

# **STATUTES and BY-LAWS of AIPEA**

## **DATES**

Approved by General Assembly of AIPEA on 12th September, 1981

Adapted by General Assembly of AIPEA on 20th July, 1993

Amended by the AIPEA Council on April 2009

Approved by the General Assembly on 16th June, 2009

Amended by the AIPEA Council on June 2017

Approved by the General Assembly on 20th July, 2017

Approved by the AIPEA Members ballot on June 2019

Approved by the AIPEA Council ballot on March 2020

Approved by the General Assembly on 28th July, 2022

Amended by the AIPEA Council on 24th April 2025

Approved by the AIPEA Members ballot on XXX 2025

## **STATUTES**

### **I. NAME AND AIM**

1. The ASSOCIATION INTERNATIONALE POUR L'ÉTUDE DES ARGILES (AIPEA), a non-profit organization established in 1966 in Jerusalem (Israel) according to the statutes approved by its General Assembly and subsequent alterations, proceeds to reform said statutes and, in accordance with Article 22 of the Spanish Constitution of 1978, Constitutional Law 1/2002 (March 2022) regulating the right of Association, and other legal provisions, hereby establishes that the Association's scope of activities shall be determined in compliance with the present Statutes.

2. The name of the organization shall be ASSOCIATION INTERNATIONALE POUR L'ÉTUDE DES ARGILES (AIPEA). AIPEA shall remain affiliated to the International Union of Geological Sciences.

3. The aim of AIPEA shall be to promote international co-operation in clay research and technology. To this end its activities shall include:

- the organization of meetings - such as CLAY Conferences -, field excursions and visits to centres of clay research and technology;
- the issue of publications on clay research and technology and of a periodical Newsletter to inform members of activities concerned with clay research;
- co-operation with other organizations having an interest in clay research and technology.

### **II. DOMICILE AND TERRITORIAL SCOPE**

4. AIPEA shall initially have its social domicile at the Instituto Andaluz de Ciencias de la Tierra, located at Avenida de las Palmeras, 4, 18100 Armilla. Granada (Spain). Phone +34 958 230000.

5. The territorial scope of action foreseen for the activities of AIPEA is international.

### **III. MEMBERSHIP**

6.

a) AIPEA may accept as members individuals (individual members, who may also be life members), and national or regional societies (Affiliated Societies) with an interest in clay research or technology. Individual members of Affiliated Societies in good standing shall be AIPEA members.

b) Application for individual membership shall be made in writing to the Secretary General or Treasurer and be accompanied by the appropriate membership fee. Applications from national or regional Societies wishing to become Affiliated shall be made to the Secretary General in writing giving relevant information on field of interest, number of members, etc. If approved by Council (which shall not be required to give any reason for non-approval) the Society shall become Affiliated on payment of the appropriate membership fee.

c) Membership will be for the period for which the membership fee is paid. If it is one year's dues the member will be in good standing for one year. If the membership fee is not paid, the membership may be cancelled unless there are extenuating circumstances which will be determined by the Council.

d) Council may call upon a member to resign from AIPEA by communicating to the member in writing and stating concisely the grounds on which it proposes to act. Council shall give the affected member proper facilities for stating the member's case either orally or in writing as Council shall determine. If the member does not resign within two months of being called upon to do so, Council may by resolution terminate the member's membership. Council may at any time, without stating any reason, refuse to accept an annual fee to renew a member's subscription.

e) A member shall be deemed to be bound by these Statutes and the By-Laws made hereunder.

### **IV. ADMINISTRATION**

7. A Council appointed by and answerable to the General Assembly shall be responsible for the activities and general administration of AIPEA in accordance with the Statutes and By-Laws of AIPEA and the decisions of the General Assembly.

8. The General Assembly shall consist of (a) individual members, (b) one representative of each Affiliated Society, and (c) individual members of Affiliated Societies in good standing present at a Business Meeting. An individual member or an individual member of an Affiliated Society may appoint another member as their proxy. Each proxy shall be appointed by the member in writing and this proxy appointment shall be valid only if the document appointing the proxy member is lodged with the Secretary General before the commencement of the meeting.

