

**THE INTERNATIONAL PYROTECHNICS SOCIETY**

**CONSTITUTION**  
AND  
**BYLAWS**

Adopted November 25, 1981  
Revised February 1, 1984  
Revised February 1, 1988  
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# **THE INTERNATIONAL PYROTECHNICS SOCIETY**

## **CONSTITUTION**

**NAME:** This Society is named "The International Pyrotechnics Society" (IPS)

**PURPOSE:** The Purposes of this Society are:

1. To promote and facilitate the exchange of information concerning the science and technology of energetic materials - pyrotechnics, as well as propellants and explosives.
2. To create and maintain information resources which can expedite and enhance a Member's search for information regarding the science and technology of energetic materials, as well as information on devices and applications which utilize energetic materials.
3. To sponsor or sanction symposia on topics in the field of energetic materials research, development, technology, and applications at such intervals as may be appropriate to further its first purpose as stated above.
4. To encourage research and education in the science and technology of energetic materials.

### **ORGANIZATION:**

The International Pyrotechnics Society, with Officers and Members from any or all of the participating countries

### **MEMBERSHIP:**

Membership is open to all persons who have and can show a bonafide interest in pyrotechnics and/or other types of energetic materials, such as propellants and explosives.

Members will be categorized as: 1) Charter Member, 2) Regular Member, 3) Corporate Member ( Sustaining or Supporting) and 4) Life Member.

## **OFFICERS:**

The International elected officers of the Society shall be a President, two Vice-Presidents, a Secretary, a Treasurer and an Archivist. The two Vice-Presidents may not be from the same country, at any given time. To maintain continuity of currency (US dollars) for the Society's assets, the Treasurer must be a US citizen and reside in the United States. In addition, no two serving officers may be from the same company/organization.

## **TERMS OF OFFICE:**

International Officers:

1. All officers of the Society will be elected by vote of the active Members every two years (even numbered years) to serve a term of two years.
2. The President may not serve more than two consecutive terms (four years).
3. The Vice-Presidents may not serve more than two consecutive terms (four years).
4. The Secretary may serve for a maximum of five terms (ten years). Upon request by the IPS Officers (majority vote), the Secretary's service may be extended past the ten year maximum in two year (one term) increments, assuming he/she is willing to run for office again and is elected by the active Members of the Society.
5. In the interest of maintaining financial continuity for the Society, the Treasurer may serve for an indefinite number of two year terms. This is contingent upon the incumbent Treasurer's continued willingness to run for office, nomination by the Nominations Committee and reelection to the office by the active Members of the Society.
6. In the interest of maintaining continuity in the care and maintenance of Society records and archives, the Archivist may serve for an indefinite number of two year terms. This is contingent upon the incumbent Archivist's continued willingness to run for office, nomination by the Nominations Committee and reelection to the office by the active Members of the Society.

## **SUCCESSION:**

The President may serve for two consecutive terms. Each Vice-President may serve for two consecutive terms. The Secretary may serve for five or more terms. The Treasurer and Archivist may serve an indefinite number of terms. If the Office of President is vacated, the most senior Vice-President shall assume the Office and responsibilities of IPS President until the end of current term. If any other Office is vacated, and there's less than six months remaining in the current term, then the IPS President will appoint someone to fill the Office until the the end of the term. If any other Office is vacated, and there is more than six months remaining in the term, then a "Special Election" will be held to elect a replacement Officer. A Nominations Committee shall be selected/organized and led by the IPS President. The Members of the Nominations Committee for the "Special Election" ( total of three, including the IPS President) can be past IPS Presidents and current IPS Officers. Nominations will be solicited from the active Membership of the Society. The Nominations Committee will select no more than three candidates to run for the vacant office. The winning candidate, elected by vote of the active Membership of the Society, shall serve out the remainder of the current term.

## **INSTALLATION:**

Officers will assume their duties at the IPS General Business Meeting immediately following the announcement of their election. It is intended that this General Business Meeting of the IPS occur midweek during the biennial IPS Seminar held in the United States (even numbered years). This Seminar is for the purpose of presenting scientific papers, lasts for three or more days and is international in scope.

