



International Ceramic Federation

www.ceramic.or.jp/icf

APPLICATION FOR ORGANIZATIONAL MEMBERSHIP in the International Ceramic Federation (ICF)

APPLICATION PROCEDURE

1. Review the Membership requirements in the ICF Constitution (see p3).
2. Complete form and submit:
 - If by e-mail: one copy to Secretary-Treasurer and one copy to ICFSecretariat@ceramics.org
 - If by FAX or by mail: send to ICF Secretariat Address at bottom of page.

ORGANIZATION NAME: _____
 Organization Web Site (if applicable): _____

Type of Membership Requested (check one): Full Affiliate
 If Requesting Full Membership, please check which of the following applies:
 A National Society concerned with science and technology of ceramics or glass.
 A National Technical or Research Committee in a country without a Society.
 A multi-national Society whose members are one or more of the above.
 [In this case, please provide names of members on page 2]

PERMANENT CONTACT INFORMATION

Name: _____ e-mail: _____@_____
 Title: _____
 Organization: _____
 Address line 1: _____
 Address line 2: _____
 City: _____ Area or Postal Code: _____
 Country: _____
 Telephone: _____ Fax: _____

PERSON WHO WILL BE OFFICIAL REPRESENTATIVE ON ICF COUNCIL

[Provide only if different from Permanent Contact Information.]

Name: _____ e-mail: _____@_____
 Title: _____
 Organization: _____
 Address line 1: _____
 Address line 2: _____
 City: _____ Area or Postal Code: _____
 Country: _____
 Telephone: _____ Fax: _____

ORGANIZATION: _____

ORGANIZATION DESCRIPTION

Total number of individual members: _____

Number organizational members, including companies: _____

Number of full-time staff: _____

Annual Expenses (turnover) of Organization (in US\$): _____

In which month of year, do officers change? _____

CURRENT OFFICERS:

Name: _____ **Title (e.g. President)** _____ **E-mail Address:** _____

PURPOSE, MISSION OR GENERAL DESCRIPTION

[Please give a brief description of your organization.]

MEMBERSHIP: GENERAL DESCRIPTION

[Please give a brief description of the types of members who belong to your organization.]

AUTHORIZATION

I hereby confirm that I am authorized by my organization to submit this application for Membership to the International Ceramic Federation:

Signature: _____ **Date:** _____

Name in Block Letters: _____

E-mail Address: [if not given above] _____@_____

Constitution of the
INTERNATIONAL CERAMIC FEDERATION
(revised 16 July, 2012)

Article 1. Purpose

The International Ceramic Federation, hereinafter referred to as the “Federation”, is a not-for-profit organization, registered in The United States of America. The purposes of the Federation are to advance the science, technology and art of ceramics; to promote international cooperation among ceramic societies throughout the world; and to strengthen communications through the support of international meetings and the establishment of worldwide committees concerned with the research, manufacturing and applications of ceramics.

1.1 Meetings

- Convening the International Congress on Ceramics
- Endorsement of other international conferences.
- Maintaining a world calendar of meetings on Ceramics.

1.2 Communications

- Developing and maintaining a system of international working committees on ceramics.
- Preparing reports and surveys on topics of international significance.
- Promoting an understanding of ceramic materials among the user community and the public at large
- Maintain an active WEB site

Article 2. Member Organizations

2.1 Full Members

A “Full Member” shall be the organization that will represent a country or group of countries, as defined below and as approved by the Council.

2.1.1 A national society, association or union (referred to hereinafter as a “Society”), provided that the “Society” is devoted to the exchange of information on science, technology and art of ceramics by methods which include the reading, discussion and publication of papers embodying new knowledge at national meetings.

2.1.2 A national committee chosen from among those concerned with ceramics in a country where no organization as described in Section 2.1.1 exists, provided that the Council is satisfied that Articles 1 and 3 will be fulfilled.

2.1.3 A multi-national Society composed of organizations that meet the definition of sections 2.1.1 or 2.1.2.

2.2 Affiliate Members

Any organization that does not meet the definitions of Article 2.1, or whose country of origin already is represented by a Full Member, may apply for membership in the Federation as an Affiliate Member, provided the Council is satisfied that Articles 1 and 3 will be fulfilled.

