

# **Constitution of the International Organization for Crystal Growth**

## ***ARTICLE I***

### **Purpose and scope**

Section 1 - The International Organization for Crystal Growth (IOCG) shall be an international federation of regional/national groups and societies in the field of crystal growth. It shall also provide an organization for nationals of the Countries which have no regional/ national organization in the field of crystal growth.

Section 2 - The general purposes of IOCG are scientific, literary and educational, directed toward the advancement of the theory and practice of crystal growth, crystal characterization and allied branches of science. Means to these ends include the holding of the International Conferences on Crystal Growth and Epitaxy (ICCGE) for reading and discussion of professional papers.

## ***ARTICLE II***

### **Officers**

Section 1: The Officers shall be a President, two Vice-Presidents, a Secretary and a Treasurer.

Section 2: The President, Vice-Presidents, Secretary and Treasurer shall be elected by the Council, as provided in the Bylaws. In the event that one or more Officers becomes unable or unwilling to perform the duties of the appointed Office, the Council will reassign those duties.

Section 3 - Tenure - Officers shall take office at the conclusion of one ICCGE and shall serve through the next ICCGE.

Section 4 - Ex officio members – The Council may appoint ex officio members to serve on the Council. Each of the International Unions of Pure and Applied Chemistry, of Pure and Applied Physics and of Crystallography shall be entitled to appoint a representative who will sit as an ex officio member representing the International Union. The representatives of the IOCG to these Unions are ex officio members of the Council.

Section 5 - Duties.

5.1. The President shall be the principal executive Officer of the IOCG and shall have primary responsibility for conducting the affairs of IOCG under the direction of the Council. He shall preside at the General Assembly, at meetings of the Council and of the Executive Committee.

5.2: One of the Vice-Presidents, as assigned by the Council, shall assume the duties of the President in the absence or incapacity of the President in the conduction of the affairs of IOCG.

5.3. The Secretary, under the direction of the President, shall have general supervision of the keeping of records of IOCG, including records of membership, meetings and any other records required by law. Under the direction of the President, he shall be responsible for arrangements

for all meetings of the Council, the General Assembly and all other principal meetings of the IOCG. He shall be responsible for collecting and disseminating information relating to the activities of national organizations.

5.4. The Treasurer shall have general supervision of the fiscal affairs of the IOCG and shall be responsible for the keeping of records thereof. All funds of the IOCG shall be deposited in a depository approved by the Executive Committee in an account requiring two signatures: the Treasurer and the President, or their alternates as designated by the Executive Committee.

### ***ARTICLE III***

#### **The Executive Committee**

Section 1: The Executive Committee shall consist of the five Officers, the Past President, the Chairman or Chairmen of the past ICCGE, the Chairman or Chairmen of the next ICCGE and eight additional members elected by the Council.

Section 2 - Duties - The Executive Committee shall be responsible for the conduct of the business and affairs of the IOCG during the periods of time between meetings of the Council.

Section 3 - Tenure - All members shall take office at the conclusion of one ICCGE and shall serve through the next ICCGE.

### ***ARTICLE IV***

#### **Council**

Section 1 - Composition - The Council shall consist of the Executive Committee, delegates from each chartered national organization, Councillors representing Direct Members (elected as designated in the Bylaws), and five Councillors elected by the General Assembly. The number of delegates from each regional/national organization will be roughly proportional to the number of members in that organization, as specified in the Bylaws. The Council may also include ex officio members as described in the Bylaws.

Section 2 - Duties - The Council shall be the legal authority of the Organization, and, as such, shall have and hold all its property and funds, shall be responsible for its budget, and shall administer its affairs.

Section 3 - Notice and Quorum - Notice of a meeting of the Council shall be given by the Secretary, at the direction of the President. The presence of one-third of the voting members of the Council, two of whom shall be officers, constitutes a quorum.

Section 4 - The Secretary, under the direction of the President, shall conduct ballots of the Council for all important decisions, such as

1. The organization of topical meetings in the period between two ICCGE, of summer schools which may apply for the benefits of ICCGE sponsorship, as well as participation in the activities of other national or international organizations.

2. Expenses from IOCG funds exceeding some amount as specified in the Bylaws.

Section 5 - The Council shall meet at least once every three years.

## ***ARTICLE V***

### **General Assembly**

Section 1 - A general assembly will be held every three years, at the International Conference on Crystal Growth.

Section 2 - The President shall submit a report on the state of IOCG activities, and the Treasurer shall submit a financial report to the General Assembly for approval by a majority vote.

Section 3 - The General Assembly shall approve the membership of the new Council and the Officers provided in the Bylaws.

Section 4 - The General Assembly may vote to dissolve IOCG. If a two-thirds majority votes for dissolution, the matter shall be put to a ballot of the attendees of the last three conferences, and the issues decided by a simple majority. In the event of dissolution, the assets of IOCG shall be given to UNESCO.

