



BY-LAWS

INTERNATIONAL ASSOCIATION FOR CEREAL SCIENCE AND TECHNOLOGY

1. MEMBERSHIP

The ICC has three categories of Membership

- Country Membership for countries wishing to play a full and active role in the activities of the Association. Introductory Membership is an interim category of membership for new country members (see 2.2.).
- Observer Membership for countries which wish to join ICC but which currently do not have the necessary structures in place, and
- Corporate Membership for organisations such as unions and institutions and private bodies (companies, enterprises, foundations, cooperatives) wishing to be involved in ICC activities.

1.1. Country Membership

- 1.1.1. Country Membership is open to all countries that aspire to the aims and objectives of ICC as outlined in the Statutes of the Association, and can fulfil the membership requirements as set out in these By-laws.
- 1.1.2. Applications for membership shall be made in writing and addressed to the Secretary-General, who submits them to the Executive Committee for deliberation and recommendation to the General Assembly.
- 1.1.3. An application for membership shall contain the name(s) and address(es) of the participating body (bodies). It shall be accompanied by a statement of one participating body to the effect that it assumes responsibility for paying the membership fee.
- 1.1.4. The participating body that appoints the National Delegate shall inform the Secretary General in writing of their name, professional activities and address. It shall do the same if the National Delegate has been replaced.
- 1.1.5. A country shall be deemed to be "in good financial standing", if the membership fee has been paid for the preceding year. Membership of a country shall be temporarily suspended in any year following a year for which the fee is not paid. The rights of voting and participation, specified in article VII.1 of the Statutes, can only recommence upon payment of the membership fee for the year in which recommencement is required, and for the preceding year.

1.2. Observer Membership

- 1.2.1. Observer Membership is a preliminary to regular country membership. It is designed for those countries that are interested in closer cooperation with the ICC but that have not yet developed the necessary scientific and financial structures to qualify as regular members.



- 1.2.2. Observer member status will, in most cases, be limited to a period of two years, during which no fees will apply.
- 1.2.3. During this two year period, however, Observer members will be expected to put in place the necessary scientific and financial structures required to promote the profession in that country, and to ensure payment of the annual membership fee.
- 1.2.4. Observer Members shall nominate a contact person and shall inform the Secretary General in writing of their name, contact address and professional activities.

1.3. Corporate Membership

- 1.3.1. In addition to regular Country Membership, Corporate membership is available for public institutions, organisations and private companies.
- 1.3.2. This form of membership is normally reserved for interested parties which are active in countries which are regular members of ICC. However, upon approval of the Executive Committee, Corporate Membership can be granted to parties whose countries are either:
 - a) Observer Members,
 - b) not in good financial standing (temporarily suspended) or
 - c) for other good reasons, temporarily unable to become regular members.
- 1.3.3. Application for Corporate Membership shall be made in writing and addressed to the Secretary General, who submits it to the Executive Committee for deliberation and recommendation to the General Assembly.
- 1.3.4. The Corporate Member shall nominate a contact person and shall inform the Secretary General in writing of their name, contact address and professional activities.
- 1.3.5. The Corporate members will have two representatives on the Executive Committee, who will also be entitled to vote in the General Assembly.
- 1.3.6. These representatives will be nominated by a postal ballot of all corporate members and elected by the General Assembly; they will have the same rights, conditions and responsibilities as other members of the Executive Committee (see also 5.2., 5.3 and 5.4).

2. MEMBERSHIP FEES

2.1. Country Membership

The Country Membership fee varies according to the population of the Member Country, and is divided into six categories, as follows:

- (a) less than 5 million people;
- (b) between 5 and 10 million people;
- (c) between 10 and 25 million people;
- (d) between 25 and 50 million people;
- (e) between 50 and 75 million people;
- (f) more than 75 million people.



The fees for the various categories will be determined by the General Assembly upon recommendation of the Executive Committee, and will have regard to cost of living and exchange rate fluctuations.

2.2. Introductory Membership

Introductory Membership is an interim category designed to attract new countries into the Association. It is a special case and will require the approval of the Executive Committee. Fees will be 50% of the relevant annual country membership fee, and will apply for a maximum of 2 years. Introductory members shall have the same rights and obligations as full country members.

2.3. Observer Membership - no fees will apply

2.4. Corporate Membership

Corporate Members will be required to pay an annual fee which will be determined by the General Assembly on the recommendation of the Executive Committee.

3. COUNTRY REPRESENTATIVES

ICC has two types of country-representatives, National Delegates and Contact Persons.

3.1. National Delegates - one to be nominated by each regular member country.

National Delegates shall have the following tasks:

- 3.1.1. to promote the aims and activities of the association;
- 3.1.2. to act as liaison officer between the Association (Secretariat General) and the participating body (bodies), other institutions and organisations working in related fields, and individual cereal scientists and technologists in their country;
- 3.1.3. to publicise the work and the achievements of the Association in their country;
- 3.1.4. to act as official representative of ICC in their country and to represent the respective member country in the General Assembly;
- 3.1.5. to promote Corporate Membership in their country.