2.3 Application for Membership

Any organization seeking membership in the Federation shall make application in writing to the Secretary of the Federation. The Council shall act upon such application at its next meeting, provided it has been received not less than sixty [60] days prior to the meeting. Approval shall be by majority vote of Council.

2.4 Membership Fees and Dues

The annual dues to Member Organizations shall be established by majority vote of Council.

Article 3. Obligations of Member Organizations

3.1 Sustaining Objectives of Federation

An organization accepted for membership shall undertake to sustain the objectives of the Federation by participating in the activities of the Federation; ensuring timely and satisfactory communication between Member and Council, including but not limited to replies to documents circulated for comment; providing the name and contact information of its representative; and making such arrangements that its representative reports promptly on the work of the Federation to the organization.

3.2 Representation of Member Organizations

Member Organizations shall be represented at Meetings of the Council by a person approved for representation by the Member Society.

3.3 Revocation of Membership

A Member Organization, which fails to fulfill its obligations, including but not limited to absence from meetings, failure to meet financial obligations, failure to communicate with the Secretary, failure to participate in the activities of the Federation shall, by majority vote of Council, have its membership revoked. Failure to communicate with the Secretary or pay dues over a two year period shall result in automatic revocation of membership.

Article 4. Governance of the Federation

The Federation shall be governed by the Council, which shall meet not less than annually; with work of the Council being carried out by the Executive Committee of the Council, which shall be composed of the Officers of the Federation, and normally shall meet twice a year. Meetings, elections and other actions of the Council, Executive Committee and Nominating Committee may occur in person, by post, telephone or other electronic means. Only Full Members of the Federation shall vote on matters before Council. Affiliate Members may attend Council meetings but may not vote on matters before Council.

Article 5. Officers of the Federation

5.1 The Officers of the Federation shall be President, President-elect, Secretary-Treasurer and immediate Past President, each serving a two-year term. The terms of office shall coincide with the biennial meeting of the International Congress on Ceramics. New officers will assume their position at the end of the meeting.

5.2 Election of Officers

5.2.1 The Nominating Committee, consisting of the Past President, who shall serve as Chair, the President-elect, and one member of the Council appointed by the President, shall submit candidates for President-elect and Secretary-Treasurer to Council, and shall strive for geographical balance to the extent possible.

5.2.2 The Nominating Committee shall submit new candidates for election one year in advance of the biennial meeting, at which meeting they will take office.

5.2.3 Elections shall be decided by an affirmative vote of the majority of the Council at an Annual Meeting.

5.2.4 The term of the nominating committee shall expire at the end of the meeting at which the election is held.

5.2.5 An Officer or Nominating Committee vacancy that occurs more than six months prior to the annual meeting shall be filled by appointment by the President, until election at the annual meeting.

5.3 Duties of Officers

5.3.1 The President shall serve as Chair of Council and chief executive officer of the Federation.

5.3.2 The President-elect shall succeed to President and shall act in place of the President as needed.

5.3.3 The Secretary-Treasurer shall establish and maintain a permanent mailing address and bank account for the Federation; take and distribute minutes; maintain a list of Full Members and Affiliate Members and their representatives; maintain any records and documents that are required by the country of incorporation and; keep the permanent records of the Federation.

Article 6. The Executive Committee

The Executive Committee shall be responsible to the Council for the work of the Federation, including but not limited to:

- Appointing Committees and their chairs and supervising and guiding their work.
- Engage such administrative and managerial assistance as may be desirable.
- Approve a Member organization to maintain the website of the Federation
- To publish on behalf of the Federation an Annual Report, containing the report of the President, reports of Committee work, announcements of publications and meetings, and other matters deemed to be important.
- Carrying out the work of the Council and promoting the objectives of the Federation.
- Endorse other international meetings.
- Approve the establishment of Technical Committees and the Chairperson of the Technical Committees.

Article 7. The Council of the Federation

7.1 The Council shall be the governing body of the Federation and shall have responsibility for the management and administration of the entire revenue and property of the Federation and the conduct of its affairs.

7.2 The Council shall consist of the Officers and representatives of Member Organizations as provided by Articles 2 and 5. A Member Organization may designate an alternate to serve in the representative's absence, by notice to the Secretary.

7.3 The duties of the Council are to:

- Elect the Officers as defined in Article 5.
- Approve the admission to membership.
- Approve the annual business plan, budget and financial reports as presented by the Executive Committee.

