



History of the International Ceramic Federation

R. Metselaar

May 2005

Index

The history of the Federation..... 3
Member Organizations 4
Standing Committees 5
List of Officers 8
Meetings of the Executive Committee (EC) and Council 11
Chartered members of the ICF..... 12
Constitution..... 14
Bylaws 21

The history of the Federation

In the 1980's there was worldwide an enormous activity in ceramics. This activity was stimulated in particular by the prospective of silicon carbide and nitride-based ceramics for applications at high temperatures, for instance in engines. A second strong push for the development of ceramic materials came from the discovery of high temperature superconductivity. As a result of the growing interest in research, development and application of the new materials ceramic societies saw a rapid increase in membership and increase in their activities. Together with the growth in activities of the national societies the awareness of the need for international cooperation was felt. Already in 1980 the American Ceramic Society recognized this need by establishing their International Ceramic Society Co-ordinating Committee. During the preparation of Austceram 88 the Australian Ceramic Society considered this meeting as a suitable opportunity to expand the relations and co-operation between ceramists throughout the world. To shape this idea representatives of ceramic societies were invited to attend a meeting with the view to establish an International Federation of Ceramic Societies. The invitation was well received and during the meeting of August 26, 1988 in Sydney the following countries indicated their interest and decided to initiate the formation of the International Ceramic Federation, ICF: Argentina, Australia, Brazil, Canada, P.R. China, India, Indonesia, Japan, Korea, Mexico, South Africa, Thailand, USA and USSR, the European countries represented by the ECerS. A committee with representatives from five continents was formed with the task to prepare a Constitution and take the necessary steps to establish the ICF. These representatives were: Malcolm McLaren secretary (North America), Juan Carlos Buxton (South America), Rudi Metselaar (Europe), Richard Bowman (Australia) and Shigeyuki Somiya (Asia). The committee was asked to notify the Presidents of all ceramic societies around the world of subsequent meetings being held in 1989 in Indianapolis and Maastricht and to encourage their participation. Dr McLaren suggested an organization of the federation patterned after the International Commission on Glass. He also suggested using their constitution as a model for the constitution of the Federation.

In April 1989 the Constitution was circulated and it was announced that the countries would be considered as chartered members if their signatures were forwarded before the meeting in May 1990. On June 22, 1989 in Maastricht the final steps for the establishment of the ICF were taken. A strategy for operation of the Federation was agreed upon and three committees were formed. An Executive Committee got the task to take all actions necessary for the establishment of the Federation during a meeting in April 1990. A nominating committee, chaired by professor Hans Hausner, was formed to nominate a slate of officers, which would be installed during the meeting in April 1990, and a Rules Committee under Dr. Gail Smith was asked to consider in detail the organizational structure. The American Ceramic Society offered to act as secretariat in the initial stage and to take financial responsibility for the Federation. During this meeting it was also decided that the Federation would not be involved in the organization of independent technical meetings, but would provide a central clearinghouse for coordination of international meetings on ceramics.

On April 25, 1990 in Dallas, Texas, professor Rudi Metselaar chaired the first meeting of the ICF, which was attended by 24 persons. The slate of officers for the year 1990-1991, proposed by the Nominating Committee was unanimously accepted: Malcolm McLaren, president, Rudi Metselaar, president-elect, Hans Hausner, vice-president, John C. Lowe, vice-president-finance, Richard Bowman, secretary, W. Paul

Holbrook, treasurer. Moreover, an Executive Committee consisting of six members was elected. For the time being it was decided not to ask financial contributions from the member societies. Those present agreed that the first tasks of the ICF would be the following: a) Prepare an international meeting calendar so that conflicts between individual societies and meetings would be avoided, b) Prepare a roster of international societies in ceramics with officers and their predicted change of dates in their offices. Professor Hausner offered to chair a committee for data acquisition of the societies with their major research laboratories and their thrusts.