## ***ARTICLE VI***

### **International Conferences on Crystal Growth**

Section 1 - International Conferences (ICCGE) shall take place once every three years and shall be held in different countries whenever ICCGE proposals permit. Regional/national scientific meetings as mentioned in Article VII, section 5 of the Constitution, although open to IOCG members, are subject to the laws and regulations of the host country.

Section 2 - The proposal of the site of a future ICCGE must be nominated by the Executive Committee and approved by the Council.

Section 3 - Topical meetings may be held from time to time and the organizers may apply for the benefits of IOCG sponsorship. The Council must approve the scope of the program and the location before IOCG sponsorship can be granted and used.

## ***ARTICLE VII***

### **National Organizations**

Section 1 - The following regional/national groups shall be recognized as Charter National Organizations of IOCG: Groupe Français de Croissance Cristalline, American Association for Crystal Growth, Japanese Committee for Crystal Growth, British Association for Crystal Growth, Crystal Growth Section of the Swiss Society for Crystallography, Israeli Organization for Growth of Crystals and Thin Films, the Italian Association for Crystal Growth, the Dutch Association for Crystal Growth, the Spanish Association for Crystal Growth and the Deutsche Gesellschaft für Kristallwachstum und Kristallzüchtung.

Section 2 - Any regional/national group may apply to the Council of IOCG and be chartered as the National Organization of IOCG in the respective country.

Section 3 - Due to the interdisciplinary character of IOCG a chartered regional/national organization of IOCG may at the same time be part of one or many other recognized existing learned Societies in the respective country.

Section 4 - Regional/national organizations shall elect representatives to serve on the Council of IOCG.

Section 5 - Regional/national organizations shall keep the Secretary informed of all activities which they will organize or sponsor, so that this information can be disseminated. The meetings of any regional/national organization shall be open to foreign nationals who are members of IOCG at the same registration fee as for the local nationals.

Section 6 - In the event of the funds of the IOCG being insufficient, IOCG shall be empowered to call on regional/national organizations for a subscription proportional to the number of their representatives in the Council.

Section 7 - A regional/national organization is entitled to receive a loan or grant from the Executive Committee of IOCG in order to organize an ICCGE meeting. If a loan or grant is made, IOCG will also assume limited responsibility as specified in the Bylaws, or any deficit incurred by the conference. In this case IOCG will be entitled to any surplus from the conference.

## ***ARTICLE VIII***

### **Membership**

Section 1- Members of National Organizations - All members of Organizations which are chartered as regional/national organizations of IOCG shall be considered to be members of IOCG.

Section 2 - Direct Membership - A national of a country which does not have a national organization may apply for direct membership in IOCG. In exceptional cases, the Council of IOCG may permit a national of a country which does have a national organization to become a direct member of IOCG.

Section 3 - Election of Direct Members - Applicants for direct membership must apply in writing in due form to the Secretary. Election to direct membership requires a majority vote of the Council.

## ***ARTICLE IX***

### **Bylaws**

Section 1 - Bylaws shall be established as hereinafter set forth, for the purposes of governing the operations and administration of the IOCG.

Section 2 - Bylaw changes shall be effected by a majority vote of the Council.

## ***ARTICLE X***

### **Amendments**

Section 1: Amendments to this Constitution shall be made by a two-thirds majority in favour of the Amendment in a ballot at an ICCGE General Assembly; such an Amendment

shall, however, only become part of the Constitution if similarly ratified at the following two ICCGE General Assemblies. In the interim period between the first and second such ICCGE General Assemblies, any such approved Amendment shall be accepted as a *de facto* way of operating IOCG affairs. In the interim period between the second and third such ICCGE General Assemblies, the *de facto* way of operating shall continue, provided that ratification to the Amendment is endorsed by a two-thirds majority in favour at the second such ICCGE General Assembly.

## ***ARTICLE XI***

### **Ratification**

Section 1 - This constitution and bylaws are deemed valid when ratified by a majority in a mail ballot of the three IOCG meetings in Boston (1966), in Birmingham (1968) and in Marseille (1971).

# **BYLAWS OF THE INTERNATIONAL ORGANIZATION FOR CRYSTAL GROWTH**

## ***ARTICLE I***

### **Election of Officers**

Section 1: Nomination - the Executive Committee shall appoint a Nominating Committee one year before the next ICCGE. The Nominating Committee must nominate, within three months, one or more candidates for President, each of the two Vice Presidents, Secretary, Treasurer and eight present or past members of the Council to serve on the Executive Committee.

Additionally, the Nomination Committee may put forth nominees who are not present or past members of the Council to serve as an Executive Committee member but not as an officer. The number of candidates nominated who are not present or past members of the Council cannot exceed 20% of the total number of nominees. The Nominations shall be communicated to the Executive Committee which, in turn, shall order a ballot to be prepared.

