



# INTERNATIONAL COMMISSION ON GLASS

A SOCIETY OF SCIENTIFIC AND TECHNICAL ORGANIZATIONS

## CONSTITUTION OF THE INTERNATIONAL COMMISSION ON GLASS (ICG)

(approved by the Council on June 24, 2008, in Trenčin, Slovak Republic)

### 1 MISSION AND NAME

The International Commission on Glass (ICG) is a non-profit international association of national scientific and technical organizations with particular interests in glass science and technology. It was founded in 1933 and has grown to become the recognised world-wide organization with member organizations bringing together the world's most respected universities, institutions, companies and allied organizations operating in the field of glass.

**Article 1:** An international association is constituted named the **International Commission on Glass** having its registered office at the Instituto de Cerámica y Vidrio, CSIC - Campus de Cantoblanco, 28049 Madrid, Spain.

**Article 2:** The aim of ICG is to promote and stimulate understanding and cooperation in the fields of science and technology as well as art, history and education. Such as, to serve as an international center for the exchange of information, to assist in all places in the development of interests shown in glass, to encourage the periodic holding of international congresses and of colloquia concerning glass, to prepare and publish reports and surveys. The ICG achieves its objectives by organising Technical Committee work (e.g. round robin tests and measurements, comparative studies, topical meetings, etc.), compiling information on glass (e.g. publishing scientific and technical papers, reports and books) and by sharing and disseminating knowledge on glass in advanced educational courses and workshops.

### 2 COMPOSITION OF THE INTERNATIONAL COMMISSION ON GLASS AND THE OBLIGATIONS OF THE MEMBERS

**Article 3:** The ICG is composed of the following members admitted by Council as defined hereinafter.

### ***A. National Participating Organizations***

Participating organizations shall be societies devoted to the development and exchange of information on art, history, education, science and technology of glass, so chosen that each person interested in the work of the ICG shall have the opportunity of being represented by one such society. If no appropriate society exists in a country, an institute or other body may at the discretion of Council be admitted to membership as a participating organization.

Any organization seeking to become a member of the ICG should:

- (a) Provide evidence that its objectives are in accordance with those of the ICG.
- (b) Undertake to observe all the requirements of the Statutes of the ICG, to support the objectives of the ICG by all means particularly:
  - I. To propose the candidature of people competent and desirous of collaborating in the work of the committees and sub-committees.
  - II. To ensure that its representatives make regular reports as rapidly as possible of the proceedings and work of the ICG to their participating organizations.
  - III. To reply to requests for comments concerning documents which are circulated to that effect.
- (c) To undertake to pay annually to the Treasurer the subscription fixed by the Council of the ICG.

### ***B. Associated Organizations***

International bodies having an interest in one or more objectives of the ICG.

In order to qualify for admission as an associated organization the organization shall satisfy the Council as to its constitution and international standing. Any financial arrangements shall be the subject of negotiation with the Council of the ICG and each associated organization.

A member organization which fails seriously in respect of these obligations can be removed by the Council from the list of members and ceases to be part of the ICG and has no further rights to the assets of the ICG. A member organization can resign providing it has fulfilled its financial obligations by notifying in writing the Executive Secretary of its intention to withdraw.

### ***C. Associated Member Companies***

International glass companies may be admitted as Associated Members of ICG and participate in all activities. They are represented in the Council by the National Participating Organization of the country where their headquarters are located.

They should pay annually to the Treasurer the subscription fixed by the Council of the ICG.

#### **D. Individual Members**

When very respected glass scientists work in a country where no National Participating Organization exists, they may be admitted as Individual Members of the ICG and participate to ICG activities.

They should pay annually to the Treasurer the subscription fixed by the Council of the Commission

#### **E. Honorary Members:**

The Honorary Presidents and the Honorary Vice-Presidents of the ICG.

Persons of particular and outstanding merit in the domain of science, technology, education, art and history of glass.

### **3 MANAGEMENT OF THE ICG**

#### **Management Board (MB) of the ICG**

**Article 4:** The MB of the ICG is composed of the President, the Vice-President, the Executive Secretary, the Treasurer, the Chairman of the Coordinating Technical Committee, and has the responsibility for the management of the ICG. The duties of the MB are to take decisions on matters of daily business and urgency and on subjects of the affairs of the ICG. The decisions of the MB should be submitted to the Steering Committee and then to the following meeting of the Council. The MB has such financial powers as may be delegated to it by the Council.

The MB is responsible for public affairs, legal issues and financial aspects of the ICG.

It is the responsibility of the MB to review periodically the effectiveness of Steering Committee and Coordinating Technical Committee members.

#### **Budget and accounts**

**Article 5:** The financial year shall end on 31st December each year. The Treasurer shall submit to the Council for its approval a balance sheet dealing with the preceding year, a budget for the year in progress, a statement of the financial transactions for the period which has run of the year in progress and a budget for the following year.