A press release was issued announcing the establishment of the ICF, its objectives and officers. It is of interest to read these objectives in order to enable a later evaluation of the functioning of the Federation:

”The purposes of the Federation are to promote and stimulate understanding and cooperation between persons and societies from different countries. The objectives of the ICF are:

- To promote the art, science and technology of ceramics
- To promote an understanding of ceramic materials, including their application to components and systems, among the user community and the public at large
- To maintain a world calendar of meetings on ceramics and provide a central clearinghouse for coordination of international meetings on ceramics
- To prepare and issue reports and surveys having an international character
- To improve and facilitate communication among ceramic societies, including an exchange of a list of officers of national and regional societies
- To endorse international conferences of particular interest to the Federation.”
- From this moment on the Council and Executive Committees met once or twice a year, mostly in conjunction with one of the large ceramic meetings. To fulfill its objectives the federation installed several standing committees (See below).

Member Organizations

A detailed description of the conditions for membership is given in the Constitution. In brief from each country one representative society can be admitted as member of the Federation.

In 1990 president McLaren took the initiative to invite the Academy of ceramics to become an independent class of the ICF. At its meeting in Sassuolo, Italy on November 9, 1990 the General Assembly of the Academy of Ceramics accepted this proposal. It was agreed that the Academy would remain both structurally and functionally independent from the ICF and that the equal standing would be assured by having a representative of the ICF in the Council of the Academy and a representative of the Academy in the Council of the ICF. The ICF confirmed this during the Council meeting on the 1st of May, 1991 in Cincinnati. Presently (May 2005) the member organizations are: American Ceramic Society, Argentine Ceramic Society, Australasian Ceramic Society, Bangladesh Ceramic Society, Canadian Ceramic Society, Ceramic Society of Japan, Chinese Ceramic Society, Egyptian Academy for Scientific Research and Technology, European Ceramic Society, Korean Ceramic Society, Mexican Ceramic Society, South African Ceramic Society, The Academy of Ceramics.

After the disintegration of the USSR the Russian Ceramic Society became a member and some of the Baltic states became members of the European Ceramic Society. In

2005 also the Russian Ceramic Society left the ICF and became a member of the European Ceramic Society.

Standing Committees

- TC 1 – Research Committee
- TC 2 – Committee for listing of international meetings and listing of professional societies/officers.
- TC 3 – Coordination and endorsement of conferences
- TC 4 – Internet
- TC 5 – Standardization
- TC 6 – History of ceramics
- TC 7 – Education
- TC 8 – Nomenclature
- TC 9 – Traditional Ceramics
- TC 10 – International accreditation and licensing of engineers
- TC 11 – Ceramics and global environmental problems

TC 1 was initiated by Prof. Hausner during the meeting in Dallas in 1990. He offered to extend the work he had started some years earlier for the ECerS, and prepare a database containing the research laboratories and their activities. Questionnaires were sent out to the member societies and this resulted in a large database. In 1997 this collection contained entries from 254 research institutions from about 20 countries. During the first years data were made available to participants in the form of floppy disks and programmed in Excel, in about 1995 all data were programmed in Microsoft Access 2.0. These data were then made available worldwide via the internet site of the ICF (see under TC 4).

In 1998 the Ceramic Society of Japan announced that it had received financial support to take over both the secretariat of the ICF and the website. The Council decided during its meeting on May 3, 1998 to distribute all data to the individual research institutes, asking them to update the information. In the next years much information, particularly from Japan and USA, was added to the previous data and as a result in 2001 the list contained about 3800 entries. These data are still available via the ICF website in the form of an Excel list that can be downloaded. Regrettably the grant to the Japanese society ended in 2001 and so far no solution for a continuation of the work has been found.

TC 2 started in 1990 under Dr. Ben-Nissan as chairman and concentrated its activities mainly on the international calendar of meetings. Societies were asked to send information about planned meetings to the chairman. The information was then made available via the internet site of the ICF. Since 2001 there was the feeling that information on meetings was available on so many professionally maintained sites that there was no further need for continuation.

Work on a roster of international ceramic societies also started at the very beginning of the Federation. As expected the main problem here (and for the database of TC 1) was updating of the information. This list too was published on the internet site of the ICF and societies were asked to send changes of officers to the secretary of the ICF or to professor Metselaar, who was responsible for the web site.

TC 3. One of the purposes of the ICF was the coordination of international ceramic conferences. For a series of meetings organized by the ICF members the coordination could be achieved during discussions in the Council. From the beginning requests for sponsorship of meetings also by non-members were sent to the Federation. Therefore in 1991 an advance information questionnaire was developed and under chairmanship of professor Sayer a protocol was established for endorsement of international meetings.

