

ICCM *International Committee on Composite Materials*

THE CONSTITUTION

ARTICLE 1 - NAME and DURATION

- 1.1 The name of the organization is the International Committee on Composite Materials. The initials, ICCM, may be used as an abbreviated designation for the organization.
- 1.2 The organization is founded for an indefinite period of time.

ARTICLE 2 - OBJECTIVES

The ICCM is an international, non-governmental, non-profit scientific and engineering organization with the following objectives:

- 2.1 To encourage the free interchange of information on all aspects related to composite materials which are of interest to the global scientific and engineering community;
- 2.2 To provide a world-wide forum for the discussion of such topics;
- 2.3 To guide and foster the understanding and utilization of the science and technology of composite materials;
- 2.4 To promote international cooperation and education in composite materials science and technology;
- 2.5 To recognize individuals of outstanding achievement in the science, technology, engineering, and application of composite materials;
- 2.6 To promote diversity and inclusion across the global community of people working in the fields of the science, technology, engineering, and application of composite materials.

ARTICLE 3 - MEANS

The organization seeks to attain its objectives by organizing conferences and meetings, sponsoring international publications, recognizing individuals through awards, and by any other legal means which are conducive to the objectives of the organization.

ARTICLE 4 - MEMBERSHIP

The ICCM is an organization of individuals and/or organizations and associations from all nations of the world, with established interests and contributions in the field of composite materials, who (or which) share the objectives in Article 2 of this Constitution.

- 4.1 ICCM has:
- Member Nations
 - Individual Members from Member Nations
 - Individual Members with no Nation Designation
 - Individual Members not of a Member Nation
 - Life Members
 - Associates
- 4.2 Any nation meeting the criteria in the preamble of this article shall be eligible for membership in the ICCM and participation in its activities and its decisions. At the time of Acceptance of this Constitution, the nations listed in the Appendix to this constitution are Member Nations of the ICCM.
- 4.3 Individuals of the type described in the preamble of this article shall be eligible to become Individual Members of ICCM by reason of their active interest and participation in the field of composite materials. Such interest and /or participation includes attendance at the ICCM Conferences.
- 4.4 Individuals who have made significant personal contributions to the objectives of ICCM may be elected as Life Members by majority vote of the Executive Council. Such individuals shall carry the title of "World Fellow of ICCM".
- 4.5 An association, organization, or institution, in a Member Nation, engaged in the science and engineering of composite materials and sharing the objectives stated in Article 2 of this Constitution may be admitted as an ICCM Associate through application to the Executive Council and upon majority vote of that body. Such groups include, but are not limited to, universities, colleges, institutions and research laboratories researching and teaching the technology; manufacturers and users; and other societies. Associates do not have voting privileges but are entitled to submit proposals to the Executive Council to host an ICCM Conference.
- 4.6 Any Individual Member of the ICCM is entitled:
- a. to participate in all the activities of the ICCM;
 - b. to submit technical contributions in response to a formal Call for Papers;
 - c. to attend the General Assembly meetings;
 - d. to become a member of the Executive Council;
 - e. to become an officer of the ICCM;
 - f. to make financial contributions in support of the activities of ICCM;
 - g. to submit proposals to the Executive Council to host an ICCM Conference.
- Such privileges are subject to the terms of this Constitution and associated By-Laws.
- 4.7 There is no limit on the number of Individual Members from any given nation.

ARTICLE 5 - ORGANIZATION

- 5.1 The general organization of the ICCM shall consist of the following principal components:
- The International Committee on Composite Materials
 - The Executive Council
 - The Executive Advisory Board
 - The Conference Organizing Committees for each ICCM-n ("n" indicates the number of the Conference)
- 5.2 Membership on the International Committee shall be open to all Individual Members as defined in Article 4 of this constitution.

- 5.3 The Executive Council is the supreme governing body and representative of the ICCM. It has the authority to collect and expend ICCM funds, to interpret the Constitution and By-Laws, and to transact all business of the ICCM not otherwise provided for specifically in the Constitution and By-Laws.
- 5.4 The Executive Advisory Board is a subset of the Executive Council consisting of the Officers of the ICCM who work with the Principal Officers, the President and Senior Vice President, between meetings of the Executive Council and the General Assembly to conduct the day-to-day business of the ICCM. In the case where the Executive Council cannot be convened in sufficient time by telephone, telefax, electronic mail, or regular mail, the Executive Advisory Board can act with authority for the ICCM.
- 5.5 The Conference Organizing Committee for ICCM-n is the body and representative for that ICCM Conference (i.e., ICCM-n) and has the authority to transact financial and other business in support of that ICCM Conference. Such transactions shall be within the bounds of the ICCM Constitution and By-Laws, and taken, as needed, in consultation with the Officers and Executive Council of the ICCM.

