

**CONSTITUTION AND BY-LAWS
OF
THE INSTITUTE FOR BRIQUETTING AND AGGLOMERATION
(THE INTERNATIONAL BRIQUETTING ASSOCIATION)**

CONSTITUTION

ARTICLE I

The name of the organization shall be “The Institute for Briquetting and Agglomeration”. Its objective shall be to diffuse knowledge of the briquetting, agglomeration, pelletizing, and extrusion art and practices, and of shaping, forming, or cubing of bulk materials; to encourage education in those arts; and to promote study and research of problems relating to them; and to the advance and mutual interests of its membership.

ARTICLE II

Any person who is directly engaged or interested in some branch of briquetting and agglomeration may become a member of the Institute by the consent of the Executive Director: and others may be elected honorary or life members at the discretion of The Board of Directors.

ARTICLE III

The officers of this Institute shall consist of a President, a First Vice President, a Second Vice President, and an Executive Director (who shall also be the Secretary-Treasurer). These officers would be part of a Board of Directors, including the immediate Past President (with the Executive Director as an ex-officio member). The Board of Directors will consist of up to 16 members total whom, with the possible exception of the Executive Director, must be elected to the board at a Biennial Meeting by the membership. The term of office for the Officers shall be two years, with subsequent promotion to the next higher office. Members of the Board of Directors will have no defined term but may continue to serve until they resign or are removed by a 2/3's majority vote at a scheduled Board meeting at which a quorum of the Board of Directors is present.

ARTICLE IV

In the event that an officer does not complete his or her term of office, a replacement shall be elected by the Board of Directors to serve out the incomplete term. In the case of the Executive Director, the Officers shall seek a replacement, subject to the approval of the Board of Directors.

ARTICLE V

Any person or company desiring to become a member shall make application to the Executive Director and shall be accompanied by the membership dues.

ARTICLE VI

Membership dues shall be on a biennial basis. The rate is to be set by the Board of Directors. Any member or company who is in arrears for dues for two years shall be dropped from the roll of this Institute by the Executive Director, after due notification. Any member or company may be reinstated by making application in the regular manner provided in Article V. upon payment of back dues.

ARTICLE VII

The major meeting of this Institute shall be held biennially. The Executive Director shall notify members not less than three months in advance of exact time and location.

ARTICLE VIII

Section 1. The President shall immediately upon his or her ascension to the office of President perform the duties of a presiding officer of the Institute.

Section 2. The duty of the First Vice President shall be to preside in the absence of the President; to perform all the duties prescribed to the President during his absence; and in case of absence of the President and First Vice President, the Second Vice President shall perform the duties of the President.

Section 3. The Executive Director shall keep a record of each meeting, and shall read the minutes when requested by the President. He must read and file all resolutions and papers which may come before the body, and allow none from his custody without due authority. He shall sign all orders of money. He shall order all necessary supplies, and account for the same to the Officers of the Institute. He shall keep a true record of all cash payments received by him, and payments made on account of the Institute. He is responsible to prepare an annual budget and provide periodic financial statements to the Officers for approval. *He shall ensure that all documents and forms that are required to maintain the tax exempt status of the IBA, including an annual Federal tax return, are filed in a timely manner.* The Officers of the Institute shall allocate a salary to him with the approval of the Board of Directors. He shall be appropriately bonded, such bond's premium to be paid by the Institute.

Section 4. It shall be the duty of the Board of Directors to assist the Executive Director to determine the place of meetings, and the days on which the meeting shall be held, to arrange and approve programs for the meeting; and to approve all papers to be given before the meeting. The Board of Directors shall meet at least annually. A quorum shall constitute two-thirds of the Board present at the site of the meeting.

Section 5. Standing and Special Committees shall be appointed by the President as needed. Each Committee shall have at least one board member on it.

ARTICLE IX

The Constitution and By-Laws may be altered or amended at any regular stated meeting by two-thirds vote of the members present. Any proposed alterations or amendments must be distributed to all active members at least prior to the meeting when a vote will take place.

ARTICLE X

At all meetings, the following shall be the order of business:

- a. Reading of minutes of last meeting.
- b. Reports of Officers.
- c. Reports of standing Committees.
- d. Reports of Special Committees.
- e. Unfinished business.
- f. New Business.
- g. Program.
- h. Election of officers and Directors.
- i. Adjournment.

The order of business may be changed at any meeting by a majority vote of the members present.

“Roberts’ Rules of Order” shall govern the proceedings of the meetings of this Institute.

BY-LAWS

ARTICLE I

All papers and all discussions at meetings of this institute must be non-partisan, non-political, and non-sectarian.

ARTICLE II

All papers presented at a meeting may be published elsewhere with the permission of the IBA, however, recognition should be made of the IBA sponsorship. IBA Proceedings cannot be published in total by others without the approval of the IBA. Permission to reprint papers must be received from the authors of the paper under consideration.

ARTICLE III

Prior to the election of Officers and Directors, the President shall appoint a nominating committee, comprised of members of the Board of Directors, to prepare a slate of candidates for submission to the membership at the Business meeting. The slate of candidates will include one or more candidates for the office of second Vice President and if needed, replacement candidate(s) for the Board of Directors.

ARTICLE IV

In the event that an unanticipated matter arises that requires a vote by the Board of Directors prior to the next scheduled meeting, the Executive Director and/or the President may circulate an email to all board members that fully describes the matter and request a vote. Board members shall then cast their vote in a return email that shall be directed to all Board members. The decision of the Board will become effective upon receipt of a majority vote.