The ICF played an important role in coordinating and endorsing international conferences. Examples of particular importance are the PacRim meetings and the World ceramic Congresses CIMTEC.

TC 4. In 1995 professor Metselaar developed a website for the ICF and attached this to the ECerS site, which was available free from costs through his university. On this site (<http://www.tue.nl/ecers/ICF>) information from the different committees was published and regularly updated. In 1998 the responsibility for the ICF web pages were taken over by the Ceramic Society of Japan, using a grant by MITI, and the site was transferred to <http://www.ceramic.or.jp/icf>

TC 5. During the meeting in 1990 in Perth a committee on standardization was formed under Dr. Sam Schneider as chairman. The purpose of this committee was in the first place to keep ICF member organizations aware of the work in progress around the world. To this end the chairman reported annually to the Council and information was distributed to the member organizations. These reports contained information about activities of VAMAS, CEN, IEA and ISO. Reports of ISO activities in the ceramic field (ISO TC206), distributed by its secretary, Dr. Kano, were also made available through the web site.

TC 6, on the history of ceramics, was initiated by prof. David Kingery in 1991. The major project undertaken by the ICF was fundraising for a History of Ceramics Fellowship. Sadly enough ICF never succeeded in obtaining the necessary money from its member organizations. Other activities of this committee consisted of the organization of special sessions on this topic in several international meetings (ACerS, CIMTEC, Academy of Ceramics). With the sudden death of prof. Kingery the activities ended, in spite of attempts to find a new chairman.

TC 7, Education. The Council agreed during the meeting in Perth, 1990, that there should be a stronger international collaboration in the area of education and workshops. Yet, it was only in 1994, when Dr. Desmaison became chairman that activities were initiated together with the education committee of the ECerS. It was tried to extend work on a European project to develop a directory of international ceramic engineering education. It was also tried to obtain an overview of workshops organized by the member organizations. In spite of the serious trials to get these projects off the ground, one has to admit that ICF was not successful in this respect.

TC 8. Prof. Soga took the initiative to investigate the possibilities and the need for a ceramic nomenclature. After two years, however, the conclusion was that this work would overlap or duplicate much of the work performed by several standardization groups and by IUPAC. Professor Hirano then took over the chair in 1992 and proposed to closely follow the activities of ISO TC-206 on nomenclature of fine

ceramics and prepare a listing of the different national/international standards. It was also decided to join the activities of TC 8 and TC 5.

TC 9. This committee started in 1991 with professor C. Palmonari as chairman. The committee suggested to the Council that the ICF should develop activities in the field of traditional ceramics and promote dedicate conferences. The opinion of the Executive Committee was that the traditional and advanced ceramics should be treated on the same base. It recognized that the voice of traditional ceramics was not always heard at the present meetings and agreed to recommend conference organizers to pay extra attention to this area. It was then decided in 1995 that the activities suggested by the Committee should be incorporated in those of the other Committees of the ICF.

TC 10. In 1992 professor Sayer was appointed as chairman of a Committee with the task to make recommendations about international accreditation and licensing of ceramic engineers. At the Council meeting in Honolulu, 1993, the Committee reported about the different activities in Europe and USA. The conclusion of this research was that the role of the ICF would be very limited, if any and therefore the Council decided to abandon this project for the time being.

TC 11. In 1993 a Committee on Global Environment was formed under Dr. Yanagida as chairman. The Committee has been actively involved in the organization of several conferences dedicated to this topic or to sessions in international conferences. One of the last meetings where this was the case was PacRim 4

List of Officers

Temporary Executive Committee 1989-'90:

Metselaar (chairman)
McLaren (secretary)
Bowman (vice president)
Hausner (vice president)
Holbrook (treasurer)

First ICF Executive Committee 1990-'91

McLaren (president)
Metselaar (president-elect)
Hausner (vice-president)
Lowe (vice-president –finance)
Bowman (secretary)
Holbrook (treasurer)

Council representatives
Ben-Nissan
Buslaev
Buxton
Hart
Inamuri
Payne
Yen

1991-'93

Metselaar (president)
Hausner (president-elect)
Lowe (vice president)
Bowman (vice president finance)
Niesz (secretary)
McLaren (past-president)
Holbrook (treasurer)