ARTICLE 6 - OFFICERS

- 6.1 The officers of the ICCM are the President, the Senior Vice President, the Immediate Past President, and the three Regional Vice Presidents.
- 6.2 The Principal Officers are the President and Senior Vice President. These officers shall be elected by plurality vote of the General Assembly from nominations made by the membership of the ICCM in writing at least one day prior to the General Assembly. It is recommended that the Principal Officers not be from the same Member Nation.
- 6.3 All members of the ICCM at the time of an ICCM Conference shall be eligible to be nominated at that ICCM Conference for any office except for the special cases of the three Regional Vice Presidents.
- 6.4 The Vice Presidents from the three world regions, as defined in the By-Laws, must come from those regions. The Vice Presidents shall be elected by plurality vote of those members at the General Assembly from those regions of the world from nominations made by those members in writing at least one day prior to the General Assembly.
- 6.5 The Immediate Past President shall be the President of the previous ICCM cycle. In the case that the President is reelected to the office of President, the current Immediate Past President shall continue to fill that office.
- 6.6 In the case that an officer becomes unable to carry out the duties of the office during the term of office, that officer may be replaced by the Executive Council, except for the case of the President which is defined in the By-Laws.
- 6.7 The term of office of the officers is one ICCM cycle.
- 6.8 In regard to terms of office, the ICCM cycle is defined as the time period from the end of one ICCM Conference to the end of the next ICCM Conference.
- 6.9 All officers may be reelected to office.

ARTICLE 7 - MEMBERSHIP OF THE EXECUTIVE COUNCIL

- 7.1 The Executive Council shall consist of the Officers of the ICCM (President, Senior Vice President, Immediate Past President, and three Regional Vice Presidents), *ex officio*, along with other elected, appointed, and *ex officio* members. The total membership on the Executive Council shall generally be between 15 and 18, although this number can be altered by vote of the Executive Council.
- 7.2 If not otherwise a member of the Executive Council, the Chair of an ICCM Conference Organizing Committee shall serve as an *ex officio* nonvoting member of the Executive Council for three ICCM cycles: the one immediately preceding that ICCM Conference, the one of that ICCM Conference, and the one immediately following that ICCM Conference.
- 7.3 In each ICCM cycle, two new members of the Executive Council shall be elected by plurality vote of the Executive Council based on nominations provided by the Chair of that ICCM Conference Organizing Committee from the Vice-Chairs of that ICCM Conference Organizing Committee as well as the automatic nomination of that Chair.
- 7.4 In each cycle, two new members of the Executive Council shall be elected by plurality vote of the General Assembly from nominations provided by the membership from the membership in writing at least one day prior to the General Assembly.
- 7.5 The Executive Council may elect, by plurality vote, up to three other members of the Executive Council, after other elections have taken place, in order to provide better balance amongst various interests.
- 7.6 Unless otherwise specified, elected members of the Executive Council shall serve a term of two ICCM cycles.
- 7.7 The Executive Council may, upon nomination of the Awards Committee, elect Honorary Members of the Executive Council. Such members are recognized for their outstanding contributions to the composites community in general and ICCM in particular. There should be no more than five such members at any one time.

ARTICLE 8 - THE GENERAL ASSEMBLY

The means by which the International Committee meets and makes decisions is the General Assembly which shall be held once at each ICCM Conference. All Individual Members of the ICCM are eligible to participate in the General Assembly. All Individual Members of the ICCM from a Member Nation are eligible to vote at the General Assembly.

ARTICLE 9 - THE CONFERENCE ORGANIZING COMMITTEE

- 9.1 There shall be a Conference Organizing Committee for each ICCM Conference.
- 9.2 The Chair of a Conference Organizing Committee shall be elected by a plurality of votes of the General Assembly. Such selection shall take place two cycles prior to the time of that ICCM Conference. The result of such is linked directly to the result of the selection of the site of that ICCM Conference.
- 9.3 Vice Chairs of the Conference Organizing Committee shall be nominated by the Chair of that Committee with the advice and consent of the Executive Council. There shall be, at a minimum, a Vice Chair from each of the three world regions.
- 9.4 The General Members of the Conference Organizing Committee shall be appointed by the Chair of that Committee.

- 9.5 The Chair, Vice Chairs, and General Members of an ICCM Conference Organizing Committee shall serve from the time of their election until some time after that ICCM Conference as determined by the Chair of that Committee. Such time shall depend upon the point where the business of that particular ICCM Conference has been completed.

ARTICLE 10 - AMENDMENTS to the CONSTITUTION

The Constitution may be amended according to the following procedure:

- 10.1 Any Individual Member of the ICCM may propose an amendment to the Executive Council. Such proposal must be placed in writing at least one month prior to its consideration.
- 10.2 The Executive Council must ratify the amendment, or make changes before ratifying, by a positive vote of two-thirds of the members voting.
- 10.3 The ratified amendment is proposed to the General Assembly and is approved by a positive vote of two-thirds of the members voting.
- 10.4 All amendments shall, unless otherwise provided therein, take effect immediately upon such approval.

