

International Mineralogical Association (IMA)

The IMA administrative documents reported in this file, were modified or created by the IMA councillors and one officer of the IMA commissions and Working groups, in the period 2006-2010. Each document was accepted by the IMA council, during the annual council meetings, and some of them, notably the successively revised IMA constitution, were voted by delegates during the IMA Business Meetings, now hold every two years.

Besides the IMA constitution, which is of interest for everybody dealing with mineralogical organizations, the IMA official documents concern the activities of the different IMA components which are carried out by the IMA council, the IMA commissions and Working Groups and the IMA Committees, the existing two IMA committees having been created in the period 2006-2010.

Six major administrative documents regulate the IMA activity and development. They are listed in the table below and reported thereafter.

	Title of the document	Authors and Voting	Year of Voting	page
1	IMA 2010 constitution	The <i>IMA 2010 constitution</i> was prepared by Past-President Ian Parsons and voted during the Budapest Business Meeting in August 2010	2010	2
2	IMA council <u>IMA communication Officer position</u>	The <i>role of the IMA communication Officer</i> was prepared by President Ian Parsons and accepted by the IMA council in Kobe, 2006. Modifications of the IMA constitution have ensued and were accepted by delegates at the Business Meeting in Kobe, 2006	2006	10
3	IMA council <u>IMA Secretary position</u>	The <i>IMA Secretary duties</i> were proposed by the IMA Secretary Maryse Ohnenstetter to the IMA council, and accepted at the council meeting in Davos, 2009	2009	11
4	IMA Commissions and Working Groups <u>Draft Terms of reference for the IMA Commission on Applied Mineralogy</u>	The <i>Draft Terms of reference</i> were prepared by Dogan Paktunc in 2008 to precise the internal organization of the Commission of Applied Mineralogy. The <i>Draft Terms of reference</i> were accepted by the IMA council in Davos, 2009.	2009	13
5	IMA Committees <u>IMA Medal Committee</u>	<i>IMA Medal Committee Handbook</i> was prepared in 2007 by Joel Grice and Maryse Ohnenstetter; accepted by the IMA council in 2008. Modified in 2009 by Joel Grice and Marcello Mellini	2007	15
6	IMA Committees <u>IMA Outreach Committee</u>	<i>IMA Outreach Committee Handbook</i> was prepared by Maryse Ohnenstetter. It was accepted by the IMA council in Vancouver, 2008.	2008	20

1 - 2010 IMA Constitution

**INTERNATIONAL MINERALOGICAL ASSOCIATION
CONSTITUTION AND BY-LAWS**

*Draft at July 26th, 2010 [Revision 2010 v2]
prepared by Ian Parsons*

**Article 1
Name**

The name of the organization shall be The International Mineralogical Association, hereafter referred to as the Association or as IMA.

**Article 2.
Objectives**

The objective of the Association shall be to further international cooperation in the mineralogical sciences. To this end the activities of the Association shall include:

- (a) The promotion of intercourse among mineralogists of all nations by organizing meetings and field excursions and by sponsoring publications of mineralogical interest. The main meeting of the Association shall be its General Meeting, a stand-alone meeting held every four years.
- (b) The maintenance of Commissions and Working Groups to examine and report on certain aspects of mineralogical practice, and to encourage international collaboration between mineralogists in specific fields.
- (c) The participation in action with other international groups having mineralogical interests, and the establishment of committees to expedite other matters.

**Article 3.
Membership**

(a) The members of the Association shall be mineralogical societies recognized as societies representing mineralogists of individual countries or other bodies of mineralogists representing individual countries. In what follows the words Member Society shall be deemed to include such a representative body. Only one Member Society from any one country may join. Applications for membership should be submitted to the Council of IMA (hereafter referred to as the Council) which has power of decision.

(b) Each Member Society shall select a permanent Representative (who may be the chairman of a local committee for IMA affairs) to whom shall be sent any communications the Council may have to address to Member Societies.

One of his/her (the Representative's) major tasks is to make sure that the members of the Member Society are informed about current IMA affairs. This may be done through notices in their national mineralogical journal or newsletter, by e-mail to the individual members of the Society, and by announcements at the meetings of the Society.

(c) Individual membership. Persons eligible for such membership shall be qualified to practice mineralogy and must subscribe to the objectives of the Association as laid out in the constitution. Individual members shall not have voting rights at any meeting but shall be eligible to attend and speak at Business Meetings. Other privileges shall be those granted and modified from time to time by the Council of the Association.

**Article 4.
Administration**

The work of the Association shall be conducted by (A) the Business Meeting of Delegates and by (B) the Council.

A. Business Meeting

(a) Ordinary Business Meetings of Delegates [see (c)] shall be held as often as deemed necessary by the Council, but at least once every two years. Notice of Business Meetings shall be given to Representatives at least six months in advance. Business to be transacted at such meetings shall include: (i) The reading and approval of the minutes of the previous Meeting (ii) Reports from the Officers (iii) Reports from the chairmen of Commissions, Working Groups and Committees and from other persons to whom special tasks have been entrusted by the Association (iv) Presentation of and voting on amendments to the Constitution (see Article 8) (v) Elections (vi) New business.

(b) Business Meetings shall be held during the four-yearly General Meetings of the Association, and at a meeting (or meetings) run by another organization, chosen by Council, in the intervening years. There shall be two Business Meetings at each event, called hereafter the 1st and 2nd Business Meetings.

(c) Each Member Society is represented at Business Meetings by Delegates nominated by the Society not exceeding in number the balloting power of that Society, calculated on the basis of national membership using Table 1. The Secretary of IMA must be notified of the names of Delegates at the Business Meeting and if possible not less than 30 hours before. In the event that a Delegate is unable to attend the meeting, the Member Society may nominate an Alternate who may provide his/her credentials to the IMA Secretary at the Meeting. The balloting power of each Member Society may be vested in one or more of its Delegates or Alternates. The balloting power of each Member Society shall be determined by the group under which it joins the Association as shown in Table 1.

Table 1

Group	A	B	C	D	E	F
Membership	<50	51-99	100-249	250-499	500-999	>1000
Balloting power	1	1	2	3	4	5
Subscription multiplier <i>D</i>	0.5	2	4	6	8	10

The subscription of Member Societies is currently $D \times 60$ US dollars

(d) All members of Member Societies, and individual members, may attend Business Meetings, and may contribute to the discussions, but only Delegates and Alternates have voting rights.