Council representatives in the EC
Yen
Buxton
Hart
Ben-Nissan
Shevchenko
Vincenzini (Acad. of Ceramics)

1993-'95

Hausner (president)
Metselaar (past-president)
Lowe (president-elect)
Bowman (2nd vice president)
Stone (secretary)
Niesz (vice president)
Holbrook (treasurer)

Council representatives in the EC
Udagawa
Topolevsky
Ruiz
Vincenzini (Acad. of Ceramics)

1995-'97

Bowman (president)
Hausner (past-president)
Hirano (president-elect)
Niesz (vice president)
Hart (secretary)
Holbrook (treasurer)

Council representatives in the EC
Guo
Zamudio
Sayer
Baumard
Vincenzini (Acad. of Ceramics)

1997-‘99

Hirano (president)
Bowman (past-president)
Niesz (president-elect)
Baumard (2nd vice president)
Freer (secretary)
Jap.Ceram.Soc. (secretariat from 1998 on)

Council representatives in the EC
Stone
Quaranta
Reynolds
Guo
Vincenzini (Acad. of Ceramics)

1999-2001

Niesz (president)
Freer (secretary)
Jap.Ceram.Soc. (secretariat)

Council representatives in the EC
Guo
Reynolds
Shevchenko
Quaranta
Vincenzini (Acad. of Ceramics)

2001-‘03

Niesz (president)
Freer (president-elect)
Auh (2nd vice-president)
Jap.Ceram.Soc. (secretariat)
Hirano (past-president)
Bowman (past-president)
Metselaar (past-president)
Jap.Ceram.Soc. (secretariat)

Council representatives in the EC
Vincenzini (Acad. of Ceramics)

2003-‘05

Freer (president)
President-elect: open
Baumard (2nd vice-president)
Secretariat: open
Niesz (past-president)
Hirano (past-president)

Chairpersons of the standing committees

TC 1 - Research Committee

H. Hausner 1990-1998

Uematsu 1998- 2001

TC 2 - Committee for listing of international meetings and listing of professional societies/officers

B. Ben-Nissan (meetings), N. Stone (roster of societies) 1990 – 1995

S. Hart 1995 - 1999

R. Freer 1999 - present

TC 3 - Coordination and endorsement of conferences

TC 4 - Internet

R. Metselaar 1995 – 1998

Ceramic Society of Japan 1998 - 2000

TC 5 - Standardization

S. Schneider 1990- present

TC 6 – History of ceramics

D. Kingery 1991- 2000

TC 7- Education

C. Frahme 1990 - 1992

J. Desmaison 1994 – 1999

O. van der Biest 2000-2002

TC 8 - Nomenclature

N. Soga 1990 - 1992

S. Hirano 1992 – present

TC 9 - Traditional Ceramics

C. Palmonari 1991 – 1994

TC 10 - International accreditation and licensing of engineers

Sayer 1992 – 1993

TC 11 - Ceramics and global environmental problems

H. Yanagida 1993 - present

Meetings of the Executive Committee (EC) and Council

- 1990 – April 25, Dallas, Texas (USA)
August 27, 29 Perth (Australia)
- 1991 – 28 April (EC), May 1 (Council), Cincinnati (USA)
October 18, (EC), Yokohama (Japan)
- 1992 – February 16, Toronto (Canada)
- 1993 – April 18, Cincinnati (USA)
November 7 (EC), Hawaii (USA)
- 1994 – July 2, Florence (Italy)
- 1995 – April 30, (EC), Cincinnati (USA)
October 3, Riccione (Italy)
- 1996 – July 14, 16, Cairns (Australia)
- 1997 – May 4, (EC), Cincinnati (USA)
June, Versailles (France)
- 1998 – May 3, (EC), Cincinnati (USA)
September 20, Kyongju (Japan)
- 1999 – April 25, (EC), Indianapolis (USA)
June 21, Brighton (UK)
- 2000 – April 30, (EC), St. Louis (USA)
June 18, Goslar (Germany)
- 2001 – April 30, (EC), Indianapolis
- 2002 – April 28, St. Louis

Chartered members of the ICF

We, the undersigned, agree to support the articles of the Constitution of the International Ceramic Federation, effective as of this date 22 June 1989.