ARTICLE 11 - DISSOLUTION

- 11.1 The ICCM shall be dissolved only with the approval of two-thirds of the entire Executive Council members. The approval must be ratified by a two-thirds vote of the General Assembly if such a meeting can be held within four years of the vote of the Executive Council.
- 11.2 Any assets remaining in the ICCM Central Treasury after the discharge of all obligations shall be offered and transferred to an international institution or organization which is accepted as devoted to the objectives of the ICCM, upon approval by the Executive Council. If transfer to such an institution or organization cannot be accomplished, then transfer shall be made to any international institution devoted to scientific research as is designated by the Executive Council.
- 11.3 The Executive Council, and ultimately the President as chair of the Council, shall be responsible for terminating the affairs of the ICCM.

ARTICLE 12 - INITIAL ACCEPTANCE

- 12.1 This Constitution and associated By-Laws shall be considered accepted after positive vote of two-thirds of the currently existing Executive Council in attendance at an ICCM-n Conference followed by positive vote of two-thirds of those Individual Members at an ICCM-n Conference in attendance at and voting at the called General Assembly meeting.
- 12.2 A nation is a Member Nation at the time of acceptance of this Constitution by virtue of at least three individuals from that nation voting for acceptance of the Constitution.
- 12.3 The first set of officers to serve under the terms of this Constitution shall be elected by the Executive Council at a meeting following the ratification of the Constitution and By-Laws by the General Assembly as called out in the preceding subarticle.
- 12.4 This article will expire one conference cycle after acceptance of the Constitution and By-Laws by the General Assembly.

THE BY-LAWS

ARTICLE 1 - ADMISSION of NEW MEMBERS

- 1.1 Application of a nation to be admitted as a Member Nation shall be made to the Executive Council by at least five individuals of that country who are of the type defined in the preamble of Article 4.0 of the Constitution. Such application must be filed with the Senior Vice President no later than one month prior to an upcoming ICCM Conference. The application must be endorsed by one current Individual Member of the ICCM. Membership is granted after application through majority vote of the Executive Council members voting at the Executive Council Meeting held in conjunction with the Conference.
- 1.2 An individual of a Member Nation becomes an Individual Member of the ICCM by participation and full registration at an ICCM Conference.
- 1.3 An individual not of a Member Nation may become an Individual Member of the ICCM by participation and full registration at an ICCM Conference and special application to the Executive Council. This application must be made at the time of registration for that Conference and must be endorsed by one current Individual Member of the ICCM. Membership is granted after application through majority vote of the Executive Council members voting at the Executive Council Meeting held in conjunction with the Conference.
- 1.4 Applications to become ICCM Associates shall be made to the Executive Council. Such application must be filed with the Senior Vice President no later than one month prior to an upcoming ICCM Conference. The application must be endorsed by one current Individual Member of the ICCM. Such groups will submit to the Senior Vice President, with their formal application for membership, a copy of the constitution/by-laws of their group and/or a statement of the purpose(s) of the group, together with satisfactory evidence that the recent activities of the organization are consistent with the objectives of the ICCM. Status of Associate is granted after application through majority vote of the Executive Council members voting at the Executive Council Meeting held in conjunction with the Conference.
- 1.5 The Senior Vice President keeps a record of relevant information concerning the Individual Members, Member Nations, and Associates. The Members and Associates have the obligation to inform the Senior Vice President about any change in such data.

ARTICLE 2 - TERMINATION of MEMBERSHIP AND PARTICIPATION

There is no formal procedure for withdrawal from membership for the Individual Members and Member Nations defined in Article 4 of the Constitution. Such memberships are maintained in an active status by the members continued and active participation in the Conferences and the ICCM in general. However, under the following special circumstances, participation as an Individual Member, a Member Nation, or Associate terminates:

- 2.1 On the dissolution of the Associate entity.
- 2.2 On the request of an Associate entity made in a letter to the Senior Vice President on letterhead of that entity and signed by appropriate representative(s) of that entity.
- 2.3 On the death of a Life Member.

- 2.4 By written notice to the Individual Member, Member Nation, or Associate on behalf of the ICCM by Senior Vice President following a majority vote of the Members present and voting at a meeting of the General Assembly and after recommendation of the Executive Council. The termination may take effect at once or after a specific time period and may be for a finite period of time (suspension) or an indefinite period of time (expulsion). The grounds for termination for a group or Nation may be a change in the status, nature, or objectives of the group which affects its fitness to participate in the ICCM; the grounds for termination of an individual is only the case where a member acts contrary to the Constitution or decisions made by the ICCM, or injures the ICCM.
- 2.5 The Executive Council, by majority vote, may suspend any member under the terms of Article 2.4 until a decision of the General Assembly can be made at the next Conference.

ARTICLE 3 - CONDUCT of the MEETINGS

Unless otherwise specified within this Constitution and By-Laws, all meetings will be conducted subject to the procedures described in the latest edition of *Robert's Rules of Order*. The President is the interpreter of such rules in the conduct of meetings.

