- working to make decision makers and professional staffs aware of the need to develop, preparedness, recovery, response and mitigation measures
- providing professional expertise to help meet emergencies
- identifying resources for disaster prevention and for rapid intervention in emergencies

Article 3 Organization and membership

Members

1. CHEN is part of the CARBICA organization. CHEN membership is attached to the category C membership of CARBICA (article 4 CARBICA Constitution). The contribution for C-members (institutions) is \$75 per year. Individual members (D-membership) is \$ 30 per year.

2. Organizations, cooperating within the CHEN group, must have the full and written support of their governments, who have agreed to the Mutual Aid Agreement. (Committed members). This approval includes a general approval to detach an expert to another Island for a certain period. Members will get a CHEN ID-card.
3. Additional organizations may be invited by the Steering Committee to join CHEN. Their membership will become effective upon the signing of the Mutual Aid Agreement by the director or chief of the organization.
4. In addition, individual with professional expertise related to emergency preparedness, recovery, response and mitigation, such as conservators, preservation consultants, archivists, professionals from emergency management, first responders and similar professions may be accepted to membership and may attend CHEN meetings as well as education and training sessions. Individual members do not serve in the Steering Committee (article 4), though they may serve in other committees or Tasc Forces and have voting rights in those committees.

Representatives

Each member organization shall appoint a Primary Representative for CHEN with full voting rights and may nominate a representative for the Steering Committee. The nomination shall be made in writing to the President of CARBICA. Each member organization may appoint at least one Alternative Representative to the Steering Committee.

Term of Membership

The term of membership in CHEN shall be continuous from year to year or as defined by other provisions in these by-laws.

Service on Committees

The Primary Representative of each member organization is encouraged to serve on committees as established by the Steering Committee.

Term and Termination

This agreement commences on the effective date set forth above and continues indefinitely, unless terminated by a majority vote of the Steering Committee. Notwithstanding the foregoing, any party may withdraw from the Network and terminate this Agreement with respect to itself at any time, effective upon 30 days written notice to the Chair of the Steering Committee. None of the Parties will incur any liability to any other Party by reason of such termination. The terminating Party has no right to the supplies it may have contributed to the Network.

Upon termination of the Network, the containers and the supplies contains therein will be either sold and the net proceeds disbursed in the same proportion as the value of their respective contributions (including supplies and membership fees) or distributed in kind to the Parties.

Article 4: Committees

Steering Committee

CHEN is managed by a Steering Committee, with a maximum of 6 representatives from the committed members (see under article 3). The representation of the Steering Committee is - as much as possible – a reflection of the different expertise's in the Heritage field (Archives, Museums, Built Heritage, Libraries) as well as a broad representation within the region.

Each Party will nominate one member to the SC. CARBICA EC will appoint the 6 SC-members, with consideration of the regional and expertise-representation. A Party may change its appointed SC-member at any time upon written notice to the President of CARBICA. The SC will be responsible for general administration of the Network policies and programs. It will also be responsible for operational decisions regarding the Network, including:

- communications within the network;
- deciding how to utilize the Network's membership fees or in kind contributions by the Parties;
- obtaining and monitoring the level of disaster recovery supplies purchased by the Network via the Parties membership fees; and
- determining the level of aid, assistance and supplies to be provided to non-members if such aid is requested.

Steering Committee

The term for the Steering Committee will be aligned with the General Assembly elections of CARBICA. The regular term is 4 years .

Presidency: The SC is chaired by a CARBICA representative for the first term. The presidency rotates over the various heritage sectors after the first term. At all times a CARBICA member will be represented in the CHEN Steering Committee.

The SC will appoint a Vice-Chair and Secretary. Each member of the SC must be a member in good standing.

Term: The term of office for each SC-member shall be Four Calendar years. Each term begins after the general Assembly.

Election: Two (Skype / conference call) meetings prior to the end of a current term cycle, the Chair of the SC shall appoint three persons to a Nominating Committee with a charge to select persons interested in serving as an officer on the SC for the upcoming term.

One (Skype / conference call) meeting prior to the end of the current term cycle, the Nominating Committee will present proposed nominations to the Executive Committee of CARBICA for consideration.

Election of the SC shall take place by in-person voting during an CARBICA EC board meeting where a quorum must exist.

Officers: the SC members shall choose among themselves, after the election, which of them shall hold the position of Chairperson, Vice-Chairperson / Secretary.

Vacancies: An officer vacancy shall be filled in as soon as possible through a special election at the next regularly scheduled meeting of the CARBICA board. The selected candidate shall serve the remainder of the term cycle in which they were elected.

Eligibility: A Chairperson must be a Primary or Alternate Representative in good standing with CHEN at the time of nomination.