- Establish such committees as may be needed to achieve the objectives of the Federation.
- Approve proposals for the International Congress on Ceramics.
- Amend the Constitution.

Article 8. The International Congress on Ceramics

8.1 The Federation shall be responsible for convening an International Congress on Ceramics (ICC) every two years.

8.2 The ICC will be hosted by a Member Society, on approval of a proposal to Council (see Procedures)

Article 9. Voting Rights

9.1 Each Full Member of the Council (as defined in Article 2) shall have one vote.

9.2 All votes of Council require a quorum, which is equal to one-half of the eligible votes.

9.3 Proxy representation will not be allowed for deciding quorum or for voting.

9.4 All matters shall be decided by majority vote.

9.5 Council may elect to use either mail or electronic voting for extraordinary matters, but shall not be used; to elect officers; to select a hosting organization for an ICC meeting; to approve the annual budget; and to approve changes to the Constitution.

Article 10. Amendments to the Constitution

An amendment to the Constitution may be proposed at the Annual Meeting of the Council, provided that notification of the proposed amendment is submitted to the Secretary in time to notify all members of Council at least six weeks before the Annual Meeting.

Article 11. Indemnification of Officers and Council Members

Except as otherwise provided herein, every person who is or has been an Officer or Council Member is hereby indemnified by the Federation against expenses and liabilities incurred in connection with the defense of any legal action asserted against the person, by reason of the person's being or having been an Officer or Council Member, provided that the person acted in good faith and in a manner that was in the best interest of the Federation. The term "expenses" includes any amount paid or agreed to be paid in satisfaction of a judgment or in settlement of a judgment or claim of liability. The Federation does not, however, indemnify any Officer or Council Member in respect to any matter to which the Officer or Council Member shall be finally adjudged liable for misconduct in the performance of the work of the Federation or in representing the Federation.

Article 12. Dissolution of the Federation

12.1 The Federation may be dissolved at a meeting of Council convened specifically for this purpose by notice three months in advance of the meeting.

12.2 If the Council fails to meet for two consecutive years, the Federation shall be considered as dissolved.

12.3 Upon dissolution, the net assets shall be transferred to one or more Member Societies, as determined by the Executive Committee.

Article 13. Official Language and Parliamentary Procedures

This Constitution is written in the English language, and all questions of interpretation of the Constitution shall be settled by reference to the English language edition. Parliamentary procedures shall be followed in the conduct of Council Meetings, in accordance with the latest available revision of Robert's Rules of Order.

Article 14. Administration and Legal

14.1 The Federation shall keep records of actions of all items of business.

14.2 All official records, archives and historical material shall be held in the custody of the Secretary.

14.3 An audit of the Federation's book and accounts shall be accomplished and presented to the Council prior to the first meeting of the Council of the following year. This requirement may be waived by action of the Council, or the Executive Committee, at their discretion.

14.4 The Treasurer shall prepare an annual budget for the following year to be reviewed and approved by the Council at its annual meeting.

14.5 The fiscal year of the Federation shall be from January 1 through December 31.

ICC Operating Procedures:

1.1 Selection of the Host organization for the biennial meeting

- The President of ICF shall invite members of ICF to host ICC at least 6 years prior to the biennial ICC meeting, and 6 weeks before that date to be reviewed by the Executive Committee.
- The applicant organization must accept full financial responsibility. The application must include organizing committee, meeting location, theme, date and facilities.
- The host organization is required to include the ICF and ICC logos on an equal standing with the host organization's logo in all communications concerning ICC.
- The Executive Committee shall review applications for completeness prior to the ICF Council vote.
- The ICC host shall be selected by a majority vote of those full member organizations in attendance at the ICF Council meeting.
- The ICC shall have a Steering Committee that reports to the ICF Council. The Steering Committee shall be composed of the immediate Past Chairperson, the Current Chairperson, all Future Chairpersons, and the members of the Executive Committee of ICF. The Current ICC chairperson shall serve as the Chairperson of the Steering Committee.

2.1 Establishing Technical Committees

- Any member of ICF can propose a Technical Committee by submitting an application to the Chair of Technical Committees. The proposal should include proposed TC members who shall represent at least two countries.

- New Technical Committees will be approved upon recommendation of the Chair of the Technical Committee and approval of the Executive Committee.