ARTICLE 4 - CONDUCT of the EXECUTIVE COUNCIL

- 4.1 The Executive Council shall meet twice per ICCM Conference: once on the Sunday preceding the opening of the Conference and once on the Friday at the conclusion of the Conference, unless otherwise specified by the Executive Council. The President of the ICCM shall chair such meetings. At the first of such meetings, the Senior Vice President shall present a written report, for approval by the Executive Council, dealing with all activities of the ICCM since the last such meeting.
- 4.2 Votes of the Executive Council may be taken in a business meeting of the Council or by electronic mail, telephone conference, telefax, or regular mail.
- 4.3 A quorum of the Executive Council is defined as the number present at any regularly scheduled business meeting of the Council or a majority of the Executive Council if a vote is held by electronic mail, telephone conference, telefax, regular mail, or at any other meeting.
- 4.4 All decisions of the Executive Council shall be taken by simple majority of the members voting unless otherwise specified in the Constitution and By-Laws of the ICCM. In the event of a tie, the President shall cast the deciding vote.
- 4.5 Voting may be done by a show of hands or by a secret ballot.

ARTICLE 5 - CONDUCT of the EXECUTIVE ADVISORY BOARD

- 5.1 The Executive Advisory Board can act with authority for the ICCM in all issues in the case where the Executive Council cannot be convened in sufficient time by telephone, telefax, electronic mail, or regular mail.
- 5.2 The President of the ICCM is responsible for interacting with, convening, and leading the Executive Advisory Board. A majority of all members of the Executive Advisory Board must agree that the Executive Council cannot be convened in sufficient time in order to act with authority for the ICCM.

- 5.3 Votes of the Executive Advisory Board may be taken in person, by electronic mail, via telephone conference, telefax, or regular mail.
- 5.4 All decisions of the Executive Advisory Board shall be taken by simple majority of all members of the Executive Advisory Board unless otherwise specified in the Constitution and By-Laws of the ICCM. In the event of a tie, the President shall cast the deciding vote.
- 5.5 Voting may be done by a show of hands or by a secret ballot.

ARTICLE 6 - CONDUCT of the GENERAL ASSEMBLY

- 6.1 The General Assembly shall be held once per ICCM Conference on the Wednesday afternoon of that Conference, unless otherwise specified by the Executive Council. Any change in the day of the meeting shall be determined so that it is included in the final program of that Conference. The President of the ICCM shall chair such meetings. Key activities of the ICCM since the last General Assembly shall be summarized by the Senior Vice President in an oral report to the Assembly.
- 6.2 A quorum of the ICCM at the General Assembly is defined as the number of Individual Members present at any regularly scheduled General Assembly.
- 6.3 All decisions of the General Assembly shall be taken by simple majority of the Individual Members voting unless otherwise specified in the Constitution and By-Laws of the ICCM. In the event of a tie, the President shall cast the deciding vote.
- 6.4 The number of votes per Member Nation at the General Assembly of an ICCM Conference shall be equal to the average of the following two numbers: the average of the number of papers presented at the four previous ICCM Conferences with corresponding author an Individual Member from that Member Nation, and the average of the number of fully registered Individual Members attending the four previous ICCM Conferences from that Member Nation. Furthermore, each country whose Individual Members have given a paper in a previous ICCM Conference shall have a minimum of two votes. However, this number cannot exceed the number of delegates from that Member Nation casting votes.
- 6.5 There is no limit on the total number of votes per Member Nation or overall.
- 6.6 Any Individual Member of the ICCM associated with a Member Nation shall be eligible to cast individual votes.
- 6.7 Member Nation votes are distributed in proportion to the tally of the votes of the Individual Members of that Member Nation.
- 6.8 Voting may be done by a show of hands or by a secret ballot.

ARTICLE 7 - DUTIES of the EXECUTIVE COUNCIL

The Executive Council shall:

- a. Aid the Officers as appropriate in the general care and supervision of the affairs of the ICCM;
- b. Make recommendations to change the Constitution of the ICCM to the General Assembly;
- c. Control the By-Laws and other operating rules and guidelines of the ICCM;
- d. Assure that all conduct of the Members, Committees, Officers, and meetings of the ICCM is according to the Constitution, By-Laws, and other operating rules and guidelines of the ICCM;

- e. Screen nominations for election of the officers of the ICCM;
- f. Assure that a balance amongst various interests are properly represented on the Executive Council by election of members of the Executive Council as specified in the Constitution;
- g. Form a voting committee to oversee the voting at the General Assembly at each ICCM Conference;
- h. Appoint successors to complete terms of officers of the ICCM or members of the Executive Council who are unable to complete their term. This is subject to the provision of Article 7.4 of the By-Laws stipulating that the Senior Vice President will succeed the President in such an event;
- i. Be responsible for recognizing those individuals who have made significant contributions to the objectives of the ICCM through awards as nominated by the Awards Committee;
- j. Recommend to the General Assembly that members of the ICCM be suspended or expelled;
- k. Screen proposals to host ICCM Conferences as per the criteria of Article 14 of these By-Laws and then forwarding these for consideration by the General Assembly;
- l. Determine how ICCM funds are to be expended subject to the rules of the ICCM;
- m. Act on applications for admissions as Members and Associates of the ICCM;
- n. Determine, at the Executive Council meeting prior to ICCM-n, the amount of money to be contributed to the ICCM Central Treasury for each fully registered participant at that ICCM-n. This amount is in addition to the return of the advance money.