22 JUNE 1989

Name: Organization:

Rudi Metselaar European Ceramic Society

Malcolm McLaren American Ceramic Society
(Chairman of International Coordination Committee)

Juan Carlos Buxton JUAN CARLOS BUXTON, A.T.A.C., ASOCIACION TECNICA ARGENTINA DE CERAMICA

Stewart Hart SOUTH AFRICAN CERAMIC SOCIETY

Li Longtu Chinese Silicate Society (Ceramics)

R. Mitrans Anagerius uayru CCC
OTZall uue qyzmuc-xumuu
u rexu.uoruuu ueopz allure
kuv mare.puareb

Richard Bowman AUSTRALIAN CERAMIC SOCIETY

John C. Lowe CANADIAN CERAMIC SOCIETY.

M. Yoshimura Ceramic Society of Japan (as an observer)

The representatives who signed the ICF Constitution during the meeting in Maastricht, The Netherlands on June 22, 1989.

Rudi Metselaar	European Ceramic Society
Malcolm McLaren	American Ceramic Society
Juan Carlos Buxton	Asociacion Tecnica Argentina de Ceramica
Stewart Hart	South African Ceramic Society

J. Martin Ruiz	Sociedad Mexicana de Ceramica
Li Longtu	Chinese Silicate Society
Vladimir Shevchenko	Academy of Sciences of the USSR
Richard Bowman	Australian Ceramic Society
John C. Lowe	Canadian Ceramic society
M. Yoshimura	Ceramic Society of Japan (as an observer)

Note: Before May 1990 the Ceramic Society of Japan also signed the Constitution and became a chartered member of the ICF.

Constitution

(As Revised in September 1998)

PREAMBLE

The International Ceramic Federation is a Federation of Member Organizations, (subsequently referred to as “the Federation,”) which have accepted the terms and obligations laid down in the Constitution. This Federation is a Voluntary, non-governmental, not-for-profit association of organizations each representing the ceramists, ceramic engineers and ceramic scientists of a member country or region.

Article 1. **Purpose**

The purpose of the Federation is to promote and stimulate understanding and cooperation among persons and Societies from different countries. The objectives of the Federation are:

- To promote the art, science and technology of ceramics
- To promote an understanding of ceramic materials among the user community and the public at large
- To maintain a world calendar of meetings on ceramics and provide a central clearinghouse for coordination of international meetings on ceramics
- To endorse international conferences of particular interest to the Federation
- To prepare and issue reports and surveys on topics of international significance
- To facilitate communication among ceramic societies, including an exchange of lists of officers of national and regional societies.

Article 2. **Member Organizations**

A Member Organization shall be such of the following Organizations as shall be admitted to Membership by the Council of Federation:

- (a) A national Society, Association or Union (referred to subsequently as a Society), provided that the Society, or Multinational Society, is devoted to the exchange of information on the arts, science and technology of ceramics by methods which include the reading, discussion and publication of papers embodying new knowledge.
- (b) A national Research Institution, Association or Institute (Referred to subsequently as a Research Institution), or a Research Institution in which two or more countries share in the organization and conduct (referred to subsequently as a Multinational Research Institution), provided that the objectives of the Research Institution, or Multinational Research Institution, are approved by the Federation as being compatible with the objectives of the Federation.
- (c) A National Committee chosen from among those concerned with ceramics in a country where no Society or Research Institution exists, provided that the Constitution of the National Committee is such that the Council of the Federation is satisfied that Articles 1 and 3 of the Constitution will be fulfilled.
- (d) The **World Academy of Ceramics of Faenza, Italy**

Caveats

- (a) Only one Society or Research Institution in each country shall be recognized as a Member Organization, and where a Multinational Society or Multinational Research Institution is recognized as a Member Organization, the total number of Member Organizations in the group of countries which it serves shall not exceed the total number of countries in the group.
- (b) In the event of a National Society, or Research Institution, being set up subsequently in a country already represented in the Federation only by a Multinational Society or a Multinational Research Institution, the Council of the Federation shall confer with both bodies before reaching a decision regarding participation in the work of the Federation.
- (c) If a Society or Research Institution is subsequently formed and accepted as a *Member Organization* in a country where a National Committee exists, the membership of this National Committee shall be terminated.