**FINANCES:** The financial operations of the Society shall be subject to the following rules and guidelines:

1. With respect to Member dues payment, the Fiscal year shall begin at 12:01 AM, July first and shall terminate at 12:00 AM, June thirtieth.
2. Disbursements may be made only by check signed by the current IPS Treasurer or the current co-signer for the IPS checking account.
3. Income will be primarily from biennial Member and Corporate dues. A secondary source of income can be from contributions and gifts.
4. All income is to be deposited in a federally insured

savings account, or the national equivalent, from which funds may be withdrawn by a single signature for deposit to a checking account in a federally insured savings institution or bank, or the national equivalent. The balance in the checking account should not exceed ten percent of the savings account balance. Checks drawn against this account require only a single signature, that of the current IPS Treasurer or the current account co-signer.

5. Officers will serve without remuneration. They will be reimbursed for essential and reasonable expenses incurred in the performance of their duties. Expenses in excess of the limit set in the Bylaws must be approved by a majority vote of the IPS Officers.

#### **BUSINESS MEETINGS:**

A General Business Meeting of the IPS Membership will be held annually in conjunction with the sanctioned IPS Seminar. This meeting will be conducted by the current IPS President or an IPS Officer delegated by the President to conduct the meeting in his/her absence. The state of the Society and its Membership, Society finances, election results and any actions by the Membership and/or IPS Officers which occurred during the previous year will be presented and discussed at the General Business Meeting. Newly elected IPS Officers will be announced at the biennial IPS Seminar held during summer months in the USA in even numbered years.

#### **VOTING RIGHTS:**

All Members in good standing\* may cast one vote in all general elections and meetings, unless voting rights are restricted by the IPS Bylaws.

#### **ELECTIONS:**

Elections of officers and changes in the IPS Constitution and Bylaws will be decided by a simple majority of the ballots received from the active\* Membership.

**\*Note:** Active Members are those in good standing by virtue of being current in payment of their IPS Membership dues.

## **PUBLICATIONS:**

1. The official journal for The International Pyrotechnics Society is Propellants, Explosives, Pyrotechnics, published by John Wiley & Sons, Inc. (Wiley-VCH Verlag GmbH&Co.) [http://onlinelibrary.wiley.com/journal/10.1002/\(ISSN\)1521-4087](http://onlinelibrary.wiley.com/journal/10.1002/(ISSN)1521-4087)
2. The Society will provide an information newsletter to the IPS Membership not less than twice a year. The IPS Secretary will be responsible for preparing and distributing the newsletter via e-mail/mail to the Membership.

## **CONSTITUTIONAL AMENDMENTS:**

Amendments to the Constitution and Bylaws may be presented by any IPS Member to the Officers. A two-thirds affirmative vote by the Officers is required to present the suggested change of the Constitution and Bylaws to the Society Membership for their action by a referendum. A two-thirds affirmative response of the votes returned for the referendum is required for the adoption of the proposed change. The referendum will be held by simultaneous e-mailing/ mailing of ballots or by online E-voting by the active Membership. Six weeks from the date of e-mailing/ mailing or online E-voting, the return ballots/ votes will be tallied and the referendum closed. Results will be announced by an e-mailing or mailing to all active Members.