Other Committees and/or Task Forces

The Steering Committee shall appoint a committee or Task Force for these areas:

- Training;
- Communication within the group (and in case of a Disaster);
- Special Needs (f.e. a Container with supplies, stored strategically) for a rapid intervention / response in an emergency.

Other Committees may be established as needed by the SC or by a simple majority vote of a quorum of the SC.

The Steering Committee shall uphold and update a Dbase of experts willing to give trainings for Preparedness, Response, Recovery and Mitigation in case of a natural disaster in the Caribbean region.

Article 5: Duties of the Steering Committee

Chairperson

The Chairperson performs the following duties:

- a. Serves as Chairperson of the Steering Committee
- b. Determines the frequency, dates, times, locations and agendas of Committee meetings not specified elsewhere in these by-laws;
- c. Presides over meetings of CHEN and preserves order during the meetings ;
- d. Has signature authority for minutes, records, or other documents connected to CHEN;
- e. Appoints the chairperson of each committee / task force;
- f. Delegates powers and duties to the Vice-Chairperson, consistent with other provisions of the By-Laws.

Vice-Chairperson / Treasurer

The Vice-Chairperson performs the following duties:

- a. disburses funds as necessary, up to the limit agreed by the CARBICA EC and reports each calendar year to the Treasurer of CARBICA on the financial status of CHEN.
- b. Performs the duties of the Chairperson in the absence of the Chairperson, or in the event the Chairperson is unable to serve;
- c. Succeeds as Chairperson upon resignation of the Chairperson for the remainder of the Chairperson's term;
- d. Performs other duties as assigned by the Chairperson.

Secretary

The Secretary performs the following duties:

- a. Maintains the membership list and the attendance and minutes of CHEN meetings;
- b. Prepares CHEN correspondence;
- c. Receives and distributes attendance and minutes of any Committee or sub-committee meetings to the membership;
- d. Uphold, maintain and update a list of experts in the region, willing to train (preparedness, response, recovery, mitigation), or do response missions;
- e. Transfers any non-current records to the CHEN archives, at the end of their term as Secretary;
- f. Performs other duties as assigned by the Chairperson.

Article 6: Meetings

Frequency

CHEN shall meet every two months (via Skype / conference call or in person) for regular meetings unless otherwise specified by the Chairperson.

Special Meetings

The Chairperson may schedule a special meeting when necessary to carry out the duties of CHEN. Additionally, upon formal request of at least four (4) members, the Chairperson shall schedule a special meeting within ten (10) business days and ensure meeting notices are distributed to the members in accordance with the provisions listed by the By-Laws;

Committee / Task Force Meetings

Committees shall meet by any method as necessary to complete projects.

Quorum

A quorum for all regularly scheduled and special meetings shall consist of one-third of all member organizations. Business of CHEN shall not be concluded without satisfying the quorum requirement.

Location

The Steering Committee meetings will be held at the location specified by the Chairperson. Other committee meetings will be held at the location specified by the particular committee chairperson. The way of communicating will be determined by the Communications Committee.

Agenda

Any member organization may request an item be placed on the agenda for the next regularly scheduled meeting of CHEN and the Chairperson will place the item on the agenda. During a scheduled meeting, matters not appearing on the agenda may be added by a majority vote of Members present with favorable vote.

Notice of Meetings Dates and Times

Notices regarding regularly scheduled meetings, special meetings and committee meetings shall be distributed in a timely manner. The meeting notice will identify the date, time, location and agenda of the meeting for which the announcement is intended. In the event of a meeting cancellation, the membership must be notified of the cancellation.

Article 7 Voting

One Vote

Each member organization shall be entitled by one vote by the Primary Representative. Alternate Representatives shall not vote except when the Primary Representative is not available. Individual members do not vote on issues brought before the Steering Committee, but may vote as members serving on other committees.

Abstentions

Members may register their abstention on any vote and this shall be reflected in the minutes. A member that has a conflict of interest on a particular matter shall recuse itself and not vote on the matter.

Determination of Actions

All final actions or policy recommendations shall require the simple majority approval of a quorum of the membership present at a regularly scheduled or special meeting.

Article 8 Archives

A member organization will maintain the CHEN archives, as determined by the CARBICA Executive Committee.

Article 9 Ratification Provisions and Amendments

Ratification

These By-Laws will be ratified, when approved by two-thirds of the member organizations, by the General Assembly of CARBICA.

Amendments

These By-Laws may be amended or replaced when approved by a vote of two-thirds of the Steering Committee during any scheduled meeting, and needs to be ratified by a General Assembly of CARBICA.

15 October 2018