



ACADÉMIE INTERNATIONALE  
DE LA CÉRAMIQUE

INTERNATIONAL ACADEMY  
OF CERAMICS

## Articles of Association and Internal Rules (IR)

### Introduction:

Since its establishment in 1953 by Henry J. Reynaud, who was President until his death in 1964, the Academy has had numerous changes in its aims and memberships. Initially it was an association with a strong diplomatic and official emphasis representing major national museums and cultural organisations with practising ceramists invited as advisors. Today the majority of its members are practitioners who, over the years, have pressed for stronger international links between artists, craftsmen, and related professionals focused on ceramics field through exhibitions and assemblies.

The biennial General Assembly has become a significant international meeting place for members and guests and, since 1969, the bi-annual publication of the Academy's Bulletin (June and December) maintains contact between the members. In 2006 the IAC created its own webpage.

In 1973, the Academy's archive and documentation centre was opened at the Ariana Museum providing a wide variety of information on contemporary ceramics, constantly being enriched by pictures, catalogues and books presented by members and friends.

Since 1973, the aspirations of the IAC have grown stronger toward building a community of professionals who represent the highest quality and achievement in the ceramic arts. Within this global network, we are dedicated to building bridges that link our shared culture of clay.

## Articles:

### Article 1: Name and Seat

A. The International Academy of Ceramics (hereafter called the Academy) is a non-profit association governed by the Articles of the Swiss Civil Code, Geneva, as well as by its own articles and internal rules (IR).

B. The Academy has its seat at the Ariana Museum in Geneva, Switzerland.

C. The Academy is registered as a non-governmental organisation and official partner of the UNESCO. It is also a member of FIIG (Fédération des Institutions Internationales, Geneva).

D. The official languages are English and French.

### Article 2: Goals

The goals of the Academy are:

A. To stimulate fraternity and communication between professionals in the domain of ceramics in all countries.

B. To further international cooperation in the promotion of ceramics.

C. To encourage and support the highest standards of production and achievement related to ceramics culture.

### Article 3: Means

To realise these goals, the Academy organises and encourages exhibitions, conferences, studies (research), and publications. The IAC maintains a webpage to enhance communication and documentation on ceramics.

### Article 4: Composition of the Academy

The Academy is composed of individual and group members.

#### A. Individual Members

**An individual Member** is a person who has a professional interest in ceramics. He/she can apply as an artist, designer, architect, writer, collector, curator, gallery owner, restorer, editor, publisher, scientist or in any professionally related field. They are elected by the Council on the presentation of an appropriate portfolio.

(REFER TO INTERNAL RULE 1A and 2A)

Individual members in good standing have voting rights.

#### B. Affiliate Members

**Affiliate members** are collective groups professionally related to ceramics. They can apply as associations, schools, museums, galleries, residencies, ceramics centres or institutions and are elected after examination of the application files.

They are elected by the Council on the presentation of an appropriate portfolio.

(REFER TO INTERNAL RULE 1B and 2B)

Affiliate members have no voting rights.

**C. Member of Distinction: Patron, Correspondent and Member of Honour**

This member brings extraordinary competence, expertise, insight, financial and/or service to support the mission of the IAC. These members have no voting rights.

**C1. A Patron member**

is an individual, institution, or organisation who financially supports the Academy's mission.

Their gifts facilitate the support of various needs within the Academy.

(SEE INTERNAL RULE 1C1. / 2C1.)

**C2. A Correspondent member** can be appointed by the Council to act as an Academy contact in countries which have no elected members.

(REFER TO INTERNAL RULE 1C2. and 2D2.)

**C3. A Member of Honour**

is a personality in an artistic, literary or political field who has made a significant contribution to the aims of the Academy. (REFER TO INTERNAL RULES 1C3. and 2C3.)

**D. Loss of membership**

The loss of membership and its privileges and responsibilities are due to either resignation, exclusion or non payment of the subscription.

(REFER TO INTERNAL RULE 3)

**E. Membership lists are available to all members on request.**

**Article 5: Organisation**

The constituent organs of the Academy are:

- The General Assembly
- The Council
- The Executive
- The Secretariat
- The Auditor

In addition to this structure, the Academy is also enriched by:

- The Commissions of the Council
- UNESCO partnership
- The National Host Committee in charge of the organization of the GA and Congress.

**Article 6: The General Assembly**

**A.** The General Assembly is composed of all members of the Academy.

**B.** The General Assembly is the decision-making body of the Academy unless specified elsewhere in these articles. It meets every second year to hear and approve the report of the Council and the accounts. It votes on the Academy's program and budget for the following two years. It elects new Councillors after presentation of candidates six months before the Assembly.