## **FOUNDING AND CHARTER MEMBERS**

### **FOUNDING MEMBERS:**

**Dr. David H. Anderson**

Sandia Laboratories

**Mr. Robert M. Blunt**

Denver Research Institute

**Dr. David R. Dillehay**

Longhorn Army Ammunition Plant  
Thiokol

**Dr. Bernard E. Doua**

Naval Weapons Support Center  
Crane

**Dr. A.J. Tulis**

Illinois Institute of Technology Research Institute

## **CHARTER MEMBERS:**

### In the USA

Mr. James L. Austing  
Mr. Louis Ayrani  
Mr. Authur F. Bowman  
Mr. Paul G. Cooper  
Mr. Jimmie G. Day  
Mr. Edward L. Dean  
Dr. Carl Dinerman  
Mr. V.T. Dinsdale  
Mr. James E. Dodgen  
Mr. Robert T. Findley  
Mr. T. Michael Fish  
Mr. John W. Fronabarger  
Mr. Roland H. Guay  
Mr. William F. Hammetter  
Mr. E.E. (Ted) Hannum  
Dr. Alexander P. Hardt  
Mr. Albert A. Heckes  
Mr. Larry M. Lee  
Mr. David Levey  
Mr. Louis Lo Fiego  
Mr. Frances G. Lopata  
Mr. John McDonald  
Mr. Frederick L. McIntyre  
Dr. Joseph H. McLain  
Dr. Neale A. Messina  
Mr. William E. Moddeman  
Mr. George C. Mullenix  
Mr. Alan Munger  
Mr. Raymond Ng  
Mr. Lloyd G. Noel  
Mr. N. Neil Ogimachi  
Mr. Peter Ostrowski  
Mr. Charles Reade Jr.  
Mr. Charles Reade Sr.  
Dr. A.L. Roberts  
Mr. C. Dale Robinson  
Mr. Jacob Savitt  
Mr. Alex Schuman  
Mr. James F. Short Jr.

### Outside the USA

Dr.T.J. Barton - England  
Dr. Bernard Berger - W.Germany  
Dr. Sven T. Berglund - Sweden  
Prof. M.L. Bernard - France  
Mr. Neil Cable - Netherlands  
Mr. Per Collvin - Sweden  
Mr. Jehoshua Corem - Israel  
Mr. John M. Crewe - South Africa  
Mr. Tore Davegardh - Sweden  
Mr. Alan L. Davitt - Canada  
Prof. Jing Ding - China  
Dr. H.M. Freiwald - W.Germany  
Mr. Muhammad T. Gill - Pakistan  
Dr. E.D. Glyde - England  
Dr. Jan Hansson - Sweden  
Drs.Sc. Guy Hendricks - Belgium  
Dr. Geoffrey Hooper - England  
Mr. Syd Howlett - England  
Mr. Kjell Ole Jacobsen - Norway  
Mr. Normand A. Jerome - Canada  
D.Eng. Stig Johansson - Sweden  
Dr. Uwe Krone - W.Germany  
Dr. Peter G. Laye - England  
Dr. Lorand M. Lenji - Israel  
Mr. Pierre Lessard - Canada  
Dr. Arie Peretz - Israel  
Dr. C.P. Ramaswamy - India  
D.Sc. Ralph Scotoni - Liechtenstein  
Dr. Takeo Shimizu - Japan  
Mr. John P. Small - Australia  
Dr. Hartwig Treumann - W.Germany  
Mr. Hubert G. Usel - Austria  
Drs. N.H.A. Van Ham - Netherlands  
Dr. Fred Volk - W.Germany  
Mr. Norman R. Williams - England

In the USA

Mr. Thomas W. Slusher  
Mr. Robert D. Smith  
Mr. Rex L. Smith  
Mr. Tom H. Takahashi  
Dr. Frank R. Taylor  
Dr. Anthony P. Trippe  
Mr. Frank J. Valenta  
Mr. Harold G. Watson  
Dr. Henry Webster III  
Mr. Robert Weinheimer  
Mr. Paul Wilcox  
Mr. John E. Wildridge  
Mr. Norman Wilkaitis  
Mr. V.G. Willis



# THE INTERNATIONAL PYROTECHNICS SOCIETY

## BYLAWS

### **Article I: NOMINATIONS AND ELECTIONS**

#### **Section A - Officers Nominations Committee**

Elected Officers shall be nominated by a Nominations Committee of three Members who shall be the three most recent Past Presidents of the Society. The most recent Past President shall be Chairperson of the Nominations Committee. Should three Past Presidents be unable or unwilling to serve on the Nominations Committee, the Committee Chairperson shall appoint persons to fill all vacancies. The Nominations Report of the Nominating Committee will be made to the current IPS President for concurrence not later than five months before the start of the US Seminar (even year) at which the next General Business Meeting will be held.

