

Constitution
of the
**International
Ballistics
Society**



25 January 2010



International Ballistics Society

Founding Board of Directors

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Constitution

Article I. Name

Section 1. The name of this organization shall be the **INTERNATIONAL BALLISTICS SOCIETY**.

Article II. Objectives

Section 1. Definition. The International Ballistics Society (IBS) is concerned with promoting the *science of ballistics* internationally in the broadest sense.

Section 2. Objectives.

2.a) To provide at the highest level a means of technical interchange and experience in this field by ensuring that an International Symposium on Ballistics (ISB) takes place regularly and that the organization thereof is of a high standard.

2.b) To organize and conduct additional activities with a view to the development and advancement of the field of ballistics.

2.c) To enhance professional opportunities by providing short courses, opportunities for peer reviewed publications, and additional activities to promote career development of members of the International Ballistics Society.

Section 3. Historic Basis for the International Ballistics Society.

The International Ballistics Society is a natural development and was preceded by the International Ballistics Committee (IBC). A history of the IBC is maintained by the IBS Board of Directors and is available for review.

Article III. Membership

Section 1. Classes of Membership. Membership in the Society shall be conferred by the Board of Directors. The Society shall have two classes of members: Individual and Corporate.

Section 2. Individual Membership. Individual members shall be: Regular, Student, Senior, Fellow, or Ballistic Science Fellow as described below. Individual members must be citizens of nations approved by the Board of Directors.

- (a) *Regular Member.* Regular membership is open to those individuals eligible for membership as defined by the Board of Directors.
- (b) *Student Member.* Student membership is open to full-time students in colleges, universities, and technical schools as defined by the Board of Directors.



- (c) *Senior Member.* Senior members have at least eight years of membership in the society. It is the responsibility of the member to maintain evidence of continuous membership. The Board of Directors may establish alternative criteria to define qualifications for Senior Membership, particularly during founding years of the society.
- (d) *Fellow Member.* Fellow membership is conferred at the discretion of the Board of Directors on those individuals who have rendered meritorious service to the Society or to the science of ballistics. Fellow members have all privileges and responsibilities of a regular member. Honorary membership status is retained for the life of the individual selected. The Board of Directors may establish further benefits for Fellow members.
- (e) *Ballistic Science Fellow.* The Ballistic Science Fellow is awarded to those individuals who have distinguished themselves within the ballistics community. This award is typically given to individuals for numerous contributions to the science of ballistics, but may also be given for an outstanding contribution. A minimum of six members of the society must provide nomination endorsements. The board of directors shall make the final determination.

Section 3. Corporate Membership. Corporate membership is open to all corporations, firms, foundations, institutions, associations, universities, organizations, and components thereof (hereinafter referred to as “corporations”) approved by the Board of Directors. Corporate members shall have the right to nominate employees to regular individual membership in the Society, the total number of such memberships to be related to the membership dues of the corporate member. Such nominees shall not be required to pay individual membership dues. Procedures for recognizing corporate members shall be established by the Board of Directors.

Section 4. Application for Membership. Application for membership procedures shall be established by the Board of Directors of the Society.

Section 5. Member in Good Standing. A member in good standing is a member of the Society who has met all membership requirements established by the Board of Directors.

Section 6. Termination of Membership. A request for termination of membership in the Society may be submitted at any time in writing to the Secretary of the Society. Any membership may be terminated by the Board of Directors for cause after due notice and opportunity to be heard. Rebate of dues because of termination of membership shall be at the discretion of the Board of Directors.



Article IV. Governing Body

Section 1. Board of Directors. The Board of Directors shall be the governing body of the Society.

Section 2. Membership. The Board of Directors shall be composed of the President, immediate Past President, Secretary, Treasurer, and elected members at large. Members of the Board of Directors, called Directors, shall be members of the Society. The minimum number of Directors shall be six (6). The maximum number of Directors shall be twelve (12).

Section 3. Duties. The powers and responsibilities of the Board of Directors shall include:

- (a) To select the Officers from among the members of the Board.
- (b) To have, hold and administer the property and funds of the Society.
- (c) To appoint the chairman and other members of the Nominations Committee, the Membership Committee and the Symposium Committee.
- (d) To appoint and supervise other committees to aid the Society in the discharge of its responsibilities, and to terminate such committees as appropriate.
- (e) To establish criteria for membership, including application procedures.
- (f) To determine the privileges of, and the dues and fees to be paid by, individual and corporate members of the Society.
- (g) To select the administrative officers of the Society.
- (h) To adopt an annual budget for the Society and to arrange for an annual review of its accounts.
- (i) To conduct the publication program of the Society.
- (j) To determine the time and place for meetings of, or meetings sponsored by, the Society, and to have general responsibility for the programs and arrangements for those meetings.

