

CONSTITUTION OF
THE INTERNATIONAL CONFERENCE ON VETIVER

1. **ORGANIZATION NAME:** International Conference on Vetiver (ICV)
2. **PURPOSE:** The purpose of the ICV is to promote interchange of research and development (R&D) on vetiver. The ICV shall be held about every four years to discuss R&D progress since the previous ICV, and opportunities for development in the future.
3. **MEMBERSHIP:** Attendance at the ICV is open to all who are interested in any aspect of R&D of vetiver in any country of the world. The membership (registration) fee shall be set by the host institution in consultation with the Continuing Committee (see Section 6). There shall be two types of membership:
 - 3.1 **Full members (with voting rights):** Payment of the full registration fee gives the individual voting rights at the Business Meetings held during the ICV. The host institution has the right to waive the membership fee of persons invited to address the ICV. Persons whose membership fee is waived will have full voting privileges.
 - 3.2 **Associate members (without voting rights):** Associate members are persons who are charged a fee that is less than the full registration. This includes persons who register on a daily basis, students, and family members.
4. **VOTING PROCEDURES:** For the purpose of conducting conference business, only full members of the ICV are entitled to cast one vote for each issue for which an election is held. Voting will be by a show of hands, unless a ballot is specified by the Chair of the CC. Evidence of voting eligibility may be required by the CC. The CC shall maintain a permanent record of all elections that are held.
5. **AMENDMENT TO THE CONSTITUTION:** Proposed amendments to the Constitution may be made by any individual who was a Full Member at the immediate past ICV. They must be sent in writing to the Chair of the CC at least six months before the ensuing ICV. The CC will decide by a simple majority if the amendment should be brought to vote at the next ICV. Details of the proposed amendment will be announced by the Chair of the CC at the first Business Meeting and the final decision for adoption will be made by voting at final Business Meeting of the same ICV. Two-thirds of the total valid votes must be affirmative for the amendment to be adopted. Any amendment that is passed will come in force at the end of the ICV in which it has been adopted.
6. **CONTINUING COMMITTEE:**
 - 6.1 **The Continuing Committee (CC):** The CC will have 11 members. It shall include the immediate past President of ICV as an Ex-Officio (EO/CC) member, and two vetiver specialists from each of the following five regions as Regional Representatives (RR/CC).
 - Region 1: Southeast Asia
 - Region 2: East Asia, Oceanic and the Pacific
 - Region 3: South Asia and Middle East
 - Region 4: Europe and Africa
 - Region 5: The Americas and the Caribbean
 - 6.2 **The Term of Office:** The Term of Office for the EO/CC is one term of ICV, and that for the RR/CC is two consecutive terms of ICV. A term is the period between the close of the final Business Meetings of two consecutive conferences.
 - 6.3 **The Procedure of Election:** Each of the ten RR/CC members shall nominate three candidate (only one per any country) of his/her own region (total of six from each region) and shall submit all names (total of 30) for election by the Full Members during the ICV.
 - (i) In the Business Meeting of ICV, there shall be an agenda for the final election of the CC from the list submitted.

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(ii) In order to have a continuity of the RR/CC members, the terms of office shall be arranged such that there shall be a rotation of half of the members at each ICV. Thus a new set of five RR/CC will be elected during each ICV. Regional representation will be maintained by the replacement of RR/CC members with the candidates from the region nominated by the out-going RR/CC members.

(iii) If a member of the CC cannot serve the full term, the Chair shall solicit names of at least two candidates from the same region. The CC shall vote on the candidates and the individual with the majority shall be elected to complete that term.

6.4 Organization and Responsibilities of the CC:

- (i) The CC shall elect from among its members a Chair. For the purpose of electing a new Chair, the out-going Chair will convene the CC after the final Business Meeting and hold the election either by raising hands or written ballot. The newly elected Chair of the CC will assume his/her responsibilities immediately after being elected.
- (ii) The out-going Chair shall submit to the new Chair a review of the activities of the CC during his/her term of office.
- (iii) The CC shall: (a) ensure that action is taken on all the resolutions adopted at the past Conference, (b) conduct any other necessary affairs that require attention between ICV, (c) select a substitute if the original host is unable to proceed with an ICV, and (d) serve as an advisory committee to the host for planning the forthcoming ICV.
- (iv) The Chair shall receive invitations from potential hosts of the next ICV at least three months before the forthcoming ICV. The Chair shall put the names of the potential hosts to vote by the members of the CC before or during the ICV. The potential hosts will provide details of the personnel and facilities that they can offer. If one potential host receives more than half of the votes, it will be elected to hold the next ICV. If no potential host receives over half of the votes, the Chair shall put the names of the two potential hosts receiving the highest number of votes before the CC. The potential host with the majority in the second election will be declared the host for the next ICV. The Chair of the CC shall declare the result at the final Business Meeting of the CC.
- (v) The Chair shall maintain a list of members of at least the past two ICVs and of other interested persons to whom the host should send the first circular regarding the forthcoming ICV.
- (vi) The Chair shall preside over the Business Meetings at the ICV and convene the CC after the final Business Meeting for the purpose of electing the new Chair.

7. HOST AND ICV PRESIDENT:

- 7.1 The host shall have the authority to appoint the President of the ICV. The ICV President should preferably be a vetiver specialist.
- 7.2 The host and ICV President will be responsible for planning and implementing the ICV. The CC will provide guidelines to the host.
- 7.3 The collection, disbursement, and accounting of funds to support the ICV will be the responsibility of the host. Any surplus funds available at the completion of the ICV will be disbursed at the discretion of the host.
- 7.4 At the completion of the ICV, the host and ICV President should provide as much information as possible to the host of the next ICV.
- 7.5 After completion of the ICV, the out-going ICV President will become a member of the CC for one term or shall appoint a representative, but cannot submit name of the candidate for new CC members.

8. ICV SESSIONS: At the beginning of the ICV, the first Business Meeting shall be called by the Chair of the CC. Details of this meeting will be determined by the Chair in consultation with the ICV President. The final Business Meeting will be held near the end of the ICV.

9. ICV PUBLICATIONS: The host will be responsible for printing abstracts of invited and contributed papers for distribution at the ICV. The proceedings of the ICV will be published and distributed by the host within one year after the ICV is completed.