Note: Names of candidates to be considered for nomination will be requested from the IPS Officers and the General Membership seven months before the start of that Seminar. At this same time, the current President will request that the most recent Past IPS President assemble a Nominations Committee.

#### **Section B - Elections and Proposals**

International elections shall be held biennially, by mail/e-mail or online E-voting. Only Members in good standing shall be entitled to nominate an individual for election, or to vote in the election of IPS Officers. Only Members in good standing who have been Members of the Society for at least four previous years shall be proposed or accepted as nominees for office. Officers shall be elected by a majority vote of those Members voting.

The Secretary of the Society will advertise the administrative details of the elections in a suitable issue of the Society's Newsletter. These details will include:

- the composition of the Nominations Committee;
- the last date at which nominations by the General Membership will be accepted by the President or Secretary;
- the date by which the ballots will be mailed/e-mailed to the General Membership, or instructions for online E-voting will be made available;

- the last date for the return of completed ballots by mail/e-mail to the Secretary or for completion of online E-voting.

So that the Members will have adequate time to consider the nominations and vote on them, and so that the new Board will be able to plan for its assumption of responsibility at the next General Business Meeting, the following timetable will be adhered to as far as is practicable:

- the announcement of the elections in the IPS Newsletter will be made not later than seven months before the start of the US Seminar, and will allow at least four weeks for the General Membership to submit written nominations to the IPS President or Secretary, who in turn will submit them to the Nominations Committee;
- nominations to the Secretary from the General Membership and IPS Officers will be in writing by mail/e-mail and will not be accepted after a date no later than six months before the start of the US Seminar;
- a period of eight weeks will be allowed between issue of ballots by the Secretary or the start of E-voting, and his/her receipt of completed ballots or E-votes from the General Membership;
- the date for return of completed ballots or E-votes to the Secretary shall be not later than six weeks before the start of the US Seminar at which the new Board will assume office.

The Secretary shall deem Members who do not return their ballot or E-vote (or otherwise advise the Secretary of their voting intention in writing or electronically by e-mail) by the prescribed date, to have forfeited their right to vote in that election.

The IPS Secretary shall count the votes and report the results to the IPS President, who in turn will report the election results to the current IPS Officers, the newly elected IPS Officers and the General Membership. In the event of a tied vote, the office in question shall be decided by a majority vote of the current IPS Officers.

## **Article II: MEMBERSHIP**

### **Section A - Membership Classification**

There shall be the following classes of Membership:

1. Charter Member
2. Regular Member

3. Corporate Member
  - a. Sustaining
  - b. Supporting
4. Life Member

## **Section B - Qualification for Election for Membership**

### 1. Charter Members

A Member who was named in the original Constitution of The International Pyrotechnics Society.

### 2. Regular Members

- a. An applicant for Membership should have duties or interests related to advancing the cause of research, development and/or production in the general area of energetic materials; more specifically, pyrotechnics, propellants and explosives.
- b. Application must be made to the IPS Treasurer on the form approved by the IPS Officers. Details should be disclosed to demonstrate prescribed duties or interests defined in the Bylaws (above, Sec.B- 2a). The application may be referred to the Officers of the Society for arbitration, if required.
- c. If the application is approved, the applicant shall be notified by the IPS Treasurer. Upon payment of dues, the name of the new IPS Member will be added to the official Members List of the Society.
- d. An application may be rejected by a two-thirds vote of the Officers of the Society, if in the opinion of the Officers, the applicant is guilty of professional misconduct, or of action prejudicial to the best interests of The International Pyrotechnics Society or the professions it represents.