(e) Voting at all elections shall be by ballot. Voting in connection with other matters may also be conducted by ballot if asked for by at least one third of the Delegates present. When voting is not by ballot, decisions shall be taken by a show of hands and by a simple majority of votes (1 Delegate = 1 vote). Voting on motions of which Representatives have received previous notice can be passed by a simple majority. Motions of which Representatives have not received previous notice shall require a two-thirds majority for passing.

(f) An extraordinary Business Meeting shall be called by the Council at the written request of one quarter of the Representatives. Notice of such a meeting shall be given to the Representatives as soon as possible, and the meeting shall take place between six and twelve months thereafter.

(g) Except for the purpose of dissolving the Association (see Article 9) a quorum at Business Meetings shall exist when Delegates from at least 1/4 of the Member Societies are present.

B. The Council

(a) The Council consists of the President, the First and Second Vice-Presidents [as defined in (d) and (f) below], the Secretary, the Treasurer, a Communication Officer, the Retiring President and five ordinary Councillors. The first seven of these will hereafter be referred to as the Officers. The President, Secretary, Treasurer and Communication Officer form the Executive Committee.

(b) A person occupying any of the above posts must be a member of a Member Society. Any one person shall not hold more than one position simultaneously. The five ordinary Councillors must be from different Member Societies, but individuals can be from the same Society as an Officer.

(c) The Council shall meet annually, at General Meetings and in intervening years at an appropriate meeting of their choice.

(d) The President shall be a distinguished mineralogist selected by a vote of Council from a list of candidates proposed by Member Societies and by IMA Councillors. He or she will serve as First Vice-President for two years, President for two years, and as Retiring President for two years. The President shall begin and end his/her term of office at a meeting at which a Business Meeting of the Society will be held, and will be expected to present a Plenary Lecture (to be known as 'the IMA Presidential Lecture') at the meeting marking the end of his/her term of office. Council will encourage publication of the lecture as 'The IMA Presidential Lecture' in a journal agreed by the President and Council.

(e) The First Vice-President, Council and Officers shall be elected at a Business Meeting of the Association. In the event of an extraordinary vacancy arising between meetings, such a vacancy may be filled by resolution of Council.

(f) The President and First Vice-President shall be from different National Societies.

(g) The Second Vice-President shall be the Chairperson of the organizing committee of the forthcoming General Meeting.

(h) With the exception of the First Vice-President, the President, and the Retiring President [see (d)] members of the Council shall normally hold office for four years (or until their successors have been duly elected). The President and First Vice-Presidents are not eligible for re-election to the same office. Other officers are immediately eligible for re-election.

(i) The Council shall be responsible to the Association at its Business Meetings for the conduct of the affairs of the Association and shall have authority to act for the same between the Business Meetings.

(j) The members of the Council shall decide among themselves on the most suitable methods of conducting their business.

(k) At meetings of the Council the quorum shall consist of five members including at least two of the Officers.

Article 5. Finances

(a) Money received by the Association as annual subscriptions from Member Societies, individual members or from any other source shall be held in custody by the Treasurer and must primarily be used to defray the outlay incurred in the conduct of tasks by the members of the Council, the Officers of Commissions and Working Groups, or other persons authorized to act on behalf of the Association. Items that may normally be charged as expenses and that shall as far as possible be met are office and travel expenses and remunerations for special services rendered to the Association. The Association is under no obligation to pay expenses that have been incurred without the sanction of the Treasurer.

(b) If after discharge of expenses, funds in excess of US \$ 500 (or its equivalent) are available, the Treasurer shall open and maintain a bank account which shall stand in the name of the Association subject to the signature of one member of the Executive Committee and one other member of the Council.

(c) The accounts of the Association shall be balanced as of December 31, each year by the Treasurer and presented to the Council. At the Business Meeting two Delegates (not members of the Council) shall be elected or appointed to audit and report on the accounts submitted by the Treasurer. Besides

receipts for ordinary expenditure, the Treasurer will supply these auditors with (i) a notarized statement from the bank showing the actual balance as of the latest practicable date, and (ii) a similarly-dated notarized statement from the bank listing the securities in any safe-deposit box maintained for the Association.

(d) Each Member Society shall pay annual dues based on the Group to which it belongs [calculated as indicated in Article 4A (c)]. These dues shall be paid in advance on January 1st, of each year. The US dollar value of the unit shall be reviewed annually by Council and approved at the earliest Business Meeting.

(e) If any Member Society is in default with its dues for two years and fails to comply with a request for payment by the Treasurer, it automatically adopts the status of a Nonvoting Member. Moreover, the Council shall be empowered to delete the name of the Member Society from the list of members.

(f) The Member Society shall be reinstated in the membership of the Association and again assume the rights and duties of members after having paid all outstanding dues.

(g) Individual members shall pay annual dues which may be set from time to time by the Council, but which shall not exceed 1/3rd of the single Unit of dues paid by the member societies.

(h) Individuals delinquent in the payment of dues shall have their membership privileges suspended by the Secretary and/or Treasurer until such times as all their arrears are paid in full. An individual who is delinquent in paying his dues for two successive years shall cease to be a member of the Association.

(i) Money received and disbursed by the Commissions and Working Groups are deemed to constitute part of the Financial transactions of the Association and as such must be reported annually to the Treasurer. The Council may direct in appropriate circumstances that monies generated by Working Groups and/or Commissions may be used for the general purposes of the Association.

Article 6.
Domicile and representation

(a) The legal domicile of the Association shall normally be the country in which the Treasurer conducts his or her business, provided that in that country the Association is exempt from tax.

(b) The official representative of the Association is the President or an individual appointed by the President.

(c) All contracts and agreements involving the Association shall be signed by two members of the Executive Committee.

Article 7.
Commissions and other activities of the Association

The lines on which the Commissions and Working Groups are to be constituted and run, as well as directions to be followed by those responsible for the other activities of the Association (see Article 2) shall be laid down in regulations approved from time to time by the Business Meeting and contained in the By-Laws.

