

International Zeolite Association

CONSTITUTION AND BYLAWS

approved by the IZA Membership at the 13th IZC in Montpellier, France,
July 12, 2001

The International Zeolite Association is organized to promote and encourage the science and technology of zeolite materials.

Article I. Name, scope and purpose

Section 1. The name shall be the INTERNATIONAL ZEOLITE ASSOCIATION, hereafter designated the IZA.

Section 2. The IZA is a not for profit organization set up under the laws of the State of Delaware, USA.

Section 3. The IZA shall promote and encourage all aspects of zeolite science and technology. The term zeolite is to be understood in its broadest sense. It includes both natural and synthetic zeolites as well as molecular sieves and other microporous and mesoporous materials having related properties and/or structures.

Section 4. A purpose of the IZA is to organize International Zeolite Conferences (IZC's) as authorized by the IZA Council on a triennial basis, in continuation of the series of International Conferences on Molecular Sieves which started in London in 1967, and to sponsor and promote other activities such as special meetings, working groups, publications and educational activities in the field.

Article II. Membership

Section 1. Any person active or interested in the study or application of zeolites shall be eligible for membership.

Section 2. To become a member, a person can submit an application to the Secretary. Persons having expressed the wish to become or stay a member at the time of registration for an IZC shall be kept on the membership list until the opening of the second IZC following the one they have registered for.

Article III. Dues, finances and compensation

- Section 1. The Council shall decide on membership dues and on the way of collecting these.
- Section 2. The fiscal year of the IZA shall end on December 31. At the end of the fiscal year, the Treasurer shall make a statement of the financial situation to the members of the Executive Committee as defined in Article IV, Section 1.
- Section 3. No compensation shall be paid to any officer for services rendered to the IZA in such capacity, except for expenses specifically authorized by the Council.

Article IV. Officers of the IZA

- Section 1. The Council, elected as described in Article VI, shall elect from its own membership a President, a Vice-President, a Secretary and a Treasurer, who constitute the "Executive Committee" (EC).
- Section 2. No person shall hold more than one office simultaneously. The organizer of an IZC, as defined in Article VII, Section 1 cannot be a member of the EC while acting in this capacity.

Article V. Duties of officers and Council members

- Section 1. The Council meets immediately after election to elect the officers as described in Article IV, Section 1.
- Section 2. The President shall be the chief executive officer, responsible for all actions except as delegated to the other officers.
- Section 3. The Vice-President shall perform all duties of the office of the President in the latter's absence, incapacity or arbitrary refusal to act. The Vice-President shall be responsible for the organization of the election as described in Article VI, and shall present a slate for nomination to the Council the first day of the IZC. Furthermore, the Vice-President shall initiate and organize all invitations for the IZA Awardee during his/her term as IZA Ambassador to the Zeolite Community. The Vice-President shall perform such other duties as may be prescribed by the Council or the President.
- Section 4. The Secretary shall carry out the normal duties of a Secretary. Such duties include maintaining a list of members and their addresses, recording the minutes of all meetings, maintaining records of all correspondence related to the business of the IZA, maintaining the archives of the IZA, and other such duties as may be prescribed by the Council or the President from time to time. If the Secretary is unable to attend a meeting, the Council must appoint a substitute.
- Section 5. The Treasurer shall be the custodian of all funds as well as all financial books and records of the IZA and shall deposit all such funds in the name of the IZA in such depository or depositories as shall be designated by the Council. The finances of

the IZA and of IZC's shall be separate. The Treasurer of the IZA cannot be the Treasurer of an IZC at the same time. The Treasurer shall submit, in a timely manner, tax-reports to appropriate Internal Revenue Services as required by US law. The Treasurer shall perform such other duties as may be prescribed by the Council or the President.

Section 6. The IZA Council shall conduct the business of the IZA. Decisions by the Council must be supported by a simple majority vote of all members (including those not attending the meeting), with the President not voting. Council members not attending the meeting can cast their vote in writing for such matters that are announced in advance (formal communication one month prior to the meeting) by the Secretary. In case of a tie, the President shall cast the deciding vote.