Article 3. **Obligations of Member Organizations**

Any organization which applies for membership in the Federation shall:

- (a) Satisfy the Federation as to its constitution and standing
- (b) Undertake to observe all of the Articles of the Constitution of the Federation, in particular, to sustain the objectives of the Federation by every means which shall include:
 - (i) Proposing persons who are competent and willing to serve on Committees and Sub-Committees.
 - (ii) Expediting replies to documents circulated for comment.
 - (iii) Making such arrangements that its representatives report promptly on the work of the Federation to the organization.
 - (iv) Preparing proposals for consideration of the Federation.
- (c) Undertaking to pay annually to the Secretariat the amount of the subscription fixed by the Council of the Federation.
- (d) A Member Organization, which consistently fails to fulfill any of these obligations, shall, at the discretion of the Federation, be deemed to have ceased to support the Federation.

Article 4. **Representation of Member Organizations**

Member Organizations shall be represented at Meetings of the Council of the Federation and the Council shall consist of:

- (a) Each Society, Multinational Society and National Committee shall be represented by its President and one other officer, with the provision that each organization may nominate some other person of scientific or technical distinction to serve instead of the President and/or other officers.

- (b) Each Research Institution and Multinational Research Institution shall be represented by its scientific Director, with the provision that each of such Institutions may nominate some other person of scientific or technical distinction to serve instead of the scientific Director.

Article 5. Governance of the Federation

The Federation shall be governed by the Council of the Federation.

Article 6. Officers of the Federation

The Officers of the Federation shall be President, Vice President/President Elect, Second Vice President, Secretary, immediate Past President, and a representative of the Member Organization which serves as the Secretariat.

Article 7. The Council of the Federation

The Council shall consist of the Officers of the Federation, the three immediate past Presidents of the Federation and representatives of Member Organizations, as provided by Article 4, and a representative of the **World** Academy of Ceramics.

The Council shall be the supreme governing body of the Federation and shall have the management and administration of the entire revenue and property of the Federation and the conduct of all its affairs, other than those which are, by virtue of Article 10, the responsibility, under the Council, of the Executive Committee.

Article 8. Duties of the Council

The duties of the Council are:

- To elect the Officers of the Federation as defined in Article 6. The President of the Federation shall serve as chair of the Council.
- To approve the admission to membership in the Federation of additional Member Organizations.
- To appoint members of the Executive Committee in accordance with Article 9.
- To allocate the necessary funds to carry out the business of the Federation and to engage such secretarial and clerical assistance as may be desirable.
- To approve an annual statement of accounts and estimates of the expenditure prepared by the Secretariat for presentation to the Annual Meeting of the Federation.
- To make provision for a postal vote to be taken on any matter. A relevant document must be circulated to all Member Organizations at least ten weeks before proceeding to take the vote.
- To receive and consider reports and recommendations from the Executive Committee and to take the appropriate action.
- To arrange such meetings as it considers necessary to carry out the work of the Council and to promote the objects of the Federation, such meetings to be held at such times and after such notice as the Council shall decide.

- 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 any other matter that is deemed to be important.

Article 9. **Executive Committee**

- (a) The Executive Committee shall consist of: (1) The officers of the Federation, ex officio, and the three immediate past Presidents of the Federation; (2) Not more than four members of the Federation who shall be appointed by the Council, to assure global representation; and (3) a representative of the **World Academy of Ceramics**.
- (b) Not more than two members of the Executive Committee shall represent any one Member Organization, excluding the Secretariat.
- (c) The members of the Executive Committee who are appointed by the Council shall serve for a period as specified by the Council of the Federation and will be eligible for immediate reappointment.
- (d) Should the President become unable or unwilling to carry out the duties of his/her office, these duties shall rest with the President Elect, or if there be none, then with the Second Vice President. Should any other officer become unable or unwilling to continue in his/her office, the resulting vacancy shall be filled by action of the Council pending the next meeting of the Federation.