Article 8.
Amendments

The constitution can be amended only at Business Meetings. Amendments may be proposed by the Council or by a Representative whose proposal shall be received by the Secretary at least fifteen weeks before the 1st Business Meeting. Notice of proposed amendments shall be given to the Representatives at least ten weeks before the date of the 1st Business Meeting. Voting shall be by ballot at the 2nd Business Meeting and support of two-thirds of the balloting power of the Delegates present at the 2nd Business Meeting shall be required to effect such a change in the statutes.

Article 9.

Dissolution of the Association

(a) The International Mineralogical Association can be dissolved only at an extraordinary Business Meeting called for the purpose on the lines laid down by the present constitution. A motion to dissolve the Association shall be considered as carried only if in a vote by ballot the total number of votes cast amounts to at least three quarters of the total balloting power of the Member Societies. The votes cast in favour of dissolution must amount to at least three quarters of the balloting power of the Delegates present at the Business Meeting.

(b) In the event of dissolution of the Association, its property shall be disposed of as a gift to such other Organization as may be considered by the Delegates present of most benefit to the Mineralogical Sciences.

BY-LAWS

Article 10A. General Meeting

(a) The General Meeting is a stand-alone meeting held every four years at a venue approved at least six years in advance by Council and by a Business Meeting. It shall be organized on behalf of IMA by an Organizing Committee put in place by a Member Society or by a collaborating group of Member Societies. The venue will normally be in the country of the Member Society or in the country of one of a group of Member Societies from a particular region. The membership of the organizing committee must be communicated to Council for approval before the preceding General Meeting.

(b) The final programme of the General Meeting, including choice of topics for sessions, session convenors, invited and plenary lecturers, the organization of accommodation, field excursions and social programme, and the advance promotion of the meeting, is the responsibility of the Organizing Committee. It should, however, make every effort to obtain suggestions for the scientific programme from the Commissions and Working Groups of IMA, and ensure that session convenors and invited speakers are drawn from the international community. Council should be kept informed of the development of the programme, and the final programme should be made available to Council at least three months prior to the meeting. Publicity for the meeting should be sent to Member Societies, who will circulate information to their members, and it should be advertised at appropriate intervals in Elements magazine.

Article 10B Business Meeting

Business Meetings will be held during General Meetings and at least once, during the intervening period, at a meeting organized by another organization, at the discretion of Council. There shall be two Business Meetings, the 1st and 2nd Business Meetings, at each event. The programme of the Business Meetings shall be circulated to the Representatives at least three months before the meeting. Any Representative, any Commission and any Working Group of the Association may propose business to be transacted at the Business Meetings. Such proposals shall reach the Secretary four months before the meeting and shall be included in the agenda. The Council shall be empowered to invite chosen individuals to attend the Business Meeting. The name and balloting power of each Delegate, and the names of any Alternates, shall be made public by the Secretary before the Business Meeting. The minutes of the meeting shall be circulated to the Representatives within three months after the meeting

Article 11. Council

When the Council is to be elected, nominations for the various offices shall be made by the outgoing Council and the Secretary shall circulate these to the Representatives at least ten weeks before the date of election. Delegates shall be entitled to make additional nominations for these officers, provided that at least three Delegates nominate the same person for a particular office and provided these are posted and presented to the Secretary not less than 30 hours before the election. No Delegate shall nominate more than one person for a particular office and no Delegate may nominate more than three persons in total.

Article 12. Commissions

(a) The Association shall maintain as many Commissions to carry on its work as shall be decided by the Business Meeting. A new Commission shall be initiated as a Working Group.

(b) Each Commission may submit to the Secretary of the Association proposals for the chairman and secretary of the Commission. The Council will present slates of officers for all Commissions at an early session of the Business Meeting. Delegates shall be entitled to make additional nominations, provided that at least three Delegates nominate the same person for a particular office, and provided that these nominations are prominently displayed at the General Meeting and presented to the Secretary of the

Association not less than 30 hours before the election. No Delegate shall nominate more than three persons in total to Commissions and Working Groups. Elections, normally for a period of four years, shall be made at the latest session of the Business Meeting. This procedure is also valid for the election of other officers if the special work of a Commission requires them. Commission Officers are eligible for re-election.

(c) The members of the Commissions shall be chosen by the Member Societies which are entitled to appoint one in each Commission. Ex officio the chairman and secretary of each Commission shall not be deemed to represent their Member Societies; they are, however, eligible so to be selected. After each election of the chairman and secretary, Member Societies must confirm or replace their Commission Members.

(d) Supernumerary members may be co-opted by the chairman of a Commission for intervals not exceeding the four- year periods laid down for other members.

(e) The Commissions shall be responsible to the Business Meeting, but shall in general have freedom to determine their own rules of procedure, their method of work and the dates and places of their meetings. They shall, however, hold a meeting at the time and place of the Business Meeting of the Association.

(f) The chairman of each Commission shall submit an annual report on its activities to the Secretary of the Association each year. The Secretary of the Association shall distribute copies of all activity reports to the Delegates prior to the Business Meeting. The chairman of each Commission shall submit a second report on activities during the General Meeting to the Secretary of the Association, not more than four weeks after the last Business Meeting. The Secretary of the Association shall send copies of the activity reports to the Representatives along with the minutes of the Business Meeting.

(g) As soon as possible after the expiry of a period of seven years from coming into being, the achievements, performance and current relevance of each IMA Commission shall be reviewed by the Council who shall make a recommendation for continuation or termination. This recommendation shall be voted on by the Delegates at the next Business Meeting of the Association. In the event that a Commission is continued, it will come up for review again every 8 years thereafter. If, however, a Commission is terminated, the affairs of that Commission shall be wound up by its officers and a final report shall be circulated to the Delegates at the next Business Meeting. All archival material relating to the Commission shall be forwarded to the Secretary of the Association for preservation.

(h) If a two-third majority of the Council deem it necessary, Council has the power to replace the officers of a Commission (Chair, Vice-Chair and/or Secretary) at any stage during the years intervening between business meetings. Replacements may not necessarily be from existing members of a commission.

Article 13. Working groups

(a) The Association may set up Working Groups to assist in carrying out its work. Working Groups may be proposed by Council or by groups of individuals who wish to advance a new field of mineralogy within IMA.