**C.** Voting for critical issues and decisions of the General Assembly are adopted by a simple majority (50% + 1) of the voting members present. A member may delegate his/her powers to another member or to the President.  
(REFER TO IRULE 4 FOR PROXY PROCEDURE)

**D.** Notice of a General Assembly meeting is sent to members at least three months before it is to take place. Such notice is to include the agenda, financial statement and any issues, that are to be voted upon. Members who have contributions relating to that agenda or any other relevant matters for discussion must submit them in writing to the Secretariat at least one month before the General Assembly.

## **Article 7: The Council**

**A.** Members of the Council must be individual members. They are elected for a six year term by the individual members of the Academy. They are eligible to be re-elected for an additional two years.  
(SEE RULE 1D FOR ELECTION PROCEDURES: COUNCIL MEMBERS)

**B.** The Council is composed of 15-18 members, including the representative to UNESCO, and the non-voting honorary and administrative positions. The Council decides the functions of its members according to its needs. Membership of Council, as far as possible, corresponds to the various geographical regions represented in the Academy.

**C.** Nominations for new Council Members must be received in writing per post or electronically at least six months before a General Assembly.

**D.** Officers and members of the Council are not remunerated.

**E.** If a Council member is unable to attend a meeting he/she may delegate an individual member from his/her own country/region.

**F.** The Council administers the Academy. It commits the Academy legally by signatures of two members of the Executive, one of which must be that of the President or one of the elected Vice-Presidents.

**G.** The Council meets at least once a year.

**H.** The presence of more than half the Council members represents a quorum. Decisions are adopted by a simple majority vote. In the case of an equal division, the President casts the deciding vote.

**I.** The Council, acting as Jury, elects new Academy Members for presentation at the following General Assembly.

**J.** Members of the Council can appoint Commissions from the membership at large to work on various topics.

## **Article 8: The Executive**

**A.** The Executive is composed of the President, three Vice Presidents, the Secretary-General and the Treasurer of the Academy. Its composition is confirmed at the first Council meeting following a General Assembly.

**B.** The Executive is charged with current affairs, and communicates with Council members as necessary for the proper functioning of the Academy.

**C.** The Executive convenes the General Assembly.

**D.** Vice Presidents are elected for a period of six years. Nominees must have previously served on the Council.

(REFER TO INTERNAL RULE 1E FOR ELECTION PROCEDURE: EXECUTIVE MEMBER)

**E.** The President is elected for a period of six years. Nominees must have previously served on the Council.

(SEE INTERNAL RULE 1E FOR ELECTION PROCEDURE: EXECUTIVE MEMBER)

**F.** The immediate past President assumes the position of President Emeritus without voting rights until the following President Emeritus succeeds.

**G.** During his/her term of office the President may be assisted by a consultative Commission of members or by an individual member of his/her choice and may delegate specific activities of representation.

### **Article 9: The Secretariat**

The Secretariat includes all staff, either regular or occasional, who through their positions facilitate the administration, translation, archive maintenance, account keeping or general office duties, assist in the efficient running of the Academy Secretariat. The Secretariat in principle is headed by the Secretary General, whose position is traditionally attributed to the Head of the Musée Ariana on his/her agreement.

### **Article 10: The Auditor**

**A.** The accounts, after checking by the Auditor are submitted as required to the City of Geneva for approval, and presented at the General Assembly by the Treasurer or another member of the Executive.

**B.** The Auditor is re-appointed at each General Assembly after the presentation of his/her financial statement.

### **Article 11: Commission**

To carry out its program, the General Assembly, the Council or the Executive may create Commissions or working groups to study particular aspects of the Academy's activities and make recommendations or proposals. Such proposals are reported to and approved by the Council in order to be submitted to members either through the Bulletin or at a General Assembly.

### **Article 12: Resources**

As a non-profit organisation, the Academy can receive income from the following sources:

- members' subscriptions
- voluntary subsidies from governments, national and international organisations
- associations, industries and other interested groups
- donations and legacies
- other sources appropriate to the status and functions of the Academy and approved by the Council.

### **Article 13: Modification of Articles**

**A.** Draft amendments to the articles presented by an individual member of the Academy with at least five other signatories, must be sent to the Secretariat at least six months before a General Assembly and must be communicated to all Academy members at least three months before that meeting at which they will be presented for discussion and approval. All these signatories must sign all subsequent communications.

**B.** Modifications of articles are discussed and voted upon during the GA by those members present or represented by proxy. The vote can be pronounced by a "hands up" procedure.