Section 4. Term of Board Service.

Directors shall serve for three (3) terms. A term shall be the period between general elections.



Article V. Officers

Section 1. Officers. The officers of the Society shall be the President, immediate Past President, Secretary, and the Treasurer. The officers shall be elected by a majority of the Directors from among the members of the Board of Directors. The officers shall serve without honorarium.

Section 2. Duties.


- (a) The President shall be the executive officer of the Society and assume responsibility for implementing the policies and directives of the Board of Directors. The President shall preside over the Board of Directors and over business meetings of the Society. The President shall recommend to the Board of Directors candidates for Chairman of the International Symposium on Ballistics (ISB). Upon resignation of a member of the Board of Directors, the President shall nominate one or more candidates as successor to the Board of Directors.
- (b) The immediate Past President shall, in the event of absence or disability of the President, carry out the duties of the President.
- (c) The Secretary shall be responsible for the general administration and correspondence of the Society, as directed by the President. The Secretary shall keep and maintain the minutes of the business meetings and the minutes of the Board of Directors meetings.
- (d) The Treasurer shall receive and disburse all funds authorized by the Board of Directors.

Section 3. Term of Officer Service. The term of office shall be the time between general elections. Officers shall serve a maximum of two consecutive terms holding the same office.

Section 4. Vacancy. If an officer is unable to complete his/her term of office, the Board of Directors shall hold a special election to fill the vacancy.

Article VI. Nominations and Elections

Section 1. Nominations Committee. The Board of Directors shall appoint a Nominations Committee composed of at least three (3) members and no more than five (5) members. The President of the Society, with the approval of the Board of Directors, shall appoint the chairman of the Nominations Committee. All members of the Nominations Committee shall be members of the Society.



Section 2. Nominations. The Nominations Committee will submit to the Board of Directors for their consideration candidates for election to each position on the Board of Directors to be filled at the next general election. These names, along with biographical information, must be submitted to the Board of Directors no later than 100 days prior to the date of the general election.

In addition, nominations for election to positions on the Board of Directors to be filled at the next general election may be made by submittal of written petition of at least ten percent (10%) or twenty (20) names, whichever is the lesser number, of the members of the Society to the Board of Directors no later than 100 days prior to the date of the general election. Nominations by petition shall be accompanied by written acceptance of nomination by the nominee and biographical information concerning the nominee.

Section 3. General Elections. General elections shall be held to elect members of the Society to the Board of Directors to replace those directors whose term expires on the date of the next general election, and to replace any directors who resigned since the last election and whose term does not expire on the date of the next general election.

The exact number of board members elected will be established by the board of directors to be consistent with the minimum and maximum number of board members defined in this constitution.


General elections shall be held in conjunction with each International Symposium on Ballistics. The date of the general election and the mechanics for holding the election shall be set by majority vote of the Board of Directors. General elections shall be by secret ballot.

Ballots containing nominations for election to the Board of Directions shall be made available to each Society member in good standing no later than sixty (60) days preceding the date of the general election. Biographical information for each nominee shall accompany the ballot. All ballots received from members in good standing by the date of the general election shall be counted. Results of the general election and the new officers of the Society shall be announced to all members in accordance with procedures established by the Board of Directors.

New directors and officers of the Society shall assume office at the adjournment of the last day of the symposium held in conjunction with the general election.

Article VII. Committees

Section 1. Board of Directors. The Board of Directors shall be the governing body of the Society. The duties, membership, and term of office are described in Article IV.



Section 2. Standing Committees. Four standing committees shall be appointed by the Board of Directors and shall be composed of no more than five (5) members each. The committee members shall serve for one (1) term.