(b) Each Working Group may submit to the Secretary of the Association proposals for the Chairman and Secretary of the Working Group. The Council will present slates of officers for all Working Groups at the 1st Business Meeting. Delegates shall be entitled to make additional nominations, provided that at least three Delegates nominate the same person for a particular office, and provided that these nominations are prominently displayed at the General Meeting and presented to the Secretary of the Association not less than 30 hours before the election. No Delegate shall nominate more than three persons in total to Commissions and Working Groups. Elections, normally for a period of four years, shall be held at the 2nd Business Meeting.

(c) Chairmen of Working Groups, thus appointed, will be entitled to invite such other members of the Working Group as they deem appropriate. They should aim to build a nucleus of enthusiastic experts

in the field of the Working Group, while endeavouring to maintain as wide an international membership as possible.

(d) The Chairman of each Working Group shall submit an annual report on its activities to the Secretary of the Association each year. The Secretary of the Association shall distribute copies of all activity reports to the Delegates prior to the 1st Business Meeting. The chairman of each Working Group shall submit a second report on activities during the General Meeting to the Secretary of the Association, not more than four weeks after the 2nd Business Meeting. The Secretary of the Association shall send copies of the activity reports to the Representatives along with the minutes of the Business Meeting.

(e) The term for each Working Group, its chairman and secretary, will normally be four years, but the Association may at a Business Meeting, re-establish any Working Group for a further period of four years.

(f) If a two-third majority of the Council deem it necessary, Council has the power to replace the officers of a Working Group (President, Vice-President and/or secretary) at any stage during the years intervening between business meetings. Replacements may not necessarily be from existing members of a Working Group.

Article 14. Revision

Revision of the By-Laws shall be by the procedure established for amendments (see Article 8), except that a revision is enacted by a simple majority of the balloting power of the Delegates present.

Time Table

Dues Payment: Before December 31 (yearly).

Report of the Commissions: Not more than 4 weeks after the 2nd Business Meeting.

Business Meeting (Proposals): 4 months before the 1st B.M.

Business Meeting (Program): 3 months before the 1st B.M.

Amendments (Proposals): 15 weeks before the 1st B.M.

Amendments (Notice): 10 weeks before the 1st B.M.

Elections (Nominations by Council): 10 weeks before the 1st B.M.

Elections (Nominations by Delegates): 30 hours before the 1st B.M.

Business Meeting (Minutes): 3 months after the 2nd B.M.

***[Ref.: Contrib. Mineral. Petrol., 107, 268-272 (1991).]
Revised Constitution published on the IMA website.***

2 - IMA Communication Officer position

Background

Council recognises that even in the four years since the last General Meeting of IMA great changes have occurred in the way IMA can communicate with its members all over the world. The stated objective of IMA is 'to further international cooperation in the mineralogical sciences'. It must, therefore, make the most of the new opportunities for free exchange of ideas and the distribution of news between member countries. These available opportunities include:

- *Elements* magazine will have a print-run of 11500 copies of each issue in 2007. For 2006 there are 8 supporting Mineralogical and Geochemical Societies, and 3 more have applied to join for 2007. IMA members who are not members of these societies will usually be able to see *Elements* in their institutional library, and two months after publication anyone can freely download a pdf file from www.elementsmagazine.org or via the ima website.
- IMA now has a stylish website at www.ima-mineralogy.org so that information on IMA activities, personnel and meetings is freely available. There are links to the websites of many of the 38 national societies. Many Commissions and Working Groups have links to their own websites.
- Commissions and Working Groups are made up of representatives of national societies, although on many of them not every country is represented. Council is considering the possibility of widening their membership so that they become more like e-mail newsgroups, while retaining a core of National Representatives

Elements is published every two months and it is important that a steady flow of articles and news is sustained by IMA. Up to now this flow has been maintained by the President, who happens also to be, until the end of 2007, one of the Principal Editors of *Elements*. During its start-up period articles have been written by the President, the Secretary, and the Chairmen of three Commissions, but there has not been time to collect news items about individuals, about individual societies who are not members of the consortium supporting *Elements* and about Commission and Working Group activities.

This is a considerable task, too large to be undertaken by the President and/or Secretary, and Council wishes to propose enlarging the Council to include the new position of Communications Officer. This person would be a member of the Executive Committee. He or she will work closely with the President and Secretary with the following main responsibilities:

1. Write informal copy for *Elements* (with illustrations).
 2. Get in touch routinely with National Representatives and Secretaries of member societies who do not have their own pages in *Elements* and collect news of individuals, activities, meetings, and publications. Illustrated accounts of the history and activities of such groups could be published as small articles.
 3. Obtain or write informal accounts of the activities of Commissions and Working Groups describing what they do and what their objectives are (we have had three of these already).
 4. Report Council initiatives and developments within IMA.
 5. Inform readers about IMA activity in forthcoming meetings.
 6. Articles by the President and Secretary should feature regularly as they have done so far, but the communications officer would be responsible for producing final, possibly illustrated manuscripts, and for negotiating space and other details with the managing editor of *Elements*.
 7. Assist the Secretary to maintain the IMA website.
- Encourage and assist Commissions and Working Groups to become interactive e-mail newsgroups.

3 - IMA Secretary position

IMA is a non-profit international organization promoting Mineralogy. 39 mineralogical societies or groups are adherent to IMA. On the other hand, IMA is affiliated to the IUGS, the International Union of Geological Sciences. The scientific development of IMA is currently assumed by its 11 Commissions and Working Groups and by its two Committees.

The IMA constitution evolves regularly as new ideas and duties appear with IMA performance. The current, transitory or in progress activities of the IMA Secretary may be gathered into three main functions.

Administration of IMA seems to be the more obvious function which has to be fulfilled by any secretary of a scientific organization. The fact is that IMA has a multifaceted and intricate structure which necessitates numerous contacts and deliverables.

The second function deals with development of IMA performance. This implies coordination of the different IMA boards, especially that of the IMA council, to prepare the key activities pertaining during the IMA business meetings, the IMA General Meeting and other scientific meetings, as well as to assume the development of Committees and Working Groups.

The third function is crucial for IMA despite evidence for no immediate outcome, as it prepares a strategic plan which would be effective in the forthcoming IMA. This function involves not only coordination, but also imagination and even vision. The IMA needs to be inserted into a network of scientific organizations to interact and exchange with and to envision what the public aspires from an international mineralogical organization.