Article 10. **Powers of the Executive Committee**

The Executive Committee shall be responsible to the Council for the work of the Federation. It shall consider which questions or tasks shall be treated by the Federation and by what means the Federation shall fulfill the objectives as defined by Article 1. In particular it shall:

- (a) Appoint Committees of the Federation and their chairs
- (b) Supervise and guide the work of the committees of the Federation
- (c) Make recommendations to the Council regarding the holding of meetings of the Federation

Article 11. **Meetings**

- (a) Meetings of the Council

The Council shall meet at least once each year. If possible, the date and place shall be agreed at the preceding Annual Meeting; but if, in the opinion of the Council, special circumstances necessitate a change in the arrangements, notification of such change shall be posted to each member not less than two months before the proposed meeting, air mail or FAX being used for notifying members residing outside the continent where the secretary resides.

At its annual meeting the Council shall:

- (i) Receive and consider for approval the publication to Members, an annual report for the previous year
- (ii) Receive from the Secretariat, and consider for approval, a statement of accounts for the previous calendar year, a statement of expenses for the elapsed period of the current year and a budget for the following year
- (iii) Deal with any other matters

A Member of the Federation may submit any matter for consideration, either at an annual or other meeting of the Council, provided that the President approves of its inclusion in the Agenda for the meeting. A request by two or more Member Organizations for inclusion of an item on the Agenda shall require its approval by the President. The Secretary shall dispatch to all members of the council five weeks prior to the meeting an agenda for the meeting, together with the relevant documents.

(b) Meetings of the Executive Committee

A meeting of the Executive Committee shall be held at least once each year. The Secretary shall dispatch an agenda for the meeting.

Article 12. Voting Rights

- (a) At the Annual Meeting of the Council each member of the Council (as defined in Article 7) present shall have one vote.
- (b) Financial resolutions, proposals to admit new Participating Organizations and proposals to amend the Constitution shall be approved only when supported by at least two-thirds of the total voting power of the Council. Proxy votes will be allowed for these votes. All proxy votes must be received within 30 days following the meeting.
- (c) All other proposals shall be approved when supported by a simple majority of the votes recorded, provided that representatives of at least one-half of the Member Organizations are present at the meeting.
- (d) Postal votes shall be arranged further by the Secretary when the President wishes to have a decision on a matter that cannot be postponed until the next meeting of the Council. The procedure of the votes shall be the same as mentioned under (c) above except that the matter shall be discussed at a meeting of the Council if at least two Member Organizations request this by a letter directed to the Secretary. Only votes and letters requesting discussion at a meeting of the Council which are received within 30 days of posting of the request for postal vote by the secretary shall be valid. Posting shall be via air mail for Council Members outside the continent of posting.

Article 13. Amendments of the Constitution

Additions to, or amendments of, existing Articles in the Federation may be proposed at the Annual Meeting of the Council on behalf of a Participating Organization, provided that notification of the proposals is in the hands of the Secretary not less than six weeks before the meeting of the Council at which the proposal is to be considered.

Article 14. Winding up of the Federation

The Federation shall not be dissolved except at a meeting of Council convened specifically for this purpose by notice three months in advance. At such a meeting not less than three-quarters of all Participating Organizations must be represented and two-thirds of the votes recorded shall be for dissolution. If less than three-quarters of the Participating Organizations are represented, Council shall be convened again after an interval of at least six months and at this second meeting the Federation may be dissolved if the proposal for dissolution receives two-thirds of the votes recorded. In the case of dissolution of the Federation, Council shall appoint three trustees to carry out the liquidation of the assets of the Federation. The net assets shall be transferred to one or more scientific organizations to be selected by the Council.

Article 15. Interpretation

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.

Bylaws

(revised at June, 1999)

ARTICLE 1 - MEMBERSHIP

Section 1. Application for Membership

Any organization seeking membership of the Federation shall make application in writing to the Secretary of the Federation. The requesting organization should be aware of, or the Secretary should supply to it, the Constitution 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. The applicant shall indicate its desired Member Category as defined in Article 2 of the Constitution.

Section 2. Council Approval

Election of the member shall be accomplished by an affirmative vote of a majority of those council members present at the Council meeting at which the application is considered. The Secretary of the Federation should mail a copy of the application to each of the council members not less than thirty-five [35] days before that meeting.

Section 3. Observer Membership

Non-member societies wishing to have Observer status shall be allowed to send a representative to attend Council meetings to become fully acquainted with the Federation. After the first year, the Observer Society may be required to pay a fee to be set by the Executive Committee and may be allowed to attend Council meetings as an Observer for one additional year. The Secretary shall be required to ascertain when an Observer Society's term has expired. A Society that is not a Member or Observer may still serve on the Federation's standing committees or task groups when appropriate as determined by the Executive Committee.