ARTICLE 8 - DUTIES of the GENERAL ASSEMBLY

The General Assembly shall:

- a. Elect the officers of the ICCM;
- b. Choose the site and associated Chair of the Conference Organizing Committee for ICCM Conferences;
- c. Ratify changes to the Constitution and By-Laws of the ICCM;
- d. Decide on suspension and expulsion of members of the ICCM as recommended by the Executive Council;
- e. Make other decisions as called for by the operating rules of the ICCM.

ARTICLE 9 - DUTIES of the OFFICERS

9.1 The President shall:

- a. Be the chief executive of the ICCM and the Executive Council;
- b. Exercise general care and supervision of the affairs of the ICCM subject to the direction and approval of the Executive Council and in line with the Constitution, By-Laws, and other operating rules and guidelines of the ICCM;
- c. Convene and preside at all meetings of the Executive Advisory Board, Executive Council, and General Assembly;
- d. Represent the ICCM and Executive Council in all public ceremonies or events as called for in Article 11;
- e. Not act with voting power except in the case of a tie vote;
- f. Appoint committees as called for in Article 10;
- g. Be the chief liaison with ICCM Conference Organizing Committees and to lead the Executive Council in assisting these Committees;
- h. Coordinate all bids to host future ICCM Conferences including receiving such bids, screening such in accordance with established procedures of these By-Laws, and forwarding appropriate ones for consideration by the Executive Council and the General Assembly;
- i. Interpret all ICCM issues between ICCM meetings and seek the advice of the Executive Advisory Board as appropriate.

9.2 The Senior Vice President shall:

- a. Work closely with the President to help exercise general care and supervision over the affairs of the ICCM;
 - b. Be responsible to the President and deputize for the President;
 - c. Serve as President until the next election or until the President can again resume the duties of the office in the event of the President being unable to perform the duties of the President for any reason before the end of that ICCM cycle;
 - d. Maintain the treasury, conduct all financial business, maintain a record of such, and deliver a report of the financial status of the ICCM at the Executive Council Meeting at each ICCM Conference;
 - e. Take and distribute minutes of all the meetings of the Executive Advisory Board, Executive Council, and General Assembly;
 - f. Act as the depositor of information and maintain a chronology of the affairs of the ICCM including a record of all formal activities;
 - g. Be responsible to maintain and update the home webpage of the ICCM including a biannual newsletter;
 - h. Maintain membership lists of the International Committee and the Executive Committee, as well as a list of offices and all related terms;
 - i. Receive applications for membership and prepare such for submission to the Executive Council;
 - j. Prepare a written report, for approval of the Executive Council, of the activities of the ICCM between meetings of the Executive Council as defined in Article 4.1 of these By-Laws;
 - k. Present an oral summary of key activities of the ICCM since the previous General Assembly to the General Assembly;
 - l. Help in transferring information between ICCM Conference Organizing Committees;
 - m. Be responsible for the smooth transfer of all necessary information to the next ICCM Senior Vice President;
 - n. Chair the Awards Committee.
- 9.3 The Immediate Past President shall advise the President and help assure continuity in the affairs of the ICCM.
- 9.4 The Regional Vice Presidents shall:
- a. Work with the Principal Officers on the Executive Advisory Board;
 - b. Act as contact persons for ICCM Members within that region of the world;
 - c. Serve on the Awards Committee.

ARTICLE 10 AD HOC COMMITTEES

The President of the ICCM, after appropriate consultation with other members of the Executive Council, may create *ad hoc* committees to study specific questions falling within the overall interests and activities of the ICCM. Any recommendations arising from such studies shall be referred to the Executive Council.

ARTICLE 11 - AUTHORITY to REPRESENT the ICCM

- 11.1 The President and the Senior Vice President shall have the exclusive right to sign documents and letters on behalf of the ICCM and its Executive Council as well as to control the use of the ICCM logo, stationary, and name.
- 11.2 Formal commitment of the ICCM can only be made after approval by the Executive Council. Such document must contain the signature of the President and one of the following two officers: the Senior Vice President or the Immediate Past President.
- 11.3 The President or a member delegated by the President shall represent the ICCM on committees or other organizations dealing with matters of common interest to this and other organizations.