9. A Business Meeting shall be held at each CLAY Conference. Council may of its own volition or upon receipt of a requisition in writing organize special ballots between successive Business Meetings. This requisition must be signed by at least 5% of AIPEA members. It should state the purpose for which such a ballot is desired and declare any resolution proposed for the ballot.

10. Notice of Business Meetings must be given to AIPEA members at least 1 month in advance by email listserv and posted on AIPEA website.

The function of Business Meetings shall be:

- a) to receive reports from Officers and Council;
- b) to receive reports from Chairpersons of Committees and others entrusted with special tasks;
- c) to consider and vote on alterations and amendments, if any, to the Statutes and By-Laws;
- d) to elect Officers and Council when appropriate;
- e) to approve the creation of a new Standing or Ad Hoc Committee proposed by Council;
- f) to receive and adopt an audited abstract of the accounts of AIPEA for the period 1st January prior to the previous Business Meeting to the 31st December prior to the current meeting;
- g) to approve the location of the CLAY Conference approximately four years in advance of the convening of the Conference;
- h) to deal with any special matter Council desires to bring before members and to receive and consider suggestions from members.

11. At a Business Meeting each member present in person, by proxy or by representative shall have one vote and decisions shall be by simple majority of votes cast, except for the items covered in Articles 36 and 38. Non-members of AIPEA may attend a Business Meeting of the General Assembly and contribute to discussion but they shall have no voting rights. Each AIPEA member has one vote at special ballots organized between successive Business Meetings and decisions shall be by simple majority of votes cast, except for the items covered in Articles 36 and 38.

12. At Business Meetings of the General Assembly the President and the Secretary General, or acting Secretary General, shall be the Chairperson and Secretary, respectively. If the President is absent, the meeting shall be chaired by the Vice-President or, in the absence of both the President and Vice-President, the meeting shall be chaired by the President's nominee.

13. Council shall consist of the President, the Vice-President, the Secretary General, the Treasurer (hereinafter termed the Officers), the immediate Past-President, six Ordinary

Councillors, one representative of the CLAY conference Organizing Committees and, if not already on Council, the Chairpersons of the Standing Committees set up under Article 19. No two Ordinary Councillors may be from the same country and all Officers and Councillors must be members of AIPEA at their election and during their period of service.

14. Should the office of President fall vacant between Conferences, the Vice-President shall become acting President; should the offices of Secretary General or Treasurer fall vacant, an acting Secretary General or Treasurer shall be appointed by Council. Should a vacancy occur among Ordinary Councillors, Council may co-opt a member of AIPEA from the country or region of the Councillor whose appointment, resignation or death caused the vacancy for the remainder of their period of service. Any person filling a vacancy as aforesaid shall be eligible for election as if the said person had not filled it.

15. The period of service of Council shall be from the end of the CLAY Conference at which it was elected to the end of the CLAY Conference held approximately four years later. The President and Vice-President shall serve only one such term as President and Vice-President, whereas Ordinary Councillors may be elected as Ordinary Councillors for only one additional term. The Secretary General and Treasurer may be elected for further terms if willing to serve.

16. At least 3 months ahead of CLAY Conferences at which a new Council should be elected, Council shall appoint a Nominating Committee consisting of the President, two Ordinary Councillors and two individual members of AIPEA not then on Council. This committee shall present to Council prior to the Business Meeting of the General Assembly a nomination for each of the offices of President, Vice-President, Secretary General and Treasurer and for Ordinary Councillors corresponding to the number of vacancies occurring. These nominations, as approved or adjusted by Council, shall be presented to the Business Meeting of the General Assembly. Additional nominations may be made from the floor of the General Assembly, supported by a seconder and by statement from the nominees that they are willing to serve if elected.

17. Council, apart from the Representatives of the Organizing Committees for future CLAY Conferences and the Chairpersons of Standing Committees set up under Article 19, shall be elected by the General Assembly from the total list of nominations. Should the nominations made by Council not be approved "en bloc" by the General Assembly, then additional nominations should be made by ballot held for each position contested. This ballot shall be organized within two months after the conference by the outgoing Council led by its Secretary General. Election shall be by simple majority of the votes cast. The Representative of the Organizing Committee for the CLAY Conference to be held approximately four years later shall be nominated by the Organizing Committee appointed by Council.