Section 4. Membership Fees and Dues

The annual dues to Member Organizations shall be established by the Council.

ARTICLE 2 – COUNCIL

Section 1. Term

Members of the Federation shall each designate their representative(s) to serve as members of the Council, as defined in "Representation of Member Organizations", Article 4 of the Constitution. The term of the President of each Member Organization, Article 4(a) should be that of the presidency of that organization. The term of the "other Officer", as defined in Article 4(a) and of nominated representatives of Research institutions as defined in Article 4(b) should be two years commencing with the first meeting of the Council in that year, or until his or her successor is designated by the Member Organization, with a maximum of two consecutive terms served by an

individual. When a Council member, as defined in Article 7 of the Constitution, is elected an Officer of the Federation, he or she will automatically continue to serve as a member of the Council during the period of officership, without regard to the maximum limitation of four consecutive years. The Member Organization may replace him or her with another member of the Council to represent that Organization, if it so chooses.

Section 2. Designated Alternate

In the event that a member is unable to attend a meeting of the Council, the Member Organization he or she represents may designate an alternate to serve in his or her absence, by written notice to the Secretary.

ARTICLE 3 – EXECUTIVE COMMITTEE

Section 1. Composition

An Executive Committee comprises, ex-officio, all Officers, and three immediate past Presidents of the Federation, and not more than four Council Members appointed annually by the Council to assure global representation and a representative of the **World** Academy of Ceramics.

Section 2. Role

The Executive Committee shall have authority to perform those duties delegated by the Council, and listed in Article 10 of the Constitution, in managing and directing the business affairs of the Federation.

ARTICLE 4 – OFFICERS

Section 1. Nominations

The President shall appoint a nominating committee of three members of the Council to nominate candidates for officers of the Federation. Elections for each vacancy shall be by affirmative vote of the majority of the Board. The term of the nominating committee shall expire at the close of the election for that year.

Section 2. Duties

The duties of the President, Vice President, Secretary, Treasurer, and on occasion, President-elect, shall be those generally devolving upon such officers as well as those duties specifically delegated by the Council.

ARTICLE 5 – COMMITTEES

Section 1. Council-established and Presidential-Appointed Committees

The Council may establish additional committees as may be deemed necessary for the proper government of the Federation and the implementation of its activities. The President shall appoint the chairperson and members of such committees, with the approval of the Council.

Section 2. Standing Committees

The Council may establish standing committees, with the Chairperson appointed by the President with approval of the Council, to perform specific, continuing functions. The term of the Chairperson shall be three [3] years. Each Participating Organization has the right, but not the obligation, to appoint one of its members to each Standing Committee. The Committee Chairperson can make additional appointments as he or she sees fit.

Section 3. Ad Hoc Committees

The President may appoint ad hoc committees for special purposes. The terms of the members of such committees shall begin at the close of the meeting at which they are appointed and shall extend to the completion of the assigned task of the committee, or until such time as the committee is dissolved by action of the President.

ARTICLE 6 – MEETINGS

Section 1. Council

The Council shall hold an Annual Meeting each year. Special meetings of the Council may be called by the President at any time upon at least thirty-five [35] days notice to the members of the Council. Notices of all meetings shall be sent to all Council members at least thirty-five [35] days in advance. Insofar as practicable, all matters to come before the Council shall be circulated in writing to the Officers and to the Council members at least thirty-five [35] days prior to the meeting.

Section 2. Executive Committee

An annual meeting of the Executive Committee will be held each year at a time and place for members' mutual convenience.

ARTICLE 7 – RECORDS

Section 1. The Federation shall keep records of actions of all items of business. All official records, archives and historical material shall be held in the custody of the Secretary.

ARTICLE 8 – AUDIT

Section 1. 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, in their discretion.

ARTICLE 9 – BUDGET

Section 1. The Treasurer shall prepare an annual budget for the following year to be reviewed and approved by the Council at its annual meeting.

ARTICLE 10 – FISCAL YEAR

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

ARTICLE 11 – PROCEDURE

Section 1. All parliamentary procedure not covered by the foregoing shall be conducted under the rules established by Robert's Rules of Order Revised.