### 3. Corporate Members

- a. The IPS Treasurer shall admit as Corporate Members, those companies, associations, foundations, groups, or individuals contributing annually to the Society a sum designated by the Bylaws and who meet eligibility requirements as established by the Bylaws. Upon their approval, acceptance by the IPS Treasurer and payment of contribution, Corporate Members shall be added to the official Members List of the Society. The individuals designated by Corporate Members to represent them in the Society shall have the privilege of

attending all meetings of the Society. They shall also be eligible to vote and hold office.

b. Contributions

- 1) Sustaining Member - contribution of \$200 - \$999  
(Benefits 1,2,3,4)
- 2) Supporting Member - contribution of \$1000 - \$2000  
(Benefits 1,2,3,4,5,6,7)

c. Benefits

- 1) Membership in the Society for the Chief Executive Officer and his/her nominee(s). One Member for each \$200 contributed.
- 2) Discounted annual Society dues for one employee for each \$200 Contributed. The discount is to be determined by the IPS Officers.
- 3) Discounted registration fees at seminars for employees who are Society Members.
- 4) Listing of the donor's name and logo in each issue of the Society Newsletter along with a half-page of free advertising space.
- 5) A set of CDs for the Proceedings of the past ten IPS Seminars held prior to the date of Membership.
- 6) No fee for exhibit space at IPS Seminars.
- 7) Preferential location in the exhibit area.

4. Life Members

- a. The IPS Officers shall have the power to elect one Life Member biennially in recognition of outstanding service to the Society and the energetic materials community.
- b. Life Members shall be entitled to vote and to receive the Society Newsletter and shall be exempt from paying dues.
- c. A Life Membership can be purchased for \$600 US.

5. Members in Good Standing

Members in good standing or "active Members" are those who are current with

respect to payment of IPS dues.

### **Section C - Expulsion of Members**

Members of any classification may be expelled for causes of conduct which the IPS Officers deem contrary to the best interests of the Society. For any cause other than non-payment of dues, expulsion shall occur only after the Member complained against has been advised of the complaint lodged against him and has been given reasonable opportunity to answer the charges. Such Member shall be entitled to a hearing before the IPS Officers. The IPS Officers shall hear the case and shall have the power to censure, place on probation for a period not to exceed two years, suspend for a period not to exceed three years, or expel a Member, as the findings warrant. A two-thirds vote of the IPS Officers is necessary for expulsion. The action of the officers shall be final.

## **Article III: DUTIES OF OFFICERS**

### **Section A - President**

The President shall be the Executive Officer of the Society and shall be the Presiding Officer or shall designate the Presiding Officer at all IPS meetings. He/she shall have the authority to establish "ad hoc" Committees to accomplish specific objectives for the Society. Also, he/she shall take the lead, or designate one of the Vice-Presidents to take the lead, in the discussions/negotiations with the organization(s) interested in being sanctioned to sponsor/host the next non-US IPS Seminar.

### **Section B - Vice-Presidents**

The Vice-Presidents shall familiarize themselves with the activities and duties of the President and, if the President is not available to officiate, one of the Vice-Presidents will be selected by the other officers to act during the vacancy. In the event the President and both Vice-Presidents are unable to act, the Secretary shall perform the duties of the President during the period of such incapacity or inability to act. If the Office of President is vacated, the most senior Vice-President shall fill the vacancy and assume the duties and responsibilities of the President.

### **Section C - Secretary**

The Secretary shall have duties usually performed by a Secretary and shall also send out notices (request for nominations, ballots, special

announcements, etc.), keep minutes of meetings and prepare/distribute the Society Newsletter.

#### **Section D – Treasurer**

The Treasurer shall maintain the financial records and shall receive and disburse funds in accordance with procedures established by the Constitution and Bylaws. He/she and shall issue at least one financial statement annually and distribute it to the IPS Board of Directors, as well as present it to the IPS Membership at the annual General Business Meeting of the Society. Bonding of the Treasurer will be at the discretion of the Board of Directors, the charge for bonding to be paid by the Society from its income.

#### **Section E - Immediate Past President**

The Immediate Past President shall serve as an advisor to the officers and shall have one vote. He/she shall organize, select and Chair the Nominations Committee for the biennial election of IPS Officers. In addition, he/she will perform such duties as may be delegated to him/her by the President.

#### **Section F - Executive Advisor**

The President may, at his/her discretion, appoint an Executive Advisor from the Past Officers of the Society. The Executive Advisor will perform such duties as may be delegated by the President. He/she will be a non-voting Member of the Board of Directors.