**C.** Modifications of articles are adopted by a majority (50%+1) of the voting members present.  
(REFER TO IR 4 FOR PROXY PROCEDURE)

### **Article 14: Dissolution**

**A.** The dissolution and liquidation of the Academy may be pronounced only after debate at an extraordinary General Assembly and subsequent vote of the individual voting members present, or by their proxy of the Academy.  
(REFER TO IR 4 FOR PROXY PROCEDURE)

**B.** Dissolution will be adopted by a two thirds majority of votes cast by all members in good standing present at the GA after due notice of the action to be taken and the reasons for and against.

**C.** In the case of dissolution and liquidation, the General Assembly shall designate two commissioners (preferably members of the Academy) to carry out the liquidation.

**D.** The net assets remaining in possession of the Academy shall be used to acquire ceramic objects for museums, or to give awards to artists or writers specialising in the field of ceramics.

### **Article 15: Internal Rules**

Internal rules of the Academy may be modified by the Council as necessary. Any such modifications will be presented to the membership either through the Bulletin or at a General Assembly. Internal rules are meant to clarify the articles and provide a working procedure.

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## INTERNAL RULES (IR)

### Rule 1: Membership Categories and Levels

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Privileges and responsibilities, nomination and election

All members are recognized for their excellence in the international community of ceramic art.

#### RI.1 Admission membership categories

##### A. Individual Member

**Privileges:** Only Individual members in good standing may sponsor new members to be voted into the Council. Only members elected as artists/makers have the right to participate in the IAC exhibition and catalogue every 2 years.

An individual member has the right to participate in the election of the Council members including the Executive members, vote on general IAC issues and on the modification of the articles. A member may delegate his/her vote to another member or to the President.  
(REFER TO INTERNAL RULE 5 FOR ELECTRONIC VOTE)

All Individual members have access to the members' section including the exclusive information for "members only" of the IAC web site. Other privileges include: free access to the IAC network, free personal IAC webpage, possibility to advertise events through the IAC's communication channels, registration discount to the General Assembly, potential support from UNESCO and the right to initiate a program for a project.

**Responsibilities include:** To remain in good standing by paying the annual fee of CHF 150.- and to remain an active member by communicating to the Secretariat of any changed status of contact information.

Members whose yearly subscriptions are unpaid forfeit membership rights until payment is made.

(SEE INTERNAL RULE 3)

##### B. Affiliate Member

**Privileges:** Two representatives may attend a General Assembly and benefit from the members' reduced registration fee. All current collective members have access to the bulletin, the members' section of the IAC webpage. Other privileges include: free access to the IAC network, free page on the IAC web site, possibility to advertise events through the IAC's communication channels, to receive potential support from UNESCO and to initiate a program for a project.

**Responsibilities include:** to pay the annual fee of CHF 200.-, to remain an active member, to keep contact information current to the Secretariat. Members whose subscriptions are unpaid forfeit their membership rights until payment is made.

(REFER TO INTERNAL RULE 3)

### C. Members of distinction: Patron, Correspondent or Member of Honour

**C1. A Patron** is an individual, group or corporation whose financial contribution supports various initiatives. A Patron does not submit a portfolio, but annually contributes a substantial amount as a gift to support the mission and various initiatives of the IAC. Patrons have no voting rights, and do not have the usual requirements or privileges or duties of members. Acknowledgement is provided on the IAC web site.

**C2. A Correspondent Member** correspondent members act as contacts or liaisons in countries which have no elected members. Correspondents pay no fees, have no voting rights, but may attend General Assemblies as observers. They receive bulletins and all information.

**C3. A Member of Honour** is an ambassador who *has made a significant contribution* to the ceramics domain. Any host country organising a GA is invited to propose a Member of Honour. Or they may be proposed by any group of 5 members. A Member of Honour has no voting rights and is exempt of paying annual fees. He/she does not benefit from the IAC privileges and does not have special IAC duties.

### > INTERNAL INDIVIDUAL MEMBERSHIP LEVELS:

**D. A Council member** is elected by the active membership. A complete nomination includes 1 nomination letter and 2 letters of support from IAC members (one nomination must be from the candidate's country), as well as the candidate's letter of intention in writing to his/her nomination. The nominee needs to endorse in writing his/her nomination. Candidates will present their qualifications in the Bulletin 3 months prior to the GA together with the voting procedure. The result of the election will be presented at the GA.

**E. An Executive member** is elected by the active membership. A complete nomination for the position of the President or Vice President includes 1 nomination letter and 2 letters of support from the IAC members as well as the candidate's letter of intention in writing to his/her nomination. The nominee needs to endorse in writing his/her nomination. Candidates will present their qualifications in the Bulletin 3 months prior to the GA together with the voting procedure. The result of the election will be presented at the GA.