- (a) **Nominations Committee.** The Nominations Committee shall have the responsibility to recommend candidates for election to each position on the Board of Directors to be filled at the next general election. Procedures for nominations and elections are described in Article VI.
- (b) **Membership Committee.** The Membership Committee shall have the responsibility to promote membership in the Society, to collect the annual dues, and to maintain a current list of the membership. The Secretary and Treasurer shall be members of this committee.
- (c) **Symposium Committee(s).** The Symposium Committee shall have the responsibility to plan, organize, and present a symposium (the International Symposium on Ballistics) on behalf of the Society. This symposium shall include technical and business sessions, and shall occur at intervals of approximately every eighteen (18) months. The Symposium Committee will consist of the Symposium Chairman, Publications Chairman, and other members as designated by the Symposium Chairman. The responsibilities of and duties of the Symposium Committee are given in Article XI.

Due to the long time necessary to plan and conduct a symposium, more than one symposium committee may exist simultaneously. Each will be associated with a specific Symposium.


- (d) **Communications Committee.** The communications committee shall have the responsibility to maintain a web presence and provide support to the officers and the other committees.

Section 3. Other Committees. The Board of Directors may establish other committees to assist in the governing of the Society, or carrying out the objectives of the Society. The Board of Directors shall appoint the chairman and members of each such committee.

All other committees shall have a finite lifetime, as designated by the Board of Directors. Upon the formation of the committee, the Board of Directors shall specify the objectives of the committee, as well as the date whereby the committee's responsibilities are fulfilled.

Article VIII. Amendment of the Constitution

Section 1. Amendments. Amendments to this constitution shall be accomplished by ballot of the voting members. Amendments may be proposed by a petition signed by at least twenty-five percent (25%) of the voting members or one hundred (100) voting



members (whichever is less), or by a resolution adopted by a majority of the Board of Directors.

Section 2. “Letter” Ballots. Proposed constitutional amendments shall, after review by the Board of Directors, be provided to all members in good standing. The secretary will be responsible for making the ballots available not less than sixty (60) days prior to the date established for the ballot. The Board of Directors will approve the form of the ballots. Possible ballot forms include traditional paper-based letters, emails, web-site balloting, or other technologies that may become available.

Section 3. Adoption. A proposed constitutional amendment shall be adopted if it receives a favorable vote of two-thirds (2/3) of all votes cast provided that the number of votes cast is at least fifty percent (50%) of the number of qualified voters. If adopted, the amendment shall take effect at such time as specified in the ballot.

Article IX. Income and Expenses

Section 1. Income


(A) Membership Dues. The Board of Directors shall have the power to establish the dues of individual and corporate members of the Society. These dues shall be used to achieve the objectives of the society.

- (a) The frequency and amount of the dues shall be established by the Board of Directors.
- (b) The dues shall be paid by a date established by the Board of Directors.
- (c) If dues are not paid by the due date, a notice shall be sent to the member. If payment is not received within three months after that date, the member shall be dropped from membership.

(B) Other Income. The Society may obtain income from other sources, such as subscription to newsletters, donations, etc.

Section 2. Society Operating Budget. The Board of Directors shall approve an annual operating budget. The Treasurer shall submit an annual operating budget to the Board of Directors by November 1 of each year. The operating budget shall be for the following calendar year: January 1 to December 31.

Section 3. Society Expenses. The Board of Directors shall implement procedures consistent with good accounting practices to ensure adequate control of society monies. Such procedures may include requirements for president and/or board approval for the disbursement of society monies. The board will also establish procedures for tracking expenses to facilitate an annual review of society finances.



Section 4. Audit. The Board of Directors shall appoint an auditor to provide an annual review of society finances. The auditor may engage additional members of the society to assist him/her with the audit.

Article X. Business Meetings

Section 1. Business Meetings. There shall be a business meeting of the Society at least once each term. The meetings shall be open to the general membership of the Society and be announced in writing at least thirty (30) days, but not more than ninety (90) days, in advance. In off-years to the International Symposium on Ballistics, the business meeting time and location are to be scheduled by the President of the Society, in concurrence with the Board of Directors, preferably in conjunction with the paper selection meeting for the upcoming symposium. During years in which symposia are held, the business meeting shall be scheduled during the time of the symposium.


The President of the Society shall preside over the business meeting. The business to be transacted shall include, but not necessarily be restricted to, results of past elections, plans for future elections, minutes of the previous business meeting, financial status of the Society, plans for organized symposia and other technical meetings, and other business deemed important. Topics to be included in the business meeting can be requested by the general membership through petition signed by a minimum of 10 members to the President. Minutes of the meeting shall be recorded by the Secretary.