- 11.4 The President shall act as official representative of the ICCM at affairs such as meetings, inaugurations, and dedications as necessary. The President may also delegate members to act in the place of the President. Upon recommendation of the President, the Executive Council will determine any expense allowance for such official representations.

ARTICLE 12 - FINANCES

- 12.1 All financial decisions of the ICCM shall be made by the Executive Council.
- 12.2 The financial affairs of the ICCM shall be kept by the Senior Vice President. This account shall be known as the ICCM Central Treasury.
- 12.3 A written report of the financial transactions and status of the ICCM Central Treasury shall be presented at the first Executive Council Meeting at each ICCM Conference by the Senior Vice President .
- 12.4 Advance Money shall be provided to each ICCM Conference Organizing Committee from the ICCM Central Treasury from up to three months before the start of the ICCM cycle associated with that Conference. This period can be altered by the Executive Council. The amount of Advance Money shall not exceed the amount of Advance Money from the most recent cycle for which Advance Money was provided, plus one half of the additional money provided to the ICCM by the previous ICCM Conference Organizing Committee, unless altered by the Executive Council. This Advance Money is to be returned to the ICCM as per the details articulated in the ICCM document "Guidelines for the Conduct of the Conferences of the ICCM". This document is described in By-Law Article 14.2.
- 12.5 The ICCM Conference Organizing Committee is to deliver an amount of Registration Contribution Money, fixed by the Executive Council at the meeting prior to that ICCM-n, for each fully registered participant in that Conference. This Registration Contribution Money is to be delivered to the ICCM as per the details articulated in the ICCM document "Guidelines for the Conduct of the Conferences of the ICCM". This document is described in By-Law Article 14.2.
- 12.6 The financial affairs of the ICCM shall be kept in the currency of a nation of the choosing of the Senior Vice President or that of the United States, whichever is more convenient to the Senior Vice President . However, all financial reports will be done in the currency of the United States although the other currency can also be included.
- 12.7 The financial calendar of the ICCM coincides with the calendar-year.
- 12.8 The ICCM Executive Council or individual officers assume no liability for and are in no way liable for the finances, losses, etc. of any ICCM activity.

ARTICLE 13 - CONDUCT of CONFERENCES

- 13.1 An International Conference on Composite Materials will be arranged through the efforts of the ICCM every two years. In the event that at some future date circumstances dictate that the frequency of these Conferences be changed, the General Assembly of the International Delegates at its regular meeting during each Conference may, in determining the date and location for the subsequent Conference, deviate from this rule as deemed desirable.
- 13.2 Conferences shall be held in one of the Member Nations. Such conferences are referred to as ICCM-n (International Conference on Composite Materials - n) where n is a number designating

the meeting in sequence from the first held in Geneva and Boston in 1975. A list of ICCM-n held as of the ratification of this constitution are contained in the appendix.

- 13.3 The main objectives of the International Conferences are to encourage scientists and engineers to present and discuss papers concerned with the most important topics of current interest in all fields of composite materials science and technology; to provide a forum for free interchange and discussion; to provide an opportunity for the presentation of plenary papers of general interest to be delivered by recognized international experts in the field; and to provide a published proceedings of the technical affairs of that Conference.
- 13.4 No other conferences may be organized or publications issued with the name or implied endorsement of ICCM without the approval of the Executive Council.

ARTICLE 14 SELECTION of CONFERENCE SITES

- 14.1 The process for selection of site for an ICCM Conference shall take place two cycles prior to the cycle of that ICCM Conference. This includes the linked selection of the Chair of the associated Conference Organizing Committee.
- 14.2 The issues, by which bids for hosting a Conference are evaluated, are articulated in the ICCM document "Guidelines for the Conduct of the Conferences of the ICCM". Issues are identified as being of three types: required, desired, and other. Explanation and further description of each issue are provided in these guidelines as needed. This document is maintained by the Executive Council with changes made by positive vote of two-thirds of the members voting.
- 14.3 It is the intention that the Conference rotate around the world from region to region in the order 1-2-3 and then back to 1. This intention should be taken into account in all voting, but does not mandate the voting in the selection process.
- 14.4 Any group that wishes to host a Conference shall prepare a written proposal addressing the issues as articulated in the ICCM document "Guidelines for the Conduct of the Conferences of the ICCM". A group must represent a nation or group of nations, of which at least one must be a Member Nation. The group must identify a Chair who is an ICCM Individual Member and shall serve as their nominee for Chair of their Conference Organizing Committee. The Chair of the group shall act as the main contact for that group, and shall lead the group through the process detailed herein in making their bid. This process involves the following steps:
- a. The group shall inform the President of the intent to prepare a bid and subsequently submit to the President a written proposal at least three months prior to the particular ICCM at which the proposal is to be presented;
 - b. The President shall screen such proposals in accordance with the established procedures of these By-Laws, assure that the required issues as articulated in the document "Guidelines for the Conduct of the Conferences of the ICCM" are addressed, and indicate to the group any such issues that are not sufficiently addressed, any issues that require clarification, and any additional comments on all issues. The President may involve other members of the Executive Council in this process. However, the President retains overall responsibility for the proper and uniform screening of proposals;
 - c. The submitting group may revise the proposal and submit this revised version to the President for further screening to assure that the required issues are properly addressed (as per Step b). Any revision must be received within one month of the transmission of the comments from the President;
 - d. The President shall forward the proposals that sufficiently address the required issues, accompanied by any general comments, to the Executive Council at least two weeks prior to the first meeting of the Executive Council at the particular ICCM at which the proposal is to be presented;