Article VI. Organization and election

Section 1. The Council shall consist of a maximum of 14 members elected as individuals without regard to nationality or membership in any other society. Election takes place at an open meeting of the Membership during an IZC, as defined in Article I, Section 4.

Section 2. The President or his designee of affiliated organizations, as defined in Article VIII, may participate in the activities of the IZA Council as a non-voting member.

Section 3. A Council member is elected at the n th IZC, as defined in Article I, Section 4, for a period of roughly six years. The exact term of office runs from the election at the n th IZC to that at the $(n + 2)$ th IZC. New Council members replacing those retiring for other reasons shall serve only for the remainder of the term of the member they replace.

Section 4. At each IZC the members present shall elect a number of new Council members to replace the seven who have served for six years and any who have retired for other reasons. At least one half of the members are replaced. A nominating committee for these new members shall be set up by the Council on the first day of the conference. The nominating committee shall propose at least as many candidates as there are openings. Immediate re-election of retiring members is not permitted. On the second day of the conference or earlier, the nominating committee shall give the slate to the Secretary who shall post it on the morning of the third day. This slate shall contain a statement concerning the duties of the Council members, reminding the electorate that Council members are elected as individuals to represent the Membership as a whole and not to advance the views of any selected pressure group. Additional names from the Membership shall be accepted by the end of the meeting on the third day when signed by ten or more members of the IZA and containing a signature of acceptance to serve from the candidate. The combined slate shall be posted early on the fourth day and an election held at an open meeting of the Membership.

Section 5. Each member shall mark one ballot, marking n names on the slate, n being the number of members to be elected. No other type of marking shall be accepted. The Vice-President shall appoint tellers who shall count the number of votes for

each candidate. The n candidates with the highest number of votes shall be declared elected. The records of this vote shall be kept. In case of a tie for the n th place, the Vice-President shall toss a coin. In case of the election of members for a shorter period than defined in Article VI, Section 3, these shall be selected from the n th place up.

Section 6. The Council composed of the remaining and the new members shall meet as soon as possible after the election of the new members, and prior to the conclusion of the conference. They shall elect from among themselves a President, Vice-President, Secretary and Treasurer by simple majority. This meeting shall be chaired by the outgoing President.

Section 7. Between IZC's, the business of the IZA shall be conducted by the delegated Executive Committee as defined in Article IV, Section 1. The EC may make all decisions which in its judgment are consistent with existing policy and practice. The EC shall consult (in writing) the full Council for all other matters needing discussion prior to the next IZC. After such consultation, a decision on such matters can be taken by the Council on any occasion between conferences, provided this is supported by a simple majority as defined in Article V, Section 6. The Council may decide to organize a vote in writing for the full IZA Membership as defined in Article II; in such case, the Council's decision must be supported by a simple majority of those responding.

Section 8. The EC shall solicit proposals for organizing the IZC to be held after the two already scheduled. A proposal should contain sufficient detail, including the specific proposed conference location, to permit a reasonable evaluation of its merits, and must contain the name of a person who agrees to become the incoming Conference Organizer, if the proposal should be selected by the Membership. The time schedule for this process is shown schematically below.

Selection of the venue for the $(n + 2)$ th IZC:

	A	B	C	n th IZC
	2 months	2 months	2 months	
letter of interest	Applicants fill in questionnaire	Council preselects best bid(s)	Applicants prepare presentation	

A: Those who plan to submit a bid for the $(n + 2)$ th IZC should submit a letter of intent to the IZA President or Secretary at least six months before the n th IZC. It should contain the name of the Chairman of the Organizing Committee and the envisaged venue and date for the $(n + 2)$ th IZC. Upon receipt of the letter of intent, the Secretary shall send the detailed questionnaire "Proposal for the Organization of the $(n + 2)$ th IZC to be held in 20.." to the applicant.

B: This questionnaire, properly filled in and signed, must be received by the President or Secretary at least four months before the n th IZC. All bids received by this date are distributed to the IZA Council members. The Council shall then review the proposals and make a preselection of the best proposal or the two best proposals or, in exceptional cases, the three best

proposals, to be presented to the Membership during the Business Meeting at the n th IZC for approval or final selection.