Section 2. Board of Directors Meetings. Meetings of the Board of Directors and officers shall be held at such times and places as determined by the President to be necessary for the discharge of Society duties. Meetings shall be held at least once a year. More than two-thirds of the members of the Board of Directors shall constitute a quorum at these meetings. Face-to-face meetings are preferred, but the officers may select other forums such as teleconference, webcast, videoconference, etc as deemed necessary.

Section 3. Minutes. Minutes of business meetings and Board of Directors meetings are part of the record of the history of the Society. They shall be recorded by the Secretary and distributed to the directors within thirty (30) days after a meeting. All minutes shall be maintained by the Secretary, and made available to any member of the Society upon request.

Article XI. Technical Symposia

Section 1. Symposium. A central function of the Society is to arrange technical meetings for the interchange of technical information and ideas in order to foster an understanding of ballistic phenomena within the scientific and engineering communities. This is accomplished by holding the International Symposium on Ballistics (ISB). The ISB is to be held on approximately an eighteen (18) month interval at a time and place




approved by the Board of Directors. The symposium shall be announced at least four years in advance of the meeting date.

Section 2. Symposium Chairman. A Symposium Chairman shall be recommended by the President and approved by at least a majority of the Board of Directors. The Symposium Chairman shall be a member of the Society, and shall have the responsibility to organize and conduct the symposium.

Section 3. Symposium Chairman—Duties. The Symposium Chairman shall have the following responsibilities and duties:

- (a) Recommend to the Board of Directors the time, agenda, location, and budget of the symposium. A majority of the Board of Directors shall approve these recommendations.
- (b) Recommend Session Chairmen. A majority of the Board of Directors shall approve these recommendations.
- (c) Recommend a Publications Chairman for the symposium. A majority of the Board of Directors shall approve this recommendation.
- (d) Plan and organize the symposium. The planning and organizing includes, but is not necessarily limited to:
 - (1) Initiating a Call for Abstracts.
 - (2) Selecting papers for presentation.
 - (3) Soliciting keynote or state-of-the-art review papers for presentation.
 - (4) Announcing the symposium.
 - (5) Determining the technical agenda for the symposium.
 - (6) Determining the social agenda for the symposium.
 - (7) Recommending to the Board of Directors the admission fee for the symposium.
 - (8) Notifying authors and presenters of any requirements for presentations and submission of manuscripts.
- (e) Conduct the symposium.
- (f) In conjunction with the Publications Chairman, publish the proceedings of the symposium.

Section 4. Session Chairmen. Session Chairmen shall be members of the Society. The Session Chairmen will assist the Symposium Chairman in planning, organizing, and conducting the symposium. The Session Chairmen shall have the responsibility for recommending papers and presentations on technical content and relevance for their session. Session Chairman may also be required to handle other tasks, such as recommending papers for award consideration.



Section 5. Publications Chairman. The Publications Chairman shall be a member of the Society. The Publications Chairman will assist the Symposium Chairman to include, but not necessarily be limited to:

- (a) Review of abstracts and manuscripts, including peer review where necessary.
- (b) Recommendation of a publisher.
- (c) Preparation of an index to the proceedings.
- (d) Pre-publication editing of the manuscripts.
- (e) Submission of the manuscripts to the publisher.

The publication of the proceedings shall be done in accordance with Article XIII.

Section 6. Other Technical Meetings. Other technical meetings may be held at the discretion of the officers of the Society on special topics of current interest. They may be in the form of workshops concerning topics of scientific importance, or in other technical formats as deemed appropriate. Requests to convene such meetings shall be directed to the President of the Society and voted on by the Board of Directors. A two-thirds majority shall apply to the decision to hold a special meeting. If of general interest to the Society, the meetings shall be announced at least thirty (30) days, but not more than ninety (90) days, prior to the meeting date. The Board of Directors shall decide on the general format for the meeting, organization, and specific details concerning conduct of the meeting.

Article XII. Parliamentary Authority

Section 1. Introduction.


The INTERNATIONAL BALLISTICS SOCIETY is an organization in which each member eligible to vote has the right to full participation. As used within this document, the term “member” shall mean those members who are eligible to vote. Each voting member has the right to make motions, to speak in debate on them, and to vote.

- Many references exist for the conduct of business. This simplified set of rules is intended to minimize the need to refer to formal, published guides.
- The underlying reason for adopting procedural rules is to ensure that business is conducted in a fair, efficient, and effective manner.