1 - Administration of the IMA

The major tasks include:

- ✓ Assisting the IMA structure which comprises the Executive Committee of the council, the council itself, the IMA officers of Commissions and Working Groups, and the chairs of the IMA Committees,
- ✓ Practical organization of the day-to-day council board activity,
- ✓ Organizing election of the councillors and that of officers of Commissions and Working Groups,
- ✓ Maintaining the record of membership associations and groups from information available from National Representatives and websites,
- ✓ Maintaining the record of membership of IMA councillors and officers,
- ✓ Maintaining contacts with the various IMA boards in order to get ready the various deliverables produced by the IMA secretariat, and informing on actions decided or voted by the IMA council,
- ✓ Maintaining contacts and collaboration with the IUGS adhering organization,
- ✓ Maintaining the record of society transactions completed for quadrennial IMA General Meeting,
- ✓ Preparation of documents for the annual IMA council meeting and for the bi-annual business meeting,
- ✓ Preparation of documents for the IMA Medal ceremony and Conference,
- ✓ Preparation of the annual IMA report to IUGS and minutes of council meetings and business meetings,
- ✓ Maintaining the IMA website.

2 - Coordination and organization of key functions

The secretary in collaboration with the IMA Executive Council are responsible for ensuring that the IMA serves its memberships in the following areas:

- ✓ Business meeting of the IMA every two years,
- ✓ IMA quadrennial General Meeting and other annual scientific meetings,
- ✓ Annual IMA reports and other deliverables on the IMA website,
- ✓ Outreach activities
- ✓ Coordination of formation of Committee and Working Group.

These tasks include more specifically:

- Organizing the IMA Business Meeting,

- Development of tools useful for the mineralogist community,
- Identification of new scientific meeting venues,
- Participation in the development of the IMA publication policy,
- Fostering outreach activities and looking for financial support.

3 - Strategic work

The IMA Secretary should maintain and develop the IMA as a high quality standard scientific organization. The IMA Secretary should foster its permanent key activities and help in developing new ideas coming from either the council, the IMA Officers of Commissions and Working Groups, or from the National Representatives and delegates of adhering bodies.

The strategic work of the IMA secretary should be based on the strategic plans defined by the council which comprise participation to scientific meetings, communication of news, creation of new Working Groups, development of Commissions and Working Groups and that of Committees, development and improvement of database and tools helpful for mineralogists. Due to its position within the IMA, suggestions for strategic work to be discussed by the Council should be also provided by the Secretary.

Activities developed by the IMA Council should increase the IMA visibility within international organizations but also among mineralogists. This involves for the IMA Secretary liaising with international scientific associations and unions, and developing interactive communication between mineralogists, in particular through the IMA website.

These proposals are in agreement with the IMA constitution and by-laws. To develop the different IMA activities and its visibility, the financial base of the IMA have to be enlarged. This could be achieved by looking for sponsoring.

4 - Draft Terms of reference for the IMA Commission on Applied Mineralogy

OBJECTIVE

Vision:

To provide leadership in knowledge sharing for the broad range of applied mineralogy fields and to offer means for professional development for applied mineralogists.

Mission:

To build and sustain a strong commission that provides value to its members in alignment with the IMA's vision.

Interest areas:

CAM's interest areas cover a full spectrum of applied mineralogy activities in extractive metallurgy, mineral exploration and mine development, building materials, ceramics, glasses, preservation of cultural heritage and archaeological materials, disposal of mine and industrial wastes, and development of advanced characterization techniques.

Strategic goals:

- Strengthening the linkage between IMA-CAM and ICAM;
- Organization of sessions and symposia during ICAM and IMA meetings;
- Investigation of the feasibility of developing and offering modular short courses;
- Organization of workshops and short courses on applied mineralogy;
- Establishment of awards recognizing excellence and outstanding achievements and contributions of CAM members;
- Update of the membership (individual and corporate) and national representatives;
- Development and maintenance of a membership database;
- Inquiry of funding from the industry in the form of sponsoring events, awards, competitions and web-page administration;
- Establishment of sub-commissions on a number of sub-disciplines;
- Promotion of the applied mineralogy field.

EXECUTIVE COMMITTEE

CAM's executive committee consists of the Chairman, Vice-Chairman, Secretary, Past-Chair and Chairs of the Sub-Commissions (currently 3).

DUTIES OF MEMBERS OF EXECUTIVE COMMITTEE

Chairman:

- Provides leadership to CAM and its Executive Committee in formulating the Commission's vision, mission, goals and objectives, and in establishing policy guidelines;
- Ensures that CAM operates in accordance with its terms of reference and the rules/guidelines of IMA;
- Reviews the activities of CAM to ensure that the activities are beneficial to IMA;
- Interacts with the Chairs of other IMA commissions;
- Submits an annual report on CAM's status and activities, and other required reports to IMA;
- Informs the IMA Secretary and IMA Correspondent about the Commission's activities;
- Presides at business meetings of the Commission and IMA.

Vice-Chairman:

- Assists the Chairman in the management of CAM;
- Serves as the Chairman of the Commission in the absence of the Chairman at meetings.
- Proactively interacts with the members and National Representatives for accomplishing the objectives;
- Plans, organizes and participates in scientific and technical events.

Secretary:

- Records the proceedings of meetings of CAM;
- Attends to correspondence;
- Issues announcements of meetings and agenda;
- Plans and participates in the activities of CAM.

Past-Chair:

- Maintains continuity with the past activities of CAM;
- Provides guidance to CAM in setting policy guidelines and strategic planning;
- Plans and participates in the activities of CAM.

Sub-commission Chairs:

- Participate in the activities of the Executive Committee;
- Carry out the tasks they accept to undertake as members of the Executive Committee;
- Provide leadership to the Sub-Commission;
- Promote the activities of CAM and IMA within areas of interest;
- Ensure that the Sub-Commission operates in accordance with CAM's terms of reference and the rules/guidelines of IMA;

APPOINTMENTS/NOMINATIONS:

Chairman:

- Serves a four-year term as the Chairman of the Commission;
- Nominated by the Executive Committee of CAM;
- Elected by IMA.