- e. The Executive Council shall screen these proposals at their first meeting of the Executive Council of the particular ICCM at which the proposal is to be presented, and forward these along with any questions and comments concerning the required issues, for consideration at the General Assembly of that particular ICCM at which the proposal is to be presented;
 - f. The President shall transmit, within 1 day of the Executive Council meeting, the questions and comments of the Executive Council to the Chair of the associated group submitting the bid and shall be available for discussion of such.
- 14.5 Any group that has submitted a written proposal that has been determined by the President to sufficiently address the required issues and has then been forwarded to the Executive Council, according to By-Law Article 14.4, has the right to advertise their proposal subject to the following, as coordinated by and ruled upon by the President:
- a. Advertising is permitted only during the period from the opening of Registration until the General Assembly of the particular ICCM at which the proposal is to be presented. This does not preclude appropriate soliciting for support within the proposing host nation or group of nations;
 - b. Information regarding the proposed Conference should be made available for Conference participants at central points, as provided by the Conference Organizing Committee of that particular ICCM, in the venue of that particular ICCM;
 - c. An exhibition table/booth may be acquired via normal means and associated costs through the Conference Organizing Committee of that particular ICCM. Details of the proposal and the associated venue may be presented by multiple means including, but not limited to, brochures, pamphlets, photos, videos, banners, and flags;
 - d. Gifts and material inducements of any type are not allowed.
- 14.6 Proposals considered by the Executive Council shall be presented to the General Assembly for consideration. The proposals shall be presented as per the following procedure as coordinated by the President:
- a. One hour prior to the General Assembly, the President shall meet with the Chairs, and at most one other member from each group, of the groups submitting a bid and review the conduct of this procedure as per these By-Laws. The meeting shall conclude by the order of presentation being determined by each Chair drawing a number indicating their order out of a "hat";
 - b. The President shall begin this segment of the General Assembly by reviewing the rules and reading the following charge to the General Assembly:
"We are about to hear proposals from (number) groups to host ICCM-n in the year _____. Each of these groups has worked hard to present the best to this General Assembly. I ask us to listen carefully and openly and to judge the merits of these proposals by our rules and criteria so as to strengthen ICCM and provide the best forum for international exchange on the topic of composite materials. After the proposal period, I ask each Individual Member to fill in their ballot, handed out at the door as you arrived, with regard to your information and your vote with regard to the proposals for ICCM-n. These will be collected on your way out after we have voted on other items as well.";
 - c. The President shall introduce the Chair of the group and the nation(s) represented in the order as determined (see Step a). The Chair and associates shall have 15 minutes to make the presentation to the General Assembly. The President shall indicate when 5 minutes are remaining, when 2 minutes are remaining, and when 1 minute is remaining, and shall promptly stop any presentation at the 15-minute mark;
 - d. Following each proposal by a group, there shall be a 5-minute period for questions from the Individual Members of the General Assembly. These shall be questions and not comments and the President shall rule anything that is not a question out of order. The Chair and associates may take as much time to answer any question, subject to the overall 5-minute time limit that shall be strictly enforced by the President. This 5-minute period shall be shortened if there are no remaining questions;
 - e. Following the 5-minute period, the President shall present the questions and comments of the Executive Council in regard to that proposal. The Chair and associates shall have a 1-minute period to respond further;

- f. After all the proposals have been made (Steps c, d, and e), there shall be an open period where Individual Members can make statements about the proposals. Each statement shall be limited to a 1-minute period. No questions may be asked of Chairs of specific bidding groups, but questions may be answered by the President at the discretion of the President. Each Individual Member is allowed to make only one statement.
- 14.7 Voting shall be done by secret ballot and shall govern the linked selection of both the site and the Chair of the associated Conference Organizing Committee. The winning proposal shall be determined by plurality vote as per the details of By-Law Article 6.4. The results of that vote shall be posted by the President as soon as possible at a central point in the venue of the ongoing ICCM.