18. Each member of Council has a single vote and the President, or acting President, a casting vote. Chairpersons of newly created committees are allowed to vote only if the creation of their Committee has been approved by a vote at the Business Meeting of the General Assembly. Decisions are taken by simple majority. Council has the power to suspend By-Laws temporarily, subject to ratification by the General Assembly. Council also has the power to conduct its business by correspondence.

19. Council may of its own volition or at the request of the General Assembly appoint committees to consider and report on any matter. Unless otherwise decided by Council, each committee shall elect its own Chairperson and have power to co-opt members. Council may alter the membership of any committee at any time. Such committees may be Standing Committees or Ad Hoc committees, depending on the remit.

20. Council shall decide if the location of the legal domicile of AIPEA should be changed. Domicile modification of AIPEA should be approved by the General Assembly.

21. All service as Officers and as members of Council or Committees shall be entirely honorary.

## **V. CONTRACTS AND REPRESENTATION**

22. All contracts and agreements made by AIPEA shall be signed by the President or acting President and the Secretary General or acting Secretary General.

23. The President or acting President shall be the official representative of AIPEA but is empowered to appoint a proxy should they be unable so to act.

## **VI. FINANCE**

24. The foundational assets of the Society consist of 300.00 (three hundred) euros.

25. Membership categories shall be as set down in the By-Laws. Membership fees shall be reviewed periodically by Council.

26. The income of AIPEA, such as membership fees and contributions from other sources, shall be held in custody by the Treasurer, who shall operate bank accounts in the name of AIPEA held in a country or countries not subject to restrictions on international transfer of funds and who shall ensure that reserve funds are invested in the most advantageous manner in accordance with written professional advice. Withdrawals from such accounts shall be signed by either the Treasurer or the President.

27. Should sums be set aside in special account(s) for a specific purpose by Council or the General Assembly the signatures required for withdrawals shall be decided by Council.

28. All funds must be held in such a way that they are always readily available for the activities of AIPEA.

29. AIPEA is under no obligation to pay expenses that are incurred without the sanction of the Officers. Before incurring any expenditure other than normal running expenses - such as postage, meeting accommodation, etc. Committees appointed under Article 19 must obtain the sanction of the Officers, who may require a current financial statement from the Treasurer before reaching a decision. The amount spent by each Committee shall be itemized in the accounts.

30. The accounts shall be audited in the country of the Treasurer by auditors appointed by Council. Accounts shall be made up as at 31st December each year and a properly audited statement presented to Council by 1st May of the succeeding year.

## **VII. CLAY CONFERENCES**

31. AIPEA shall promote CLAY Conferences at approximately two-year intervals.

32. Bids for the organization of a CLAY conference shall be submitted in accordance with the AIPEA By-Laws.

33. The selected hosts for the CLAY Conference to be held approximately four years later shall appoint an Organizing Committee. The Officers of AIPEA shall be advisory members of the Organizing Committee but may not be full members of this Committee.

34. The Organizing Committee will ensure that their income will cover all conference expenses and will set the registration and field trip fees accordingly. AIPEA will not be responsible for any shortfall from the CLAY conference.

35. The Organizing Committee shall be assisted in all matters of publicity by Council.

## **VIII. AMENDMENTS TO STATUTES AND DISSOLUTION**

36. Amendments to the Statutes shall be adopted if approved by at least two-thirds of the votes cast at a Business Meeting of the General Assembly unless a ballot by email is demanded by 15 members present in person, by proxy or by representative from at least 5 different countries.

37. Such amendments may be proposed:

a) by Council;

b) by at least 6 members of AIPEA from at least 3 different National Clay Groups in writing to the Secretary General at least 3 calendar months before the date of the Business Meeting. Amendments proposed under (b), together with any comments of Council, shall be available in writing to all members of AIPEA before the commencement of the Business Meeting.

38. Dissolution of AIPEA for any reason shall be initiated by at least two AIPEA Council members or by a petition to the Council signed by 5% of AIPEA members. Such motion or petition must be approved by a two-third majority of the Council and then must be ratified in a ballot by two thirds of AIPEA members voting on the measure.

39. Proposals subject to ballot under Articles 36 or 38 shall come into force if accepted by two-thirds of all members voting by ballot.

40. In the event of dissolution of ASSOCIATION INTERNATIONALE POUR L'ÉTUDE DES ARGILES, its property shall pass to the International Union of Geological Sciences.