#### **Section G - Archivist**

The Archivist will be an individual responsible for continuity of organizational knowledge in the governing body of the Society. He/she will maintain the IPS records (e.g. IPS Seminar Proceedings, newsletters, selected publications, etc.), as well as information on the traditions, history and accepted practices and precedents as they accrue over the years.

#### **Section H - Governance**

The President, Vice-Presidents, Secretary, Treasurer, Archivist and the Immediate Past President will constitute a Governing Board or Board of Directors. They are authorized to act in a prudent manner on behalf of the Society during the periods between IPS Seminars and General Meetings, to preserve the Society for its Members and to promote its well-being.

#### **Article IV: COMMITTEES**

The IPS President shall have the authority to establish “ad hoc” ( special purpose) Committees to accomplish specific objectives for the Society. He/she shall also have the authority to appoint the “ad hoc” Committee Chairperson and to assist the Chairperson in the selection of committee Members. The “ad hoc” Committee Chairperson shall be responsible for periodically (every 3 or 4 months) reporting to the IPS Board of Directors the progress of the Committee towards achieving its goals. Once the “ad hoc” Committee has accomplished its objective(s) to the satisfaction of the Board of Directors, it shall be dissolved.

The IPS President shall also have the authority to establish Special Purpose Workshops which will be supported by the Society. Any Workshop to be established by the IPS President must be endorsed/approved by a majority vote of the IPS Officers.

#### **Article V: DUES**

##### **Section A**

Dues for all classes of Membership shall be established by the IPS Board of Directors.

##### **Section B**

Dues are due and payable on July 1. All classes of Members (except Life Members, who shall be dues exempt) who have not paid their dues within sixty days of July 1 shall be notified of their delinquency. Notices shall be e-mailed/ mailed by September 1<sup>st</sup> ( a second notice may be mailed by November 1<sup>st</sup> , if necessary). If dues are not paid before January 1 following this second notice, the Member will be subject to removal from the list of Members in good standing, i.e., the active IPS Members List.

##### **Section C**

A delinquent Member may be reinstated during the current fiscal year upon payment of delinquent dues in full. In the event a delinquent Member does not become reinstated during the current fiscal year, he/she shall be required to re-apply for new Membership.

#### **Article VI: REIMBURSEMENTS**

Expenses incurred in the legitimate operation of the Society, shall be reimbursed by the IPS Treasurer upon receipt of a written or electronic tabulation/accounting of such expenses by the individual ( generally IPS Officers) who incurred them. Reimbursements of expenses in excess of \$400.00 US must be approved by a majority vote of the IPS Officers.

#### **Article VII: DISBURSEMENTS**

Funds shall be disbursed by the IPS Treasurer for services rendered to the Society upon receipt of a proper (paper or electronic) invoice/bill. The IPS Treasurer will make payment on all legitimate invoices/bills by check; utilizing funds drawn from the IPS checking account. Disbursements in excess of \$400.00 US must be approved in advance by a majority vote of the IPS Officers.

#### **Article VIII: DEFINITIONS**

The following definitions are for the terms used in describing the Society and and its Member's primary areas of interest.

Energetic Materials – Any reactive material or combination of materials that when ignited, initiated, activated, etc. results in an exothermic reaction, which can produce significant energy output.

Pyrotechnics – The science of controlled exothermic chemical reactions that are self-contained, self-sustaining and consist of predominantly solid mixtures used to create timing devices, sound effects, aerosol dispersions, gases, heat, electromagnetic radiation or combinations of these.

Propellant – An explosive material, which may be a solid or liquid, whose rate of combustion is low and which may be used to propel a projectile or missile or to do other work by the expansion of high pressure gas produced by burning.

Explosive – a chemical compound or mechanical mixture that when subjected to heat, impact, friction, shock or other suitable initiation, undergoes a very rapid chemical change with the evolution of large volumes of highly heated gases that exert pressures on the surrounding medium, thus causing physical damage. The term applies to materials that either detonate or deflagrate.

It is intended that the definitions given above include pyrotechnic items, propellants and explosive devices for displays, commercial applications and military devices.