### **4 ORGANIZATION AND COMMISSIONING OF THE ICG**

#### **4.1 Council**

**Article 6:** The ICG is governed by a Council.

**Article 7:** The Council shall consist of the Officers of the ICG, namely, the President, the Vice-President or the President-elect, the Executive Secretary and the Treasurer, and representatives of the members as follows:

- (a) Each National Participating Organization by two delegates
- (b) Each Associated Organization by one delegate.

The Council is the decision-making body of the ICG and it supervises the use and administration of all the revenues and properties of the ICG.

The Council shall have power to create committees to assist in carrying out the objectives of the ICG.

The Council delegates the government of the Commission to the Management Board, which is responsible for its management. The Council will represent the ICG and will be represented for this effect in legal causes in which it is involved by (a) the President, the Vice-President or the President-elect (b) the Treasurer or the Executive Secretary. To the extent to which they are exercising their mandates these persons have the right to indemnity from the funds of the ICG for any expenses so incurred. It is obligatory that one member at least of the Council be of Spanish nationality.

### **Meetings of the Council**

**Article 8:** The Council shall have a full meeting at least once a year which shall be called by notice by the Executive Secretary of the ICG at a place indicated. As far as is possible the date and place of the meeting shall be approved during the previous annual meeting, but if the Management Board considers special circumstances necessitate some modification of the arrangements, notification of the change should be made to each member at least five weeks before the date proposed for the meeting. At this annual meeting the Council shall:

- (i) Receive and examine for approval and communication to members an annual report of the preceding year.
- (ii) Receive from the Treasurer and examine for approval the financial documents defined in Article 5.
- (iii) Relieve the Management Board of its responsibility for the preceding year's management.
- (iv) Examine all other relevant questions.

At the annual meeting or other meeting of the Council, any member of the Council may ask for a question to be examined whatever it may be providing notification of the question is given to the Executive Secretary at least ten weeks before the meeting and providing it is supported by two other members. The Executive Secretary will send all members of the Council five weeks before the meeting a report concerning all the questions on which decisions will be taken attaching to it sufficiently explanatory documents.

### **Powers and rights of the Council**

**Article 9:** (a) At a meeting of the Council each member of the Council has the power to vote on all propositions, each person disposing of one vote except that

delegates of associated members shall not have any power to vote on financial resolutions unless otherwise agreed.

(b) Any member of Council can represent another and vote in his name but he cannot carry more than three proxys.

(c) Resolutions relating to subscriptions, propositions concerning the admission or removal of members and changes of statutes can only be approved if there are at least two thirds of the eligible votes cast in favor. Should representation at the Council meeting be less than fifty per cent of the total membership of Council, such resolutions shall be subject to ratification by postal vote.

(d) All other propositions are approved if there is a simple majority of the votes cast.

### **Election of Officers**

#### **Article 10:**

(a) The President-elect is nominated by Council at its annual meeting one year before the expiration of the mandate of the President in office and takes office at the closure of the following meeting of Council. He then becomes President for a period of three years.

(b) The Vice-President is elected by the Council for a period of three years. In his last year of office, he will, if elected by Council, become President-elect.

(c) The Executive Secretary is elected by the Council and can be re-elected annually.

(d) The Treasurer is elected by the Council and can be re-elected annually.

If the President ceases to be able or to wish to fulfill his duties, these will fall upon the Vice-President or the President-elect. In the case of another member of the MB being unable to continue to act, the vacancy so created will be filled by Council.

## **4.2 Steering Committee of the ICG**

#### **Article 11:**

(a) The Steering Committee is composed of the President, the Vice- President or the President-elect, the Executive Secretary, the Treasurer and the Chairman of the Coordinating Technical Committee *ex officio*, and a maximum of six members elected by Council to have a broader coverage and representation on a global scale, from the National Participating Organizations.

(b) Of the total possible number of ten members of the Steering Committee, other than the President, two at most can belong to one National Participating Organization.

(c) The members of the Steering Committee nominated by Council remain in office for three years and are eligible for re-election after an interval of one year.

### **Powers of the Steering Committee**

**Article 12:** The Steering Committee will evaluate, assess and approve the works of the ICG and then advise the Council on them.

The Steering Committee should monitor the scientific and technical topics of the Coordinating Technical Committee, providing guidance and control to it.

The Steering Committee will appoint the Chair and the Members of the Coordinating Technical Committee and approve its “Rules and Guidelines for the Organization of the Coordinating Technical Committee and of the Technical Committees”. The President shall have the power to invite a person or persons having particular experience of the matters to be discussed to attend a meeting of the Steering Committee, such persons shall not have power to vote.

### **Meetings of the Steering Committee**

**Article 13:** The Steering Committee shall meet at least twice a year. Five weeks before each meeting, the Executive Secretary shall circulate a notice of the questions which will be discussed.

### **4.3 Coordinating Technical Committee and Technical Committees**

**Article 14:** The Coordinating Technical Committee (CTC) is composed of a Chair and a maximum of seven Members, inclusive of a Vice-Chair and a Secretary, appointed by the Steering Committee.

The CTC is responsible for the development and coordination of all technical and scientific activities within the ICG.