Vice-Chairman:

- Serves a four-year term as the Vice-Chairman of the Commission;
- At the completion of the four-year term, the Vice-Chairman is nominated to become the Chairman of the Commission;
- Elected by IMA;
- Members of the Executive Committee are eligible for the position of the Vice-Chairman, if they have had at least two years of active service in the Commission and have demonstrated ability and a keen interest in the Commission and IMA.

Secretary:

- Serves a four-year term as the Secretary of the Commission;
- Nominated by the Executive Committee of CAM;
- Elected by IMA;
- CAM members who have demonstrated ability and a keen interest in the affairs of the Commission are eligible for the position of the Secretary.

Past-Chair:

- Chairman becomes Past-Chair after completing four years of service
- Serves for a period of four years.

Sub-commission Chairs:

- Appointed by the Executive Board of CAM;
- Each sub-commission chair is appointed to serve an unspecified term;
- The term of service of any sub-commission chair may be reduced by the Chairman of CAM;
- Sub-commission chairs can be nominated by the members.

SUB-COMMISSIONS

The Executive committee may designate from time to time sub-commissions as it considers necessary. A sub-commission can be disbanded once its task is completed or when the sub-commission becomes inactive. The Executive Committee can, at anytime and at its discretion, disband a sub-commission or modify its scope.

5 - IMA Medal Committee Handbook

June, 2009

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[1] GENERAL IMA COMMITTEE GUIDELINES

The information in this notebook is designed to provide communication between the IMA Council and the committee, and continuity between successive committees. The notebook contains committee responsibilities, committee procedures and schedules, and past history and actions where applicable.

The committee is expected to submit a report for the yearly IMA Council meeting. Council meetings are usually held in conjunction with either IMA, IGC, Goldschmidt meetings or any meeting organized by a mineralogical society (June/August). The committee for the IMA medal must submit a report every two years with recommendations of the candidates to Council. The IMA Secretary will send you a reminder when a report is due. Committees are neither authorized to communicate their recommendations to others, nor to take action unless directed by the Council.

The Secretary of the association, in consultation with the President, is responsible for notifying committee chairs and members who have been asked to serve and give them their instructions. Committee chairs are responsible for communicating directly with their committee members about all committee work. The Secretary of IMA is available to answer questions, and when possible, provide information or documentation as required. However, the IMA Secretary is neither a working member nor the secretary of the committee.

As you serve your term please retain copies of relevant items. You will be asked to send such items at the end of your term to the Secretary so that they may be passed along to the next chair. Should you serve more than a one-year term, you will be provided with updated information each January.

Questions or comments should be sent to the Secretary: Maryse Ohnenstetter
Secretary of IMA; International Mineralogical Association; CRPG; 15, rue Notre Dame des Pauvres;
B.P. 20, 54501 Vandœuvre-les-Nancy Cedex, France. Tel: 33 3 83 59 42 46; Fax: 33 3 83 51 17 98.
Website : <http://www.ima-mineralogy.org>

[2] RESPONSIBILITIES OF THE IMA MEDAL COMMITTEE

The IMA Medal Committee is responsible for recommending to Council the name of an individual who, in the opinion of the Committee, is deserving of the IMA Medal. Nominated individuals must meet the specific criteria for receipt of the award given in the GUIDELINES.

Nominators are individual members of a mineralogical society or group adhering to IMA, or mineralogical societies or groups adhering to IMA. In the latter case, the National Representative of the mineralogical society or group adhering to IMA will inform the Committee Chair of the proposed nominee. Deadline for nomination is indicated in Elements and in the IMA website. Nominations cannot come directly from committee members. The award committee is also responsible for ensuring an adequate number of appropriate nominees. To accomplish this, the committee chair may wish to be a non-voting committee member. In that way the chair can more comfortably solicit nominations knowing that he or she will not have to decide among them.

Packages must be up to date and complete. Each nomination must be accompanied by a Nomination Checklist, which is available online or from the IMA Secretariat. The checklist asks that a nomination package:

- include a cover letter from the nominator outlining the candidate's qualifications in the light of the criteria for the award.
- include supporting letters from at least three (3) but no more than five (5) other individuals (sponsors). These should focus on how the candidate meets the criteria of the award.
- include a complete curriculum vitae and a bibliography of published works exclusive of abstracts, book reviews, and papers that have not yet been accepted for publication.

Nominations can be carried over to following years if the nomination package is updated by the nominator. Any nomination not renewed after 4 years should not be considered further.

After collecting the nominations, the chair sends the candidates to the committee members. Committee members are responsible for evaluating the individuals who have been nominated and meet the criteria of the award detailed in the GUIDELINES. Committee member preferences are expressed in a form of one or more votes until a single recommendation is identified. The outcome of this vote is then reported to the Council in a committee report submitted to the Council.

It is the duty of the Council to act on this recommendation, either by accepting or amending it. It is helpful for the Committee report to include a ranked list of those individuals considered during the Committee's deliberations. Following Council action and acceptance by the individual selected, the IMA Medalist will be announced to the membership by the IMA Secretary.

The President will inform the committee Chair about the Council's action. The Chair should inform the committee members and the nominators. In communicating with the nominators, the chair should convey the results, IMA's appreciation for their efforts, and, if appropriate, give suggestions for any changes that might strengthen the nomination of their candidate if they chose to resubmit it.

[3] GUIDELINES FOR SELECTING THE IMA MEDALIST

- (1) The IMA Medal is for scientific excellence as represented by long-term outstanding scientific publication in the field of mineralogical sciences which are defined in its broadest sense.
- (2) The length of the candidate's publication list is less significant than the quality of his or her contribution(s).
- (3) Mineralogy is broadly defined and the candidate need not qualify as a mineralogist. Rather his or her published record should be related to the mineralogical sciences and should make some outstanding contribution to them. All endeavors are equally suitable for the award: mineralogy, geochemistry, petrology, crystallography, and applied mineralogy.
- (4) The award shall be made without regard to nationality.
- (5) Membership in a mineralogical society is not a necessary prerequisite to receive the award.
- (6) The award is given biennially only if a suitable candidate can be recommended by the Committee or selected by the Council.
- (7) Nominators, either the individual member of a mineralogical society or group, or a National representative of a mineralogical society or group, must submit complete nomination packages by **April 1**. This date is announced in *Elements* and on the IMA website.
- (8) Packages must be up to date and complete. Each nomination must be accompanied by a Nomination Checklist, which is available online or from the IMA Secretariat. The checklist asks that a nomination package:

- include a cover letter from the nominator outlining the candidate's qualifications in the light of the criteria for the award.
- include supporting letters from at least three (3) but no more than five (5) other individuals. These should focus on how the candidate meets the criteria of the award.
- include a complete curriculum vitae and a bibliography of published works exclusive of abstracts, book reviews, and papers that have not yet been accepted for publication.