- C: The preselection must be finalized by the Council two months before the n th IZC. The IZA President then notifies all those who submitted bid(s) of the outcome of the preselection. This gives the successful applicants a period of two months to prepare their presentations for the Business Meeting at the n th IZC.

At the Business Meeting at the n th IZC, the Membership selects the venue for the $(n + 2)$ th IZC by ballot vote.

Article VII. International Zeolite Conference organization

- Section 1. The incoming Conference Organizer shall personally select the committees and/or co-organizers to organize the next IZC, using the guidance and judgment of the Council. The organization selected by the Conference Organizer is called the Organizing Committee (OC). The Council shall appoint among its members one observer to this OC. Once selected, the OC operates as a sub-committee of the IZA until the closing of the accounts of the respective IZC.
- Section 2. The Council shall establish rules for revising publications and papers in connection with meetings and other activities organized or sponsored by the IZA. The Organizing Committee shall appoint an editor who is responsible for publication in agreement with these rules.
- Section 3. The financial gains (or losses) from the organization of an IZC shall accrue to the IZA, unless specifically shared contractually with co-sponsoring organizations, and approved by the IZA Council.
- Section 4. The textural "Proceedings" or "Reports" of such IZC's shall have "Residual Copyrights" assigned to the IZA, and shall so state in any IZC (OC) publisher agreements. All such contracts are to be approved by the IZA EC.
- Section 5. The OC shall comprise unpaid volunteer members. The remunerated employment of consultants, agents or other "for fee" organizations requires the prior approval of the IZA EC.
- Section 6. The progress of the IZC organization shall be reported to the IZA President at least once a year in the form of a written sub-committee report.
- Section 7. As soon as possible after the closure of an IZC, the IZC Treasurer shall submit a complete counting of receipts and disbursements to the IZA Treasurer with sufficient detail to be used for tax-reporting purposes.
- Section 8. The duties of the OC shall terminate with the submission of the Treasurer's report and transfer of residual funds to the IZA.

Article VIII. Affiliated organizations

- Section 1. Upon their request, other organizations, regional or other, also promoting the science and technology of zeolite and molecular sieve type materials may become affiliated to the IZA.
- Section 2. The IZA Council shall agree or not by a vote to grant the affiliated status to an organization as defined in Section 1 after an investigation of the Constitution and Bylaws of this organization.
- Section 3. The affiliated status cannot be granted, or can be forfeited, if a conflict arises with the IZA Constitution and Bylaws.
- Section 4. The IZA cannot be held legally responsible for the activities of such affiliated organizations.

Article IX. Modification of the Constitution and Bylaws

- Section 1. Each proposed change in the Constitution and Bylaws shall be introduced by a petition submitted to the EC and signed by at least 10 members of the general membership.
- Section 2. The EC shall then arrange for adequate publicity either by an announcement with the next routine mailing to the Membership or by posting or distribution at the first opportunity at the next conference, whichever comes earlier.
- Section 3. The Council shall announce whether it recommends endorsement or rejection of the proposed change. In case of the latter, it shall post its reasons for disapproval and simultaneously post a rebuttal statement from the petitioners if they so desire.
- Section 4. Voting on each change in the Constitution and Bylaws shall be by a simple majority vote of the members present at the first scheduled IZC after the posting of the proposed change.

Article X. Dissolution of the IZA

- Section 1. The IZA shall be dissolved if a petition is approved by a simple majority vote of the members present at an IZC following the same procedure as for a change in the Constitution and Bylaws.
- Section 2. In the event of dissolution, the funds of the IZA shall be donated to recognized international scientific organizations and subject to the agreement of such organizations. The choice of the organizations shall be the responsibility of the Executive Committee.

Article XI. Inspection of books, accounts and records

Section 1. The books, accounts and records of the IZA shall be open for inspection at any time by any officer or member of the Council.

Section 2. The books, accounts and records shall be open for inspection by any member of the IZA at such reasonable time and place, as may be designated by resolution duly adopted by the Council, provided, however, that the Council shall designate a time and place for the examination of such books, accounts and records by the Membership immediately prior to, during, or immediately following any membership meeting which may be held.