The Chair and Vice-Chair serve for three years and no more than two further terms of two years. The Secretary can be re-elected annually. The other Members serve for three years and no more than one term of two years.

The CTC operates according to the “Rules and Guidelines for the Organization of the Coordinating Technical Committee and the Technical Committees”.

## **5 DISSOLUTION OF THE ICG**

**Article 15:** The ICG can only be dissolved by a resolution of the Council called especially for that purpose three months in advance. At the meeting there must be represented at least three quarters of all members and the decision to dissolve shall be obtained with the approval of two thirds of the registered votes. If three quarters of the members are not represented, the Council should meet on another occasion after an interval of at least six months. At this second meeting the Commission can be dissolved if a proposition for dissolution is approved by two thirds of the votes cast. If the Commission is to be dissolved there should be appointed by the Council three administrators to proceed with the liquidation of the funds of the Commission. The funds shall be transferred to one or more non-profit organizations established in the countries where the Participating Organizations of the Commission are legally registered, provided these organizations selected by the Council to be the recipient of such funds have objectives similar to the ICG as stated in Article 2 and will be organized and operate exclusively for scientific purposes.

## **6 GENERAL PROVISION**

**Article 16:** All that is laid out in these preceding statutes and published in the Spanish Monitor will conform to the requirements of the law.

## APPENDIX I

### **RULES FOR THE ORGANIZATION OF THE INTERNATIONAL CONGRESS ON GLASS**

(1) The object of the International Congress on Glass is to promote technical, scientific, artistic and cultural knowledge of glass by the holding of international meetings at regular intervals for the purpose of:

- (a) organizing technical and scientific sessions,
- (b) reading papers,
- (c) discussing problems,
- (d) framing and adopting agreements for international usage in respect of nomenclature, the publication of literature, specifications and standards; by cooperating with and supporting the work of the International Commission on Glass; and by all other appropriate means subject to the Rules.

(2) The Permanent Advisory Board (PAB) for the ICG Congress consists of one member of the Management Board, one member of the Steering Committee, and one member of the Coordinating Technical Committee, appointed by the Steering Committee of the ICG. It should cooperate with the National Participating Organization (NPO) for the arrangements and for the general control of the affairs. The NPO establishes the Scientific Committee and the Organizing Committee in agreement with the PAB and reports periodically to the Steering Committee on the state of advancement of the organization. The members of the PAB are members of the Scientific Committee.

(3) The Officers of each Congress shall consist of a President, a Secretary, and a Treasurer, which are members of the Organizing Committee. In addition to PAB members, the Scientific Committee must consist of other international top-level scientists covering the relevant fields of glass science, technology, art and culture.

(4) The Scientific and Organizing Committees shall meet immediately prior to the opening of the Congress and at such other times as may be desirable during its proceedings in order to deal with any important questions of policy arising during the period of the Congress, and shall be responsible for the Report to be presented to the Plenary Session of the Congress.

(5) The President, Secretary and Treasurer of the Congress shall be appointed by the NPO of the country in which the Congress is to be held and approved by the PAB.

The President shall remain in office until the opening day of the next ensuing Congress, and shall then induct his successor into the Presidency.

The Secretary and Treasurer shall hold office until the affairs of the Congress have been fully wound up.

(6) The place and time of meeting of the next following Congress shall be determined by the ICG Council and should be announced at the end of the Congress. When this decision is taken, the NPO is informed by the Executive Secretary of the ICG and receives a copy of the present rules.

(7) The Congress shall normally be held at intervals of three years.

(8) The International Commission on Glass PAB should support the scientific and technical program of the Congress.

(9) Other general arrangements for the Congress shall be carried out by an Organizing Committee set up by the NPO of the country where the Congress is to be held, acting in conjunction with the International Commission on Glass PAB and assisted by National Committees set up in other glass-making countries.

(10) The National Participating Organization of the country where the Congress is held is responsible for all financial aspects of the Congress.

## **APPENDIX II**

### **RULES FOR THE ORGANIZATION OF THE ANNUAL MEETING OF THE INTERNATIONAL COMMISSION ON GLASS**

- (1) The Annual Meeting of the International Commission on Glass is held every year between those where an International Congress on Glass occurs, in combination with National or International Conferences of National Participating Organizations.
- (2) The Permanent Advisory Board (PAB) for the ICG Congresses defined in Appendix I should cooperate with the National Participating Organization (NPO) for the arrangements and for the general control of the affairs. The NPO establishes the Scientific Committee and the Organizing Committee in agreement with the PAB and reports periodically to the Steering Committee on the state of advancement of the organization. The members of the PAB are members of the Scientific Committee.
- (3) The place and time of Annual Meetings of the ICG shall be determined by the ICG Council. When this decision is taken, the NPO is informed by the Executive Secretary of the ICG and receives a copy of the present rules.
- (4) The International Commission on Glass PAB should support the scientific and technical program of the Annual Meeting.
- (5) The National Participating Organization of the country where the Annual Meeting is held is responsible for all its financial aspects.