**NOTA BENE - ELECTION PROCEDURE:** Voting for Council members and the Executive board will be conducted electronically. There will be no proxy votes as each member will be able to cast his/her vote in secret on a secure online protocol. The majority (50%+1) of the members who voted by the date will determine the outcome. (REFER TO INTERNAL RULE 5 FOR ELECTRONIC VOTE)

**F. Senior Member:** Individual members who have reached the age of 75 years and have been members of the IAC for at least 30 years are eligible for a reduced membership fee (-50% = CHF 75.-). The office informs members that they qualify for senior status. Members have to confirm their wish to enjoy a senior member membership fee. Senior members maintain all their rights and privileges of the individual membership.



**F. 1 Retirement:** Members who have reached 70 years of age and are living on a low income can request a senior membership fee of CHF 75.-. Written requests must be sent to the Secretariat and will be reviewed and determined by the Executive Committee.

**G. A Member Emeritus:** An Emeritus member is an individual member with a mark of distinguished service and exceptional contribution to the Academy. Individual members in good standing may nominate Emeritus members to the Council and be voted upon by the Council either through a direct or an electronic vote. The nomination includes, 2 nomination letters and supporting documentation, which is provided by the nominator. Emeritus members continue to receive all benefits of membership including voting rights, with the option to pay membership fee.

**H. Special Consideration Status:** In cases of financial hardship, any member can request special consideration regarding the annual fee which will be 33 % of the annual fee. Such request is to be made in writing to the Secretariat and determined by Executive Committee for the period of three years.

## **Rule 2: Admission of new members**

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New member applicants are to complete their files through an online registration form and upload them on the IAC website during the first 3 months of odd numbered years - 2017, 2019, 2021, etc. Exceptionally and only upon agreement with the Secretariat the complete application may be sent by postmail or by email.

The Council elects candidates every two years. All candidates will be notified of the election results as soon as possible after the jury has made its decision. All new members agree that their application documents are uploaded on their respective personal page on the IAC website. Following the selection process, the members receive their IAC diploma either if present at the following GA or if not present by post. The President will present the new members' achievements with images, writings or other aspects of their work to the members of the General Assembly.

### **A. Individual Membership:**

Candidates must be nominated by three individual members of the Academy. Preferably at least one sponsor should be from the candidate's home country. Sponsors are limited to three nominations at each election.

Candidates from countries where there are few or no members and who have difficulties in finding three member sponsors should discuss their situations with the Secretariat before submitting any application files.

#### **A1. Artist candidates** (makers as ceramists, designers, architects)

A complete application file includes:

- A letter of motivation from the candidate expressing acceptance of the nomination and the reasons why he or she wishes to become a member.
- A letter of recommendation from each of the three sponsors with reasons for their support.
- The candidate's two-pages summary of the CV and biography, including date of birth, and complete address, telephone, fax, e-mail and web site)

- 5 digital images of work at a resolution of 300 dpi, plus relevant reviews, articles or catalogues.
- An application fee of CHF 150.-

**A2. Other individual candidates** (writers, curators, collectors, goodwill ambassadors /cultural promoters, gallerists, restorers, educators)

A complete application file includes:

- A letter of recommendation from each of the three sponsors with reasons for their support. In addition, articles, catalogues, photographs and other appropriate evidence of professional engagement in ceramics-related activity.
- An application fee of CHF 150.-

**B. Candidates for Affiliated membership** complete application file includes:

- A letter of recommendation from each of the three sponsors with reasons for their support. Visual or written evidence of the professional activities of the organisation with appropriate programmes, membership lists, exhibitions and other evidence of professional activity in ceramics.
- An application fee of CHF 200.-

NOTA BENE: Along with the application form, candidates for individual or affiliate membership must agree to the statement that they have read and accepted the Articles and Internal Rules of the IAC and will assume all the rights and responsibilities of membership.

The application fee from non-selected candidates is non-refundable.

**C. Special Invitation Candidates**

**C1. Non-represented country:**

On the decision of the Council, through delegation to 2-3 Council members including the President, a country or a region not previously represented in the frame of the IAC, can be solicited directly for membership through a special procedure.

These candidates are invited to register to the online application form as all other individual members of their category. They are exempt from getting sponsored and, if necessary, from paying the registration fee. The amount of the registration fee and the annual fee will be discussed during the application procedure with the Secretariat. These candidates are not elected, but welcomed by the Council. An invitation is sent by the Secretariat and must be uploaded on the online application form in lieu of sponsor letters.

