

International Council for Traditional Music (ICTM)
National Committee of Malaysia (ICTM Malaysia)

BYLAWS (Operating Procedures) (approved and adopted on 6 January 2020)

1. Name and status:

The name of the organisation is the ICTM National Committee of Malaysia, using the acronym ICTM Malaysia (hereby “National Committee”).

The National Committee is approved by the Executive Board of the International Council for Traditional Music. The ICTM is an international non-profit, non-governmental, professional organisation admitted to Category B of relations to UNESCO.

The National Committee is expected to spread knowledge about the ICTM activities and to further its mission in their respective countries or regions. It links the Council and individual members (ICTM Statutes 5C). Each National Committee appoints or elects a member to act as its representative. The National representative liaises between the Committee and the Council (ICTM Statute 8).

2. Objectives:

- a. To promote research, documentation and sustainability of the performing arts, taking into account the diversity of cultural practices, past and present, popular and traditional.
- b. To promote collaboration between researchers and performers in universities and non-governmental organizations through joint research projects
- c. To encourage younger scholars and postgraduate students to present their research at national level symposia
- d. To disseminate research findings through paper presentations, publications and performances
- e. To create an audio-visual archive for the repatriation of recordings and a database of recordings and educational materials of the performing arts of Malaysia

3. Membership:

- a. Membership in the National Committee is open to all members in good standing of the ICTM who are involved in performing arts research and/or practice, either as a specialist or in related fields that include consideration of materials relevant to Malaysian performing arts research. Membership is secured by directly contacting the Chairperson or Secretary online via email.
- b. Rights of active National Committee members include participating in the National Committee Meetings, discussions and the privilege to vote.
- c. Persons who have not attended National Committee meetings or have not contributed to the National Committee activities for a period of four consecutive years are considered inactive members.

4. Elected officers and responsibilities

- a. The elected officers of the National Committee, who must be active members of ICTM and the National Committee, shall be Chairperson, Vice-Chairperson, and Secretary/Treasurer.
- b. The term of office shall be three years. Elected officers may serve a maximum of two consecutive or non-consecutive terms for any position.

- c. A call for nominations shall be announced to active National Committee members at least 30 days prior to a National Committee Meeting. Nominations made with secured consent shall be submitted in writing by any National Committee member to a designated postal or electronic mailing address prior to a National Committee Meeting. Alternatively, nominations may be made orally during the National Committee Meeting subject to approval.
- d. Voting shall be by ballot at the National Committee Meeting or by email, and the votes shall be counted at the National Committee Meeting. Officers are elected by the majority of members present and voting.
- e. The duties of the Chairperson shall include responsibility to the Executive Committee of the National Committee and the Executive Board of ICTM for all current affairs of the National Committee, presiding at National Committee Meetings, serving as chairperson at meetings of the National Committee Executive Committee, calling meetings of the Executive Committee or securing written decisions of the Executive Committee when necessary, and serving as the representative of the National Committee to the ICTM Executive Board.
- f. The duties of the Vice-Chairperson shall be to assist the Chairperson in the management of the National Committee and its activities; to represent the National Committee publicly, when the Chairperson is not present; to assist whenever possible the Chairperson with National Committee participation in the ICTM World Conference. In the absence or in the event of the Chairperson's resignation or removal from office or inability or refusal to perform the duties of the office of the Chairperson, the Vice-Chairperson shall undertake the duties of the Chairperson.
- g. The duties of the recording Secretary/Treasurer shall be to assist the Chairperson in the management of the National Committee; to keep a record of all proceedings of the National Committee business meetings (noting proposals and motions, and giving names of individuals who make them, discussions and decisions); to prepare the official report of activities and achievements of the National Committee which shall be co-signed by Chairperson and sent to the ICTM President and Secretary General for publication in the Bulletin of the ICTM and the ICTM World Network website; to supervise the National Committee monies and to maintain records of all financial affairs which shall be reported annually to the membership. (All past minutes, files and financial records shall be transferred to the successor Secretary/Treasurer).
- h. A vacancy in any office may be filled until the next election by the affirmative vote of the remaining members of the Executive Committee. If the vacancy occurs in the office of the Chairperson, then the Vice-Chairperson shall perform the duties of the Chairperson for the remainder of the Chair's term. In this case, the remaining members of the Executive Committee shall appoint a replacement to the office of Vice-Chairperson.
- i. If a business meeting cannot be held in any given year for an election of those officers whose term ends, then the election process will be conducted at the next scheduled meeting.

5. Executive Committee

- a. The Executive Committee of the National Committee shall consist of three elected officers of the National Committee, these are Chairperson, Vice-Chairperson and Secretary/Treasurer, and 2-5 executive committee members appointed by the three elected officers that includes a chair of annual meetings/ events and a chair of archives.
- b. Executive Committee meetings may be called by the Chairperson or any two members of the Committee. Any three shall constitute a quorum at a meeting of the Executive Committee. Decisions of the Executive Committee require a majority vote of all members of the Executive Committee. The

Executive Committee may authorize actions by the Executive Committee without a personal meeting by means of a written statement, which is then approved by all members of the Committee.

c. The Executive Committee shall have general supervision of the affairs of the National Committee between its meetings. It shall assure the time and place of meetings, and shall recommend policy to the National Committee. The Executive Committee shall be subjected to the resolutions of the National Committee, and none of its acts shall conflict with the resolutions of the National Committee.

6. Committees

a. Committee for Annual Meetings and Events

The Committee for Annual Meetings and Events Committee shall consist of a Chairperson who heads the committee and 3-5 committee members who are nominated by the Executive Committee. The Chairperson and members of this committee are responsible for organizing the annual meetings, events and publications of ICTM Malaysia.

b. Archives Committee

The Archives Committee shall consist of a Chairman of the committee and the coordinators and archivists of the various satellite archives. The task is to set up regional archives in various states to repatriate recordings, create a database of audio-visual and educational materials for the archives, make the regional archives accessible, and put in place regulations regarding ownership and control of the audiovisual materials.

7. National Committee Meetings

A National Committee meeting shall be held yearly and shall be announced to participants by email. The quorum for a National Committee meeting shall be 20% of the current active membership.

8. Amendment of the Operating Procedures

The Operating Procedures of the National Committee can be amended by a two-thirds majority vote of National Committee members present and voting at a National Committee meeting. A proposed amendment to the Operating Procedures shall be submitted to the National Committee members through the National Committee homepage or by email to the Chairperson at least 30 days prior to the meeting at which the vote is to be taken.