3.2. Contact persons - one to be nominated by each Observer Member (see also 1.2.4.).

Contact Persons shall have the following tasks:

- 3.2.1. to represent their country and to act as liaison officer between the Association (Secretariat General) and the scientific committee;
- 3.2.2. to publicise the work and the achievements of the Association in their country;
- 3.2.3. to prepare their country for regular country membership;
- 3.2.4. to act as official representative of the ICC in their country and to represent their country in the General Assembly. Contact persons do not have the right to vote in the General Assembly or become members of the Executive Committee;
- 3.2.5. to promote Corporate Membership in their country.



4. THE GENERAL ASSEMBLY

- 4.1. The General Assembly is the formal decision-making body of the Association. It is restricted to the National Delegates of all fully paid-up member countries and the representatives of Corporate Members on the Executive Committee, and each is entitled to a single vote. Contact persons may represent their countries in the General Assembly as guests, but are not entitled to vote. The ordinary General Assembly meets every other year, however, if necessary, Extraordinary General Assemblies may be convened. For routine matters a quorum constitutes one third of all those entitled to vote, whereas for major issues such as changing the Statutes or terminating the membership of a country, two-thirds of those entitled to vote are required to be present.
- 4.2. National Delegates shall be informed of the date, place and agenda of ordinary General Assemblies at least four weeks in advance.
- 4.3. National Delegates who want to add items to the agenda shall inform the Secretary General in writing at least two weeks before the date of the General Assembly.
- 4.4. A National Delegate who cannot attend a meeting of the General Assembly can be represented by a deputy, if a letter of attorney with the name of the deputy and the signature of the National Delegate is in the hands of the Secretary General before the meeting.
- 4.5. Meetings of the General Assembly are open to all interested persons. The chair may permit them to participate in the discussions.
- 4.6. The General Assembly can adopt draft standards, standards and similar documents of the Association, subject to minor editorial changes, only if the proposed English texts are in the hands of the National Delegates two months in advance.
- 4.7. National Delegates wishing to convene an extraordinary General Assembly, shall address to the Secretary General a written request to that effect, stating the reasons and the subjects to be discussed.
- 4.8. In addition to the detailed responsibilities outlined in the Statutes of the Association, the General Assembly officially admits new Observer members and new Corporate Members and officially elects Executive Committee members (Statutes § 10, 2c).

5. THE EXECUTIVE COMMITTEE

- 5.1. The Executive Committee comprises the President, the President-elect, the Immediate Past President, the Secretary General/CEO and the Technical Director, plus up to twelve members elected by the General Assembly and two members elected by the Corporate Members.
- 5.2. With the exception of the President-Elect, President, Immediate Past President, Secretary General and Technical Director all of whom have defined terms of office and are members for the period of their appointment, the normal term of office for Executive Committee members shall be six years.
- 5.3. To ensure both continuity of membership and the introduction of new Committee Members, appr. one third of the positions on the committee will fall vacant every two years.
- 5.4. New members will be appointed by the General Assembly upon the recommendation of the Executive Committee, from a list of candidates nominated by the member countries and Corporate Members. The appointments will have regard to the need for a balance of expertise and geographical representation.



- 5.5. The Executive Committee shall have the following tasks in addition to those assigned to it by the statutes:
 - 5.5.1. to decide on subjects to be dealt with by the Working and Study Groups and to receive and discuss reports by the Technical Director on the progress of work in these groups;
 - 5.5.2. to make proposals to the General Assembly for adoption of draft standards, standards and similar documents of the Association;
 - 5.5.3. to appoint and dismiss chairmen of Working and Study groups; if necessary, co-chairmen may be appointed;
 - 5.5.4. to decide on the dates and places of all meetings of the Association, except extraordinary General Assemblies;
 - 5.5.5. to decide upon awards to particularly distinguished collaborators of the Association including the award of honorary titles (*See Section 12*).
- 5.6. The Executive Committee may appoint sub-committees to handle particular aspects of its work (Statutes, § XI.4). They may be permanent or non-permanent, i.e. until their particular task is completed.
 - 5.6.1. A Subcommittee on focal points of ICC's work. Composition: In addition to the President, President elect, Past President, Technical Director and Secretary General all members of the Executive Committee shall be invited to attend this Subcommittee. It will always meet prior to the Executive Committee.
 - 5.6.2. A Publication Subcommittee
This Committee consists of the Technical Director, Secretary General and additional nominated members (the majority of which shall come from the Executive Committee), and will meet as required.
 - 5.7.3. Other examples of non-permanent sub-committees appointed for specific purposes are the sub-committees for Future Strategies and the Financial Future of ICC. They comprise members appointed from within the Executive Committee and will meet formally or by correspondence until their tasks are completed.

6. THE PRESIDENT

- 6.1. The President is the formal Head of the Association, and in addition to chairing the General Assembly and the Executive Committee may officially represent the Association in its dealings with other international bodies.
- 6.2. The President shall convene the meetings of the General Assembly, the Executive Committee and the Technical Committee.
- 6.3. The President shall decide upon the dates and places of Extraordinary General Assemblies.
- 6.4. In the interests of continuity the President's normal term of office shall be two years following a two year period as President-Elect. The Immediate Past President will also remain a member of the Executive Committee for a further two years.



