

## **(draft) CONSTITUTION**

### **of the**

## **International Institute of Innovative Acoustic Emission**

### **ARTICLE I - NAME**

- A.** The name of this group shall be the International Institute of Innovative Acoustic Emission.
- B.** The recognized abbreviation shall be IIIAE as hereafter referenced in this document.

### **ARTICLE II - PURPOSE**

- A.** The IIIAE is organized exclusively for scientific and educational purposes. The purposes shall be accomplished primarily by:
1. Advancing acoustic emission technology through the confederation of the Acoustic Emission Working Group (hereafter referred to as AEWG), the Acoustic Emission Division of Japanese Society of Non-Destructive Inspection, also known as, Japanese Committee on Acoustic Emission (hereafter referred to as JCAE), and European Working Group on Acoustic Emission (hereafter referred to as EWGAE).
  2. Holding worldwide conferences, continuing the series of International Conference on Acoustic Emission and promoting timely exchange of technical information.
  3. Promoting and/or organizing symposia-type technical sessions on acoustic emission.
  4. Establishing technical interchange with other groups