Section 2. Hierarchy of Rights

The basic premise of the procedural rules is that the majority has the right to decide and that the minority has the right to be heard. To accomplish this, the following guidelines apply.


1. Adopt rules of procedures for meetings.
2. Discuss only one question at a time.

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3. A member who has made a motion has the right to speak first and to speak last before the vote is taken.
 4. Speak only once on a motion until all others have had the opportunity to speak once.
 5. Treat one another with courtesy and respect.
 6. Accept the rule of the majority.
 7. Respect the rights of the minority.
 8. Have equal rights.

Section 3. Motions

The handling of motions is the single most common activity. Therefore, the basic procedures are presented here. To make a motion a member must first be assigned the floor by the chairman. Once assigned the floor, the recognized member may make his or her motion. Another member seconds the motion. The chair states the question on the motion. (That simply means that the chairman re-states the seconded motion. Normally this is done by reading a written copy of the motion as recorded by the secretary or submitted by the individual making the motion. The idea is to be sure that everyone understands what motion is being considered.) This action by the chair places the motion before the members for consideration. It is then open to debate. In the interest of conducting business in a timely manner, the meeting agenda may call for time limits to consider each issue. This may be implemented as a limited number of speakers with a limited amount of time. For example, six (6) speakers for two (2) minutes each. To treat each topic fairly, the number of speakers for and against a motion should be balanced. Therefore, if one person speaks for a motion and no one speaks against, the chair may stop the debate and proceed to the vote.

- Voting
- Voting may be accomplished via several methods, depending on the situation.
 - o Acclamation. Members say aye or no.
 - o Show of Hands. Count if any doubt exists.
 - o Secret Ballot. Used mostly for elections.
 - o Secret Roll-call Ballot. All voting members affix their signature or some other form of identification to the ballot.
- The type of votes may vary depending on the situation.
 - o Majority. More than half the votes. Used for normal business.
 - o Two-thirds. Used only for actions that set a fundamental principle or procedure. This would be used for constitutional amendments or if the rights of a member were being reduced.
 - o Unanimous. No dissenting vote.
 - o General Consent. The chairman assumes he has the consent of the members. This is used as a shortcut in voting on items such as acceptance of minutes or the treasurer's report. (For example, following presentation of a report, the chair can ask if there are any corrections or additions. If no one offers any comments, then the chair can simply accept the report. Consent is implied by



silence in this case. As long as members understand that this is an acceptable procedure, it can serve to speed things along.)

Article XIII. Publications

Section 1. Proceedings of Symposia. The Publications Chairman, the Symposium Chairman, and the President of the Society will be responsible for ensuring that the proceedings of the International Symposia on Ballistics are published. Arrangements for publication shall be made to ensure that the proceedings are printed by a reputable and established publishing house. The proceedings are to be archival. It is desirable that the proceedings, or a subset thereof, be published as a special volume of a peer-reviewed journal.

Section 2. Other Publications. The Board of Directors may authorize special publications. The manner in which these special publications are issued shall be determined at the time of their authorization.

Section 3. Distribution of Publications. Publications of the Society shall be distributed upon such terms as the Board of Directors shall direct.

Article XIV. Official Statements

Section 1. The Society shall not be responsible for statements or opinions advanced by any of its officers, or presented in papers or in discussion at meetings, or printed in publications, except for those authorized by the Board of Directors.

Article XV. Tax-Exempt Status

Section 1. The Society is a nonstock and nonprofit organization. No part of the dues of the Society shall be distributed to the officers of the Society, Board of Directors members, members of the Society, or other private persons, except for compensation of direct expenses as outlined in Article IX, or in furtherance of the objectives set forth in Article II of the constitution and bylaws of the Society.

Article XVI. Standing Rules and Guidelines

The Board of Directors may establish Standing Rules and Guidelines to provide organization and direction in non-constitutional business of the IBS. The Standing Rules and Guidelines may be amended without prior notice by the Board of Directors. An example of such a guideline is the “International Ballistics Society Guidelines for Hosting an International Ballistics Symposium”.



Article XVII. Incorporation

The Board of Directors may determine that it is necessary to establish the society as a corporation or other official entity. Such a decision requires a two-thirds (2/3) vote by the board of directors.

Article XVIII. Dissolution

In the event that the International Ballistics Society should dissolve, any assets will be given to one or more similar nonprofit organizations or universities, as decided by the Board of Directors.



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