**C2. International Prize Winner/ artist category:**

The first two winners of an international competition (such as KOCEF, Mino, Seto, Yingge, Vallauris, etc.) can be selected as a new IAC member without the online application and registration fee, if an IAC member is part of the Jury. This IAC member of the jury will present the winner(s) in writing to the Secretariat.

These winner(s) are not elected, but acclaimed by the Council.

The winner(s) have to accept their nomination in writing and send it to the Secretariat.

These new members pay an annual fee as individual member. They agree to send their respective professional information to the IAC Secretariat in order to build their personal IAC webpage.

**NOTE:**

- These special invited new members have the same privileges and responsibilities as the members of their category.
- In special cases, an application may be considered outside the usual election period and voted upon by the Executive committee.

**D. Members of distinction:**

**D1. Patrons** do not have to be nominated or submit portfolios to be eligible for Patron status. They can designate how their contributions are to be used or they can contribute to a general fund.

**D2. Correspondent members** should submit a letter of recommendation from each of the three **international** sponsors with reasons for their support. They present the same application material as either the Individual member or the Affiliate Member.

**D3. Members of Honour:** A complete nomination includes 1 nomination letter and 2 letters of support from IAC members in good standing. The nominee needs to endorse in writing his/her nomination.

**Rule 3: Loss of Membership**

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Members may lose their membership rights due to resignation, exclusion or failure to pay annual dues.

**A. Resignation:** A member who no longer wishes to be affiliated can request his/her name be removed from the membership by writing a letter of resignation to the Secretariat.

**B. Exclusion:** In the case of a serious offense or disrespect of the articles of the Association, a member may be excluded with a two-thirds majority vote of the Council.

**C. Non-payment of fees:** Where member dues are not paid, the following procedure is applicable:

<i>Year</i>	<i>Amounts due in Swiss francs (CHF)</i>	<i>Status</i>
No payment for current year	AM: 200.- IM: 150.- SM 75.- SC 50.- *	In the absence of payment <b>within 1 month after the 2<sup>nd</sup> reminder</b> to pay those dues was sent, Member loses his/her member rights until payment is received. **
No payment for previous year and current year	AM: 400.- IM: 300.- SM 150.- SC 100.- *	At the beginning of the year, Member receives a last request for dues, inviting him/her to pay the dues for previous and current years and informing him/her of the possibility to request Special consideration

		status or payment arrangement.  <b>If no payment is made within 1 month from the last request for dues, Member is excluded.</b>
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\* AM = Affiliate member / IM = Individual member / SM = senior member / SC special consideration

\*\*An IAC member must be in good standing with membership dues paid up-to-date, to maintain voting rights, take part in IAC member exhibitions, participate in any IAC projects, and maintain the right to sponsor candidates.

### **Final request for dues**

If there is no response or a negative response to the ultimatum request within the specified deadline, the arrears member is removed from the IAC membership roster and loses all rights and privileges. In addition, their data will be removed from the IAC website and all other communication media supported by the IAC.

If a member decides to maintain membership, then all late fees must be made up to date. Payments can be arranged in installments or a request made for Special Consideration. (REFER TO IR 1 H)

The procedure concerns all members who should pay an annual fee.

### **Rule 4: Proxy Voting Procedure**

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Voting for critical issues that require discussion and debate will take place during the General Assembly. Individual members in good standing will vote in person or if they cannot attend, can designate the President or select a representative using the official proxy form available on the website. A representative can only carry one proxy. Proxies will be counted along with those members present at the GA.

These personally signed electronic proxy forms must be sent to the Secretariat 1 month in advance of the GA.

### **Rule 5: Electronic Voting Procedure**

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Electronic voting will be used in matters that do not require discussion such as in the election of Council members or Executive members. Electronic voting is a direct “one member -one vote procedure” and all members in good standing are eligible to vote online.

### **Rule 6: Logo Use Guidelines**

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A. Members who want to use the IAC logo to show their affiliation with the IAC in their activities (personal website, individual and collective exhibitions) can receive a dated IAC logo from the IAC office. The logo can be delivered annually to members in good standing upon request to the IAC office.

B. Non-member organizations seeking IAC's sponsorship require written approval to use the IAC logo. Approvals are awarded by the Executive Committee on a "one-time use only" basis. An administrative fee of CHF 500.- is to be paid by the applicant prior to use, but under special circumstances, the fee may be reduced or waived by Executive Committee approval. (REFER TO THE DOCUMENT: "Use of IAC name at international events")

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*In the event of inconsistency or discrepancy between the French or English versions and any other linguistic versions of the Articles and Internal Rules, the English and French language versions shall prevail.*