## **Article IX: PYROTECHNICS SEMINARS**

### **Proposal Requirements:**

For a seminar to be sanctioned by The International Pyrotechnics Society, a proposal must be submitted to the IPS Board of Directors at least eighteen months before the proposed meeting date. Exceptions to this requirement will need approval by a majority of the Board. The proposal must provide the following information, as a minimum:

1. Description of the sponsoring agency and an agreement by that agency to underwrite all financial commitments for the conduct of the seminar.
2. Proposed date and location of the seminar.
3. Description of the planned conference facility indicating that it can comfortably accommodate the anticipated number of registrants.
4. The Presiding Chairperson(s) of the seminar must be named.
5. Description of the hotel facilities associated with the conference facility and an indication of probable cost to attendees.
6. Estimate of proposed registration fee (not binding).

### **Rules for Sanction:**

1. Announcements must be mailed well in advance of the dates of the seminar. (First announcement at least 12 months in advance.)
2. "Proceedings" must be available at registration desk on first day of seminar.
3. The Chairperson(s) of the seminar must be in contact with the IPS Board of Directors.
4. The Chairperson(s) must furnish a reproduction quality copy (hardbound or electronic) of the "Proceedings" to the IPS Board of Directors, and the rights to publish and sell the proceedings as "Proceedings of the IPS Seminar".
5. "Proceedings" may be hardbound with cover dimensions of 8.75 inches (22.2 cm) by 11 inches (27.9 cm). The spine is to be marked to match previous published proceedings. The "Proceedings" may also be electronic, such as a CD, DVD, flash/thumb drive or similar storage device.

6. Exceptions or deviations from any of these requirements must be outlined in the original proposal.

**Note:** IPS Seminars held biennially outside the USA (odd numbered years) should be held in an unrestricted location, move from country to country and generally be hosted (financed, organized, run) by different organizations each time. The IPS Seminars held biennially in the USA (even numbered years) have been, and continue to be hosted by a single organization – IPSUSA Seminars, Inc..

#### **Article X: FRANK CARVER BURSARY FUND**

The Frank Carver Bursary Fund is a UK Charity which promotes advancement in the scientific understanding of energetic materials by assisting young pyrotechnicians to attend and present their work at international seminars being sponsored by The International Pyrotechnics Society.

The Bursary was established following the financial success of the Fourteenth International Pyrotechnics Seminar organized in 1989 by the UK Government Pyrotechnics Research Group, in conjunction with the British Pyrotechnics Industry.

Additionally, a significant contribution was made following the Twenty-eighth Seminar, organized by the Defence Science and Technology Organisation, Australia in November 2001.

The charity is managed by a committee of Trustees who are appointed at the Annual General Meeting (AGM) of the charity. In order to carry out the charitable purposes, the Trustees have the power to:

1. Raise funds, receive grants and donations.
2. Apply funds to carry out the work of the charity.
3. Co-operate with and support other charities with similar purposes.
4. Do anything which is lawful and necessary to achieve the purposes.

The charity has a Membership. People who support or have an interest in the work of the charity and are aged 18 or over, can apply to the Trustees to become a Member. Once accepted by the Trustees, Membership lasts for 3 years and may be renewed. The Trustees will keep an up-to-date Membership list.

The Trustees may remove a person's Membership if they believe it is in the best interests of the charity. The Member has the right to be heard by the Trustees before the decision to remove their Membership is made.

An Annual General Meeting must be held every year, with 14 days notice given to all Members telling them what is on the agenda. Minutes must be kept of the AGM.

1. There must be at least three Members present at the AGM.
2. Every Member has one vote.
3. The Trustees shall present the annual report and accounts.
4. Any Member may stand for election as a Trustee.
5. Members shall elect between 3 and 5 Trustees to serve for the next year. They will retire at the next AGM, but may stand for re-election.

Trustees must hold at least two meetings each year; these meetings can be via tele or video conference. At their first meeting after the AGM, the Trustees will elect a Chair, treasurer and Secretary. Trustees may act by majority decision.