## **BY-LAWS**

### **I. MEMBERSHIP**

1. Membership fees will be set by action of the Council in Euros or equivalent in US dollars for the following categories:

a) Individual member

b) Affiliated Societies

The AIPEA Treasurer will send invoices to individual members to be paid on a 4-year basis. Individuals 65 years of age and older who have been individual members for 12 years or more shall automatically become Life Members on notification to the Treasurer. Life members do not pay any dues. Affiliated societies send lists of physical members and pay fees for their members directly to the AIPEA treasurer annually 'en bloc'. Individual members of Affiliated Societies in good standing shall be AIPEA members.

2. The Council has made provision for a periodic membership of four years covering two CLAY conferences. The Council urges all members to pay their membership fees for a four-year period to make the administrative functions of the Treasurer and the Organizing Committees easier.

3. Each member of AIPEA as defined in Article 6 of the Statutes shall receive periodical information concerning announcements and editorial initiatives of AIPEA. This information will be provided by email through the AIPEA listservers.

4. AIPEA communication with individual countries or regions shall be through Liaison Officers, through other appropriate societies or, where neither exists, through Honorary Correspondents willing to accept responsibility for dissemination of information on the activities of AIPEA throughout their country or region. A list of such appropriate Societies and Correspondents shall be kept by the Secretary General.

5. Registers of members of each category shall be kept by the Secretary General and the Treasurer who shall jointly be responsible for ensuring that each member receives appropriate publications, announcements and circulars. The Secretary General shall arrange for distribution to Liaison Officers of regular reports on activities of Standing Committees and other relevant information.

### **II. AWARDS**

6. AIPEA confers the following Awards:

- a. AIPEA Medals
- b. AIPEA Fellows
- c. W.F. Bradley Award
- d. Student Best Speaker & Poster Awards
- e. Students Travel Grants

- f. Early Career Clay Scientist Travel Grant
- g. Early Career Clay Scientist Research Grant

The periodicity of these awards, and details on how they are awarded are detailed on the AIPEA website ([www.aipea.org](http://www.aipea.org)).

### **III. STANDING COMMITTEES**

7. An AIPEA Nomenclature Committee was established by Council under Article 19 of the Statutes to make general and specific recommendations concerning:

- (1) definitions of mineralogical and crystallographic clay-related terms;
- (2) classification and terminology of clays, clay minerals and related terms;
- (3) standardization of structural and descriptive terms;
- (4) the emphasis (or re-emphasis) of the proper use of terms; and
- (5) any additional aspects relating to nomenclature.

8. An AIPEA Teaching Committee was established by Council under Article 19 of the Statutes to organize a session on teaching clay science at each CLAY Conference. The chair of the Teaching Committee coordinates with the chair of the upcoming CLAY Conference to assure that teaching clay science is included in the list of planned sessions, and serves as chair of the Teaching Clay Science session during the CLAY Conference. The committee members provide input on the structure of the session, suggestions for possible topics to highlight, and may identify individuals who have innovative teaching approaches to share. The Chairperson of the Teaching Committee shall assist the CLAY Conference Organizing Committee to define the topic and content of AIPEA School for Young Scientists (ASYS).

9. An AIPEA Hazardous Minerals Committee was established by Council under Article 19 of the Statutes to act as a source of information on clay minerals and clay-size minerals that are, or could be, hazardous for human and animal health. Its activity focuses on available data on biological interactions and on aspects relating to the mineralogical risk.

10. An AIPEA Early Career Clay Scientist Committee was established by Council under Article 19 of the Statutes to support scientists that are within 5 years after completion of their PhD: Early Career Clay Scientists (ECCS). AIPEA provides a platform for ECCS to connect them to regional, national or international clay groups, encouraging them to contribute to – and benefit from – the AIPEA network of clay societies. ECCS also share cutting edge research on clays or other news using, for example, webinars or any other electronic communication means or in person during CLAY Conferences.

11. An AIPEA Conference Advisory Committee (ACAC) was established by Council under Article 19 of the Statutes to provide guidelines for organizing CLAY conferences and to recommend a selection of the proposals to host this conference to AIPEA Council.