The nominator should collect the documents listed in the checklist, in particular the letters of support provided by sponsors.

The nomination package should be a single electronic file, preferably as a PDF.

The nominator will send the package to the Committee chair.

The title of the email should include the name of the nominee.

(9) Nominations can be carried over once if the nomination package is updated by the nominator. Any nomination not renewed after 4 years will not be considered further.

(10) The recipient of the IMA Medal is required to present a lecture on a topic related to the award at the meeting of the Association at which the medal is presented. The lecture will be published in a suitable international journal of mineralogy, with the agreement of the IMA Medal Committee.

(11) The award committee is responsible for ensuring an adequate number of appropriate nominees. Committee members are encouraged to identify potential nominees and nominators, and to forward those names to the committee chair **two months** prior to the deadline. To promote full participation without conflict of interest, however, committee members should neither be nominators nor provide supporting letters to a nomination.

(12) Review the list of all previous nominees. Reduce that list to those whose nominations have been active or renewed in the last two years. Include this list in your final Report to IMA Council so that IMA can start with a fresh and active list of nominees for next year.

(13) Once the list of nominees has been compiled, the Chair will ask each committee member to identify known or potential conflicts of interest that might bias or otherwise preclude an objective assessment of the candidates. Between them, the Chair and committee member in question will decide if a situation warrants that the member be relieved from voting on a nominee. Committee members cannot participate in votes for nominees from the same country.

(14) Do not let the sheer numbers of supporting letters influence your decision.

[4] TYPICAL IMA COMMITTEE CHAIR ACTIVITIES DURING THE YEAR PRIOR TO MEDAL PRESENTATION YEAR (i.e. even-odd numbered years)

November

1. Review the description of the IMA Medal on the IMA website at < <http://www.ima-mineralogy.org>>. It includes a description of the award and medal and instructions for nominating individuals. The Nomination Checklist is available either online as a pdf, or MicroSoft Word file from that page. If you spot the need for any corrections or clarifications, please let the IMA Secretariat know.
2. Solicit nominations from IMA society members and individual members of a mineralogical society or group, by submitting a notice to the editor of *Elements*. Because of possible timing problems, a brief notice is always submitted by the IMA Secretariat for the September and December issues of *Elements*. Keep in mind that space for IMA announcements in *Elements* is limited.

December

1. Contact each of your Committee members to verify that they have agreed to serve and have accepted. In your message to each Committee member describe the duties of the Committee, and the schedule you will want to follow. Ask Committee members to identify potential nominees from either the previous considerations (see last Section below) or new nominees.

January

1. Solicit re-nominations of candidates from the nominators and letters of support of non-winning finalists from previous years that the Committee would like to reconsider.
2. Solicit documented nominations from the IMA membership by submitting a notice within the home page of the IMA website. You may want to do so several times over the next few months.

February 1

- Deadline for Committee members to identify potential nominees and nominators, and to forward those names to the committee chair.

February

1. Submit report to the IMA Secretariat. At this stage the Council is interested in learning if the Committee is established and working. The IMA secretariat should send you a reminder, and describe the format of the report.

March

April 1

1. Usual deadline for the committee to receive nominations, re-nominations, and supporting letters for the IMA Medal.
2. Make copies of nomination packages and distribute or make these available to the members of the committee.
3. Solicit first round of votes from the committee.
4. Acknowledge nominators and supporting letter writers.

May

1. Evaluate first round of voting.
2. Hold additional votes or discussions with the Committee as needed in order to select a medalist.

June

1. Submit report containing recommendations for the IMA Council Meeting to the IMA Secretariat. The Business Office should send you a reminder, and describe the format of the report. Include:
2. ranked list of all individuals considered during the Committee's deliberations and reasons for excluding any carry over nominations.
3. candidate recommended by the Committee.
4. a short statement on why the individual was chosen for the award supporting documentation for the first choice nominee with the report.

July-August

1. Return Committee materials to IMA Secretariat. Include nominations, supporting letters, and c.v's of other candidates the committee considered. Offer comments for revisions of the notebook, procedures, information that the next chair would find helpful.
2. The President informs the committee Chair about the Council's action.
3. Chair informs committee members and the nominators about the results.

[5] MEMBERS OF THE IMA MEDAL COMMITTEE

The committee comprises **8 members** who each serve **4-year terms**, plus one Council member who typically serves 4 years as committee chair.

[6] FORMAT OF THE REPORT TO COUNCIL

Before June, you will receive a communication from the IMA Secretariat requesting a Committee report. This can be relatively simple affair. The format is

Report of the IMA Medal Committee
to the IMA Council Meeting

(Date you wrote the report)

Committee: (list member names, affiliations)

Action Items: (if any, state if none)

Report: For the final report, include:

- (1) a list of all individuals considered during the Committee's deliberations and reasons for excluding any carry over nominations.
- (2) candidate recommended by the Committee.
- (3) a short statement on why the individual was chosen for the award

Appendices: for the final report include the nomination package - letter of nomination, letters of support, and CV.

[7] RECENT COMMITTEE REPORT(S) AND ACTIONS OF COUNCIL

[8] CURRENT NOMINATIONS

Nomination packages for individuals nominated or re-nominated for the award in the last two years, and for which the IMA Secretariat has been informed, will be accessible, using a standard ftp client for access:

host:
username:
password:

This site is for use by the Committee. You do not want nominators to have access to the site.

In addition to considering new nominations received this year, your Committee should review these previous nominees. Contact the nominators of candidates whose nomination packages have not been updated in the last 4 years. Otherwise, reduce that list to those whose nominations have been active or renewed in the last two years. Include a list of all nominees that your committee considers in your final Report to IMA Council so that we can start an active list of nominees for next year.

5 - IMA Outreach Committee Handbook

Mission

The mission of the Outreach Committee is to aid the IMA Council in identifying programs and activities that have an external focus with the objective to improve the visibility, understanding and appreciation of the IMA and its related commissions and Working groups.