Article XII. Procedural requirements

Section 1. This Constitution and Bylaws replaces the interim Constitution and Bylaws of the International Molecular Sieve Conference which were set up in Zurich, September 6, 1973.

Section 2. All meetings of the Council, the EC and of the Membership of the IZA shall be conducted pursuant to the spirit of Robert's Rules of Order, this Constitution and Bylaws, and to any additional rules adopted by such meeting not inconsistent with either of the foregoing.

Article XIII. Effective Date

This Constitution shall become effective the first day after acceptance by the Membership.

BYLAWS

1. Membership in the IZA. The organizers of every IZC shall forward a list of attendees having expressed the wish to become/remain a member of the IZA to the IZA Secretary in a suitable (preferably electronic) form for updating the membership list. In accordance with Article II, Section 2 of the Constitution, and for the convenience of the Membership, the IZC registration form shall include an IZA membership slip.
2. No membership fees are collected.
3. The following Commissions operate under the official sponsorship of the IZA:
 - a. **Structure Commission** established at the 4th IZC in Chicago to look into and to prepare compilations of structural data based on critical evaluations and reviews of available crystallographic data. The Structure Commission is authorized by IUPAC to assign official three-letter framework-type codes.
 - b. **Catalysis Commission** established at the 7th IZC in Tokyo to establish standard procedures for testing of zeolite catalysts.
 - c. **Synthesis Commission** established at the 9th IZC in Montreal to provide guidance for reporting zeolite syntheses in the literature and to establish standard procedures for zeolite and molecular sieve synthesis.
 - d. **Ordered Mesoporous Materials Commission**, established at the 13th IZC in Montpellier to establish a common nomenclature for mesoporous materials and to develop co-operative relations to the International Mesoporous Materials Association (IMMA), including a synchronization of the IZA and IMMA conferences within this sub-field.
 - e. **Natural Zeolites Commission**, established at the 13th IZC in Montpellier to provide a catalogue of the world-wide locations of sedimentary zeolite deposits, a handbook of the consolidated and proved utilization of sedimentary zeolites as well as an atlas covering the crystal-chemistry of natural zeolites. The Commission will further work on the standardization of units and procedures for basic measurements related to natural zeolites as well as for the organization of field trips to visit natural zeolite deposits.

Purposes of the Commissions

The purposes of the Commissions are:

- a. To encourage good research in micro- and mesoporous materials preparation, characterization and testing and orderly reporting of the results.
- b. To standardize nomenclature and to organize the literature of the sub-field in such a manner that it is more useful to the general scientific community.
- c. To promote micro- and mesoporous materials application research by making the basic synthesis, characterization and testing information readily available.
- d. To publish the accepted new structures, compilations of zeolite synthesis and testing procedures.
- e. The Commissions are free to establish their own programs.

Establishment and termination of Commissions

- a. Establishment of a Commission can be done by a majority vote of the IZA Council or IZA Membership, including the nomination of (a) founding Commission chair(s). This chair (these chairs) should invite the remaining Commission members, to be approved by the IZA Council.
- b. Each Commission is subject to a formal vote on its continuation by the Commission membership every three years.
- c. The decision of the Commission on its continuation or termination has to be approved by the Council. The Council has the right to overrule the decision of the Commission.

Membership

- a. New Commission members may be nominated by any current Commission member. New members shall be selected by a majority vote of the total Commission from a ballot prepared by the Commission chair (or vice-chair).
- b. The selection shall be based on expressed interest, expertise in the certain sub-field and (for reelection of existing members) demonstrated contributions (a balanced representation of research organizations and geographic areas should be envisaged).
- c. Upon election, the usual term of membership shall be for three years (from the nth IZC to the n+1th IZC). Members can serve more than one term.
- d. If a member resigns or is otherwise unable to serve, the Commission will normally continue with reduced membership until the expiration of the term. If the chair or co-chair decide that additional members are required, they may be elected at any official meeting to serve until the next scheduled election of members.
- e. The number of members of the Commissions shall be a minimum of 8 and a maximum of 18.
- f. New Commission members must be approved by the IZA Council.