1. At least three Trustees must be present at the meeting to be able to make decisions. Minutes shall be kept for every meeting.
2. If any Trustees have a conflict of interest with a matter to be discussed or decided, they must declare it and leave the meeting while this matter is discussed or decided.
3. During the year, the Trustees may appoint up to two additional Trustees. They will stand down at the next AGM.
4. The Trustees may make reasonable additional rules to help run the charity. These rules must not conflict with the Constitution or the Law.

Money and property of the Frank Carver Bursary must only be used for the charity's purposes.

1. Trustees must keep accounts. The most recent annual accounts can be seen by anybody on request.
2. Trustees cannot receive any money or property from the charity.
3. Money must be held in the charity's bank or savings account. All cheques must be signed two Trustees.

If the Trustees consider it is necessary to change the constitution, or wind up the charity, they must call a General Meeting so that the Membership can make the decision. Trustees must also call a General Meeting if they receive a written request from the majority of

Members. All Members must be given 14 days notice and told the reason for the meeting. All decisions at a General Meeting require a two thirds majority. Minutes must be kept.

1. **Winding up** - any money or property remaining after payment of debts must be given to a charity with similar purposes to this one.
2. **Changes to the Constitution** - can be made at AGMs or General Meetings. No change can be made that would make the organization no longer a charity.
3. **General Meeting** – will be called on written request from a majority of Members.
4. Trustees may also call a General Meeting to consult the Membership.

The Frank Carver Bursary is intended to assist young pyrotechnicians to attend and present their work at International Seminars being sponsored by the International Pyrotechnics Society. The value of the award shall initially be set at £1200 Sterling but can be increased at the discretion of the Trustees.

The Trustees are allowed to use the capital of the charity when awarding the bursary.

The upper age limit for receipt of the bursary will be forty years at the time of submission of a paper to the Technical Steering Committee of the Seminar. A recipient shall not be eligible for future funding by the Frank Carver Bursary.

To be eligible for an award, a paper must be submitted for oral presentation. Persons who wish to be considered for the award should notify their intention to the International and Technical Steering Committees of the Seminar and submit their written paper at least four months before the date of the Seminar or by an alternative date set by the Technical Steering Committee.

The organizers of the individual Seminars, prompted by The International Pyrotechnics Society, shall be responsible for advertising the awards at the time of the first call for papers. The Technical Steering Committee of the Seminar will be responsible for selecting the award recipient on the basis of the quality of the papers submitted for oral presentation and notifying the President of the International Pyrotechnics Society of their decision. The Technical Steering Committee's decision will be final.

At some point during the Seminar, a period will be set aside when the President of the International Pyrotechnics Society, or his representative, will introduce the award winner who will then make an oral presentation of the winning paper.

The award winner will receive a certificate stating the he/she has won the Frank Carver Bursary and presented his/her paper to the International Pyrotechnics Society Seminar on that date.

The organizers of the seminar will record the winner of the Frank Carver Bursary in the proceedings of the seminar.

A report regarding the financial status and activities of the Frank Carver Bursary Fund will be presented annually at the General Business Meeting of the IPS Membership held in conjunction with the IPS Seminar.

**Article XI: DR. BERNARD E. DOUDA - YOUNG SCIENTIST AWARD**

Purpose:

The purpose of the Dr. Bernard E. Douda - Young Scientist Award (DBED–YSA) is to assist a young scientist in attending and presenting his/her research at an IPS Seminar. One award will be made annually for a young scientist to attend and present a paper at the IPS Seminar. The award, which is funded by the IPS, consists of payment of Seminar and Pyroworkshop registration fees and a two year Membership in the Society.

Requirements and Eligibility:

1. Applicant author must be under 40 years of age at the time of full paper submission deadline.
2. Applicant cannot be a past or current officer of the IPS or IPSUSA Seminars, Inc..
3. The full paper with a cover letter explaining the importance of the presented work must be submitted by the posted deadline.
4. A curriculum vitae must be submitted along with the cover letter and full paper.
5. Applicant must attend and present paper at the IPS Seminar.

**Note:** Requirements, eligibility and deadline date information will be posted on the IPS website and in the IPS Newsletter.