The primary purpose of the Outreach Committee is to recommend and develop research activities, useful and educative outreach materials that will be used by IMA society members, mineralogists, and to a larger extent by Earth scientists including teachers. This will help the interest in Mineralogical Sciences and complementary Earth Sciences. Emphasis will be concentrated on developments of tools for mineralogists, including database development, interactivity between mineralogists through IMA websites development, and communication to members and non-members.

Membership

The Outreach Committee will include members representative of the different fields of activity that have been defined for the Outreach Committee.

The following subcommittee is already included in the Outreach Committee:

- 1) IMA Databases on Mineralogical Properties - chaired by Bob Downs
- 2) Optic Instruments - chaired by David Hirsch
- 3) IMA Archives & History
- 4) IMA Website Development

The following activities could be also comprised within the Outreach Committee work for the IMA development:

- Commissions and Working Group Interface
- Museum Interface
- Liaisons with Associations, foundation and Meetings
- Academic Interface, Education and Public Information
- History, traditions and Archives
- Publications
- Strategic planning

All the members have to be appointed by the IMA Council. The IMA Communication officer will be a member of the Committee as well as the IMA Webmaster, and delegate members from the Commission on New Minerals, Nomenclature and Classification (CNMNC) and the Commission on Museums.

To foster leadership, the Outreach Committee should comprise members in charge of activities and duties recognized by the outreach committee and by the IMA Council. The chair of the committee, with the approval of the board, could appoint additional members if deemed appropriate and beneficial. Likewise, to achieve his mission, each member of the outreach committee, could be help by other scientists through the existence of transient subcommittees.

The term of the office should be four years for the Chair of the Outreach Committee. At the end of his term, the chair shall make recommendations to the IMA President regarding which committee members are ready for chairing the Outreach Committee, and recommend a new chair. Should there is no suitable candidates within the committee, the chair shall make a recommendation from outside the current committee. The outgoing chair could serve one additional year as the past chair.

Relations to the IMA Council

The Outreach Committee Chairs will advise the IMA Council on Outreach issues and submit a biannual report to the IMA secretary, one at the fall of the year to be included in the IMA annual report, the second prior to the IMA Council Meeting.

If the Outreach Committee wishes to make a recommendation which requires a vote of the council, in addition to the biannual report, the Outreach Committee should submit to the IMA secretary a statement of the proposed motion and one or two paragraph stating why the motion should be passed. Motions and supporting documentation should be submitted three weeks before the Council Meeting.

Meetings

The Outreach Committee will meet once a year. The committee will meet as necessary by electronic mails and telephone conference calls.

Annex of the Outreach Committee handbook:

Development of present-day sub-Committees and other possible developments in the future.

1) IMA Database of Mineral Properties chaired by Bob Downs

The duties of the IMA Database on Mineral Properties include managing the content of the website at www.ruff.info/ima, that interactively displays the list of all the IMA CNMNC minerals recognized as valid species with accessory information and links and its functions. It is actually a database and JAVA program that is downloaded and used through a browser. A professional programmer is funded by the RRUFF project to write the computer code for the website.

The main items are as follows:

1. Managing the definitive list of mineral names and their chemical compositions. The highest priority is to ensure that this information is perfect. The effort primarily involves two components, a) identifying new mineral information, from the CNMNC website b) keeping track of changes to the existing minerals.
2. A goal of the committee is to identify the original descriptive articles for each mineral, and obtain and post the associated PDF.
3. The ability to group minerals into various classification schemes is important. To this end the website has invoked the web-design concept of tags.

Additional goals include:

1. Get others involved! especially from the IMA Commissions and Working groups
2. Streamline the access to the database so that other websites and individuals can make optimal use of it.

Chair : Bob Downs - rdowns@u.arizona.edu

2) Optic Instruments - chaired by David Hirsh

3) IMA Archives & History

The IMA should sum up his development, collecting information on IMA as well as on Mineralogy sciences. This has to be written and displayed on the IMA Website and/or on any other support. A chair should have contacts in all the countries to collect the available information.

4) IMA Website Development chaired by Maryse Ohnenstetter

The aim is to develop a dynamic website for IMA and to increase interactivity with the websites of IMA Commissions and Working Groups.

Other possible tasks:

- Commission and Working Group Interface

To get information from the Commission and Working groups on their communication aspects as well as on their development, involvement in meetings, and new prospective which are of interest for the IMA.

- Museum Interface

There are specific aspects dealing with the maintenance of mineral collection within museums. How IMA could help mineralogical museums and be more visible through the action of the Outreach Committee is the target of this specific item. International projects could be established to get funds.

- Technological Information - Databases

Its mission is to make available information on different tools: apparatus, software, hardware, and to provide or to coordinate databases to be used by mineralogists, other scientists, and by the public.

- Publications

There are information to provide on IMA and books or reviews to publish following the work of Commissions and Working groups. There is also some special publications to prepare due to the involvement of the IMA Commissions and Working groups in meetings. This topic already involved the IMA communication's officer as well as officers of Communication - Working groups.

- Links with Associations, Foundation, and Meetings

Its role is to:

- communicate with the scientific associations and with IUGS

- contact associations for participating to meetings and
- propose to the IMA council a planning for the involvement of IMA in meetings

- Academic Interface, Education and Public Information

The mission of the Communication and Public Information chair is to improve visibility, understanding and appreciation of the IMA, especially for science management.

The primary target audience consists of our profession colleagues, as well as of the IMA society members. A second target should be constituted by students, teachers, and the general public interested in Earth Sciences and visiting Mineralogical Museums, and scientific Websites. There is a specific development of information towards University, colleges and teachers, organizing website of interest on Mineralogy and related sciences

The main Public relations consist of (1) taking steps that contribute to effectively branding our profession in minds (2) issuing press release, (3) responding to requests for assistance from reporters and writers, (4) building relationships with our society members, commissions, working groups, committees, and experts.

- Strategic planning

This mission is to coordinate, originate, and develop the marketing aspects of projects of the Outreach committee. He should develop the liaisons between the Outreach members, but also between society members, individuals and to develop information. His results is of critical importance for the IMA Council to develop a comprehensive Strategy and Implementation Plan (SIP).