ARTICLE 15 FUNCTIONS and CONDUCT of the CONFERENCE ORGANIZING COMMITTEE

The Conference Organizing Committee shall:

- a. Undertake the efforts involved in the organization of the Conference, acting in the capacity of the Agent of the ICCM, consulting properly with the President of the ICCM in concert with the Executive Council, adhering to the Constitution and By-Laws of the ICCM, and guided by the guidelines of the ICCM, in particular the document "Guidelines for the Conduct of the Conferences of the ICCM";
- b. Have legal and financial responsibility for all affairs associated with that Conference;
- c. Be given the greatest possible freedom to prepare and conduct that Conference following the Constitution, By-Laws, and other operating rules and guidelines of the ICCM. The Committee shall call upon the Officers and Executive Council of the ICCM for support in this regard;
- d. Return money advanced from the ICCM Central Treasury and also provide the amount as specified by the Executive Council to the ICCM Central Treasury for each fully registered participant in the Conference;
- e. Commit to upholding the high quality level of ICCM Conferences particularly the papers accepted for presentation and publication.
- f. Provide the Senior Vice President with a full report of the Conference within three months of its conclusion. This report shall include the complete database of the Conference registrants, identifying each as "full", "student", or any other category used, along with all address and contact details; the number of fully registered participants and the number of papers as compiled by nation; a complete financial accounting and summary, to date; and lessons learned and other additional useful information for addition to the document kept by the Senior Vice President on the "Lessons Learned on the Conduct of the Conferences of the ICCM".
- g. Provide the Senior Vice President with a final version of the full report, as provided according to By-Law Article 15f, prior to the next ICCM Conference, indicate updates/changes made from the previously submitted report, and make a summary presentation of this report at the Executive Council meeting of that next ICCM, along with a brief summary presentation of this report at the associated General Assembly meeting.

ARTICLE 16 AWARDS

- 16.1 There shall be an Awards Committee chaired by the Senior Vice President and that includes the three Regional Vice Presidents as members. Additional members may be added at the discretion of the Awards Committee.
- 16.2 This committee has responsibility for making nominations to the Executive Council of Life Members of ICCM and the Scala Award for each ICCM cycle. These awards carry the title of "World Fellow of ICCM". In addition, the committee has the responsibility for nominating

Honorary Members of the Executive Council. Such an Honorary Member must also be a World Fellow of ICCM.

- 16.3 Money to support award plaques and other such expenses shall come from the ICCM Central Treasury.

ARTICLE 17 - DEFINITION OF WORLD REGIONS

The three world regions for Nations are loosely defined by the time zone of the capital city of that Nation. The reference time is Z0000 (Greenwich). The three regions fall in the times of:

1. 2200 - 0500
2. 0600 - 1300
3. 1400 - 2100

Interpretation of region rests with the Executive Council.

ARTICLE 18 - OFFICIAL LANGUAGE

The English language is the official language of the ICCM and of each ICCM Conference.

ARTICLE 19 - CHANGES TO THE BY-LAWS

The By-Laws may be changed according to the following procedure:

- 19.1 Any member of the ICCM may propose a change to the Executive Council.
- 19.2 The Executive Council must ratify the change, or make alterations before ratifying, by a positive vote of two-thirds of the members voting.
- 19.3 The ratified change shall be proposed to the General Assembly and is approved by a simple majority of the members voting.
- 19.4 A proposed change not ratified by the Executive Council may be brought to the General Assembly upon petition of fifty members of the International Committee. In such case, approval of the change requires a positive vote of two-thirds of the members voting.
- 19.5 All changes shall, unless otherwise provided therein, take effect immediately upon such approval.

APPENDIX

(Note: To be added at time of ratification)

1. a) List of Member Nations as of Ratification of Constitution and By-Laws:

Australia
Belgium
Canada
China

France
Germany
Japan
Sweden
United Kingdom
United States of America

b) List of Member Nations as of 2019 Update of By-Laws:

Australia
Austria
Belgium
Brazil
Canada
China
Czech Republic
Denmark
Finland
France
Germany
Greece
Hungary
India
Ireland
Israel
Italy
Japan
Korea
Latvia
Lithuania
Malaysia
Netherlands
New Zealand
Norway
Portugal
Russia
Singapore
South Africa
Spain
Sweden
Switzerland
Turkey
United Arab Emirates
United Kingdom
United States of America

2. List of ICCM-n as of 2019 Update of By-Laws

ICCM-1 Geneva-Boston 1975
ICCM-2 Toronto 1978
ICCM-3 Paris 1980
ICCM-4 Tokyo 1982
ICCM-5 San Diego 1985
ICCM-6 London 1987
ICCM-7 Guang-zhou 1989

ICCM-8	Honolulu 1991
ICCM-9	Madrid 1993
ICCM-10	Whistler 1995
ICCM-11	Gold Coast 1997
ICCM-12	Paris 1999
ICCM-13	Beijing 2001
ICCM-14	San Diego 2003
ICCM-15	Durban 2005
ICCM-16	Kyoto 2007
ICCM-17	Edinburgh 2009
ICCM-18	Jeju 2011
ICCM-19	Montreal 2013
ICCM-20	Copenhagen 2015
ICCM-21	Xi'an 2017
ICCM-22	Melbourne 2019