Section 2 - Election - The Secretary shall send a ballot for the election of officers to the members of the Council at least six months before ICCGE. The Secretary shall tabulate the results, and announce them at least one month before ICCGE. Write-in votes for candidates not nominated by the nominating committee shall be considered valid.

Section 3 – Election – The election of the officers and Executive Committee members are decided by majority vote.

Section 4 - Approval - The General Assembly shall vote on the slate of officers put forward by the Council. In the event the officers are disapproved, nominations, together with the Council's nominees, shall be placed on a ballot to the attendees of the previous three international meetings and within six months an election of officers shall take place. In the interim the previous officers shall continue to serve.

## ***ARTICLE II***

### **The Council**

Section 1-National Organization Councillors-Each National Organization shall delegate one Councillor for every one hundred members of the national organization, up to a maximum of three Councillors. The number of members shall be rounded to the next highest one hundred. Each National Organization must keep the President informed of its current representatives on the Council. The Chairman of each National Organization will automatically be the first representative of his National Organization on the IOCG Council unless the National Organization specifically indicates otherwise. If the Chairman of a National Organization resigns, his successor automatically replaces him on the Council. Similarly, the Secretary of the National Organization will automatically be the second representative on the Council for countries entitled to two representatives. The third representative for countries so entitled shall be appointed by each appropriate National Organization acting through its chairman.

Section 2 - The General Assembly shall nominate and elect up to ten additional Councillors.

Section 3 - Councillors Representing the Direct Members of IOCG - The Councillors representing the direct members of IOCG shall be nominated by a Nominating Committee

appointed by the Executive Committee. Votes for write-in candidates shall be valid. Councillors shall be elected by ballot distributed to direct members approximately one year before ICCGE. There shall be one such Councillor for every one hundred members who belong directly to IOCG, but no more than three may be from any one country.

Section 4 – Ex officio members – The Council may appoint ex officio members to serve on the Council. Each of the International Unions of Pure and Applied Chemistry, of Pure and Applied Physics and of Crystallography shall be entitled to appoint a representative who will sit as an ex officio member representing the International Union. The representatives of the IOCG to these Unions are ex officio members of the Council.

Section 5 - Approval - The General Assembly shall vote to approve the slate of Councillors consisting of the delegates of the respective National Organizations, the five Councillors elected by the General Assembly and the Councillors representing the direct members. In the event that the Councillors are disapproved, nominations for Councillors may be made from the floor and by the national committees and a ballot of attendees of the last three International meetings shall be conducted by IOCG within six months to elect the new Council. The numbers of elected Councillors from each National Group shall be that specified in Section 1 above. Balloting shall be by separate ballots for each country. The five Councillors elected by the General Assembly and the Councillors representing direct members together with the Councillors elected by the National ballots shall constitute the new Council. In the interval before election, the previous Councillors shall serve.

Section 5 - The Council, as approved by the General Assembly, shall take office at the conclusion of ICCGE and serve until the end of the next ICCGE.

### ***ARTICLE III***

#### **Funds and Finance**

Section I - Loans - The only source of funds for IOCG derives from the profits from ICCGE. The ICCG conference will provide 3% of the registration income to the IOCG. Apart from administrative expenses, the uses for these funds are to promote the next ICCGE or approved topical meetings, or other international activities in the field of Crystal Growth sanctioned by the Council.

Section 2 - Loans - The Executive Committee is entitled to grant a loan to a National Committee for the sponsorship of an ICCGE meeting. The National Organizing Committee has the obligation to turn over to the Treasurer of IOCG, any unused funds remaining after the ICCGE meeting after payment of all the financial obligations. For countries having an unconvertible currency the repayment of the loan and the unused funds will be made in local currency in a special IOCG account opened by the Treasurer.

Section 3 -All expenses not exceeding \$2,000 can be approved by the President and the Treasurer. Expenses not exceeding \$10,000 can be approved by the Executive Committee. Expenses greater than \$10,000 must be approved by the Council as specified in Article IV, Section 4 of the Constitution.

### ***ARTICLE IV***

#### **Transition**

Section 1- The Council, as constituted and approved by the General Assembly at the Marseille ICCG-3, shall remain in office until the end of ICCG-4, except that regional/national organizations may, at their discretion, change their representatives on the Council.

Section 2 - The officers and Executive Committee, as elected by the Council during the Marseille ICCG-3, shall remain in office until the end of ICCG-4. The Executive Committee will include the Chairman of ICCG-3, and 4.

Section 3 - Election of new officers to assume office at the end of ICCG-4 shall take place, as specified in the Constitution and under Article I of the Bylaws.

## ***ARTICLE V***

### **Parliamentary Authority**

Section 1 –The rules contained in the current edition of Robert's Rules of Order, Newly Revised shall govern the IOCG in all cases to which they are applicable and in which they are not inconsistent with these Bylaws and any special rules of order the IOCG may adopt.