Officers

- a. The Commissions chair and vice-chair should be elected among the Commission members, either during the meetings at the regular IZC's, or by mail votes among the members.
- b. The term of office shall be three years for both the chairperson and the co-chairperson. A second term is possible.
- c. The officers are elected by a simple majority of members present at a regularly scheduled and duly announced meeting. Proxy votes by mail are acceptable.

Honorary memberships

- a. The Commissions may honor Commission members or officers who have performed outstanding work in connection with their Commission membership after end office by appointing them as "Honorary member" or "Honorary Chairman".
- b. Suggestions to honor Commission members can be submitted by each Commission member.
- c. The decision about a honorary membership should be done by simple majority of the Commission members present at a regularly scheduled and duly announced meeting. Proxy votes by mail are acceptable.

Meetings of the Commission

- a. Official meetings are held at every IZC. Minutes must be taken and sent to all members.
 - b. Additional official meetings may be called by the chair under the following conditions:
 - i. The date and place must be such that at least half of the members are expected to be present.
 - ii. All members must be notified in advance.
 - iii. The chairperson and/or vice-chairperson must be present.
 - iv. A quorum is given in case of at least half of the members present.
 - c. The chair shall call an additional official meeting when requested by four members provided that it meets the above mentioned requirements.
 - d. Official meetings of the Commission are not open to non-members except by special invitation from the chairperson or vice-chairperson.
 - e. All decisions shall be taken by a simple majority of the Commission members present. However, if one third of the Commission members present request a vote by the full Commission, the chair (or vice-chair) has to arrange for a vote by the full Commission (by mail or e-mail, see item 6.). After the vote of the full Commission, the simple majority of the votes received counts.
 - f. When a vote is by mail or e-mail, no response within 6 weeks of the mailing of the vote is taken as a neutral vote.
 - g. Roberts's Rules of Order shall govern the official Commission meetings.
4. The organizers of an IZC are encouraged to organize the following educational activities:
 - a. Mineralogical Field Trip
 - b. Pre-conference School
 5. The IZA can provide financial support to conferences in the field of zeolite science and technology that are organized by groups or associations involved with zeolites. This financial support is meant as "seed money" and should be budgeted so that it can be repaid after the conference.

To be considered for IZA sponsoring

- the conference must be open and widely publicized;
- the scientific strategy of the conference must justify support;
- the expected number of participants must be more than 100;
- the conference program must pay attention to educational aspects; students should be encouraged to attend the conference and offered a reduced conference fee;
- the organizers must agree to send a report on the conference to the IZA Secretary for inclusion in the IZA Newsletter.

The application for financial support must be sent to the IZA Council at least 12 months before the date of the conference. An estimated budget must be sent with the application. The Executive Committee, in consultation with the IZA Council, shall determine the amount of the financial support by taking into consideration

- the type of conference (i.e. regional or international);
- the number of expected participants;
- the estimated budget;
- whether or not conference proceedings shall be published.

No support shall be given to activities organized within six months of an IZC. The amount of financial support shall depend on the availability of IZA funds and on the expected outlays.

If the IZA sponsors an activity, it

- must be openly acknowledged for the support;
- must have the right to look into the program before the conference is held;
- must have the opportunity to sell IZA publications at the conference;
- must obtain a back-flow of money in the case of profit making.

Besides the possible financial support to activities in the field of zeolites, the IZA can help potential organizers

- by making available the list of addresses of IZA members (to be used only for announcing the conference);
- by announcing the conference in the IZA Newsletter and/or on the IZA website.

Sponsorship of a meeting by the IZA shall be announced at the Business Meeting held at each IZC, and a brief summary of the sponsorship shall also be published in the IZA Newsletter.

6. At each IZC, the Council shall select the recipient(s) of the Breck Award according to the guidelines set down in the "Montpellier Protocol", and the recipient of the IZA Award according to the guidelines set down in the "Garmisch-Partenkirchen Protocol". Any modification to either set of guidelines must be approved by a simple majority of the IZA Council as defined in Article V, Section 6.