- 6.5. Well in advance of the forthcoming change in the Presidency the Secretary-General will seek nominations for the position of President-Elect from all member countries and corporate members via their National Delegates.
- 6.6. The President-Elect shall be appointed by the General Assembly following a postal vote of all National Delegates and corporate members representatives. In case of a tie, the acting President shall have the casting vote. The candidates for the election will be selected by the Executive Committee, from those nominated by the member countries and corporate members.
- 6.7. In exceptional circumstances, the President-Elect or President may request the Executive Committee for financial assistance to attend essential meetings of the Association such as the General Assembly and the Executive Committee. Approval of the financial assistance will not be automatic.

7. THE SECRETARY GENERAL

- 7.1. The Secretary General can be appointed the Chief Executive Officer of the Association and will have the following duties in addition to those assigned to him by the Statutes:
 - 7.1.1. to keep minutes of the meetings of the General Assembly and of the Executive Committee and Subcommittees. To be editor of the ICC Newsletter;
 - 7.1.2. to prepare the minutes of the meetings of the Association as well as other publications (in conjunction with the Publication Subcommittee);
 - 7.1.3. to prepare for the various meetings of the Association in accordance with decisions of the Executive Committee and the President;
 - 7.1.4. to officially represent the Association at international meetings, such as symposia, congresses etc.
- 7.2. The term of office of the Secretary General and his deputy shall be four years. They may be re-appointed for further periods of four years.
- 7.3. The function of the Secretary General shall be a salaried position with remuneration according to the volume of work involved.
- 7.4. The Secretary General shall have a deputy who is entitled to reimbursement of expenses incurred and payment for work done on behalf of ICC.

8. THE TECHNICAL DIRECTOR

- 8.1. The Technical Director shall have the following tasks in addition to those assigned to him by the Statutes:
 - 8.1.1. to keep minutes of the meetings of the Technical Committee;
 - 8.1.2. to report to the Executive Committee and to the General Assembly on the progress of work in the Working and Study Groups;
 - 8.1.3. to propose to the Executive Committee measures to ensure the accomplishment of the tasks of the Working and Study Groups;



- 8.1.4. to submit to the Executive Committee draft standards, standards and similar documents approved by the Technical Committee;
 - 8.1.5. to inform chairmen of Working and Study Groups on decisions of the Executive Committee on their respective groups;
 - 8.1.6. to supervise the publication of draft standards, standards and similar documents adopted by the General Assembly;
 - 8.1.7. to keep a record of the tasks of the Working and Study Groups as decided upon by the Executive Committee.
- 8.2. The term of office of the Technical Director shall be four years. The Technical Director may be re-appointed for further periods of four years.

9. THE TECHNICAL COMMITTEE

- 9.1. The Technical Committee can propose draft standards, standards and similar documents of the Association to the Executive Committee for approval and submission to the General Assembly. All proposed texts must be in the hands of the National Delegates two months in advance of the meeting of the Technical Committee. The National Delegates can review the text, make comments and propose changes.
- 9.2. The submission of standards and other documents to the Executive Committee requires a two-thirds majority of the Technical Committee members present.
- 9.3. Meetings of the Technical Committee are open to its members, members of the Executive Committee, and to all interested persons.

10. THE WORKING AND STUDY GROUPS

- 10.1. Working Groups shall have the task to prepare draft standards, standards or recommendations for test methods in cereal science and technology and related fields.
- 10.2. Study Groups shall have the task to perform studies in cereal science and technology and related fields; the result of such a study may be a proposal for the Executive Committee to have standards or recommendations prepared for test methods.
- 10.3. Working and Study Groups may organize symposia and workshops.

11. THE AUDITORS

The Auditors shall have the right to inspect the Association's accounts and receipts, take any necessary measures and report to the General Assembly accordingly. They shall see to it that no person shall be favoured by administrative expenditures alien to the purposes of the Association or by disproportionately high remunerations.

12. AWARDS AND HONOURS

- 12.1. Clyde H. Bailey Medal

The Clyde H. Bailey Medal shall be awarded "in recognition of outstanding contributions to international cooperation between cereal scientists and technologists".



12.2. Friedrich Schweitzer Medal

The Friedrich Schweitzer Medal shall be awarded "for distinguished services in the furtherance of the aims and ideals of ICC".

12.3. Honorary Presidency

The Honorary Presidency shall be awarded to cereal scientists "in recognition of contributions to ICC and to international cereal science and technology".

12.4. Honorary Certificate of Merit

The Honorary Certificate of Merit is presented to honour extraordinary contributions to the Association.

12.5. Harald Perten Prize

The Harald Perten Prize is intended "to recognize and reward outstanding achievements in science, research, teaching or the transmission of knowledge which serve cereal science and technology, primarily recognizing practical applications in the areas of starch, gluten and enzymes".