### **IV. CLAY CONFERENCES**

12. AIPEA shall promote CLAY conferences at approximately 2-year intervals. The National Clay Group hosting the CLAY conference shall be different from that which organized the



preceding two CLAY conferences. The CLAY conference series has its origins in the unification of the International Clay Conference (ICC) and Euroclay conference series, and alternation of CLAY conference hosts and locations between ECGA-affiliated societies (European Clay Groups Association) and clay societies worldwide shall be favored.

13. Letters of intent to host a CLAY conference must be sent by Affiliated Societies to the Secretary General in writing at least six months before commencement of the CLAY conference held four years before the planned conference (that is six months before commencement of, e.g., the CLAY 2027 conference for the organization of the CLAY 2031 conference). This letter of intent should include the following information to allow an informed assessment by the ACAC: conference location, expected conference fee, whether or not a professional conference organizer will be involved, expected attendance (based on location), whether or not there is the possibility for university housing or university-based conference rooms, and any other information the proposing Affiliated Society will consider relevant for this assessment. Supporting letters from other National Clay Groups shall not be considered at this stage. ACAC will assess all received proposals and within eight weeks after submission deadline will recommend the selected proposal to Council for approval. A final and complete version of the proposal must be sent to the Secretary General in writing at least four weeks before commencement of the CLAY conference held four years before the planned conference. This final proposal shall be prepared according to the ACAC “guidelines for the organization of a CLAY conference” that are available from AIPEA Secretary. Council shall report on the offers received to the General Assembly at that CLAY conference (e.g., CLAY 2027 for the selection of CLAY 2031 conference) and shall recommend the offer which it considers most suitable.

14. For activities in the host country or region, the Organizing Committee shall have an account separate from those of AIPEA into which shall be paid all money received for that CLAY conference and from which shall be paid all debts incurred. The account shall be arranged by the Organizing Committee, and after each Conference a properly audited statement shall be submitted to Council.

15. The Organizing Committee will ensure that their income will cover all conference expenses and will set the registration and field trip fees accordingly. The registration fee for each registrant will include €10 which will be paid to AIPEA. This €10 fee shall go directly to the Student Travel Fund of AIPEA and can only be used to support *bona fide* students attending CLAY conferences. AIPEA shall not be responsible for any shortfall from the CLAY conference. Any surplus funds - after payment of all just and lawful expenses and repayment of any loans - will be divided equally between the host society and AIPEA. The AIPEA share will be used primarily to support initiatives of the Early Career Clay Scientists (ECCS) committee on top of the regular ECCS support.

## **V. TRAVEL FUND**

16. An AIPEA Travel Fund, established by Council under Article 27 of the Statutes, shall be funded by such sums from the general reserves of AIPEA as Council shall from time to time decide. The following rules shall apply:

a) The Custodians of the Fund shall be the President, Vice-President, Secretary General,

Treasurer and immediate Past-President of AIPEA.

b) The sum disbursed, which shall never exceed the accumulated interest on the original capital or the capital as subsequently modified by Council, may be used only for the payment of reasonable travel and hotel accommodation expenses incurred by (i) the President or designate who is officially representing AIPEA or (ii) the President or acting President, the Secretary General and/or the Treasurer in attending Council meetings or Business Meetings of the General Assembly when Council deem it necessary they appear in person.

c) Payment shall be made in respect of travel expenses only to the extent that they are the most economical possible having regard to time and in respect of hotel accommodation expenses only to the extent that they are for the minimum period necessary.

d) No payment shall be made in respect of any expenses unless all the custodians have approved the relevant travel and hotel accommodation arrangements in advance and have satisfied themselves that the expenses to be paid for out of the Fund cannot be funded from any other official source.

e) The person for whom expenses paid for out of the fund are incurred shall render an account thereof to the custodians within 30 days of the completion of the task.

f) The fund shall be deposited in a bank account in the name of AIPEA Travel Fund and no sum shall be drawn from this account without the signatures of both the Treasurer and the President.

g) Council may at any time require all or part of the capital in the fund to be repaid to the general funds of AIPEA.

## **VI. AMENDMENTS TO BY-LAWS**

17. Amendments to By-Laws that are proposed by AIPEA Council shall be adopted if approved by at least two-thirds of the votes cast at a Business Meeting of the General Assembly or by an electronic ballot. Amendments to By-Laws shall come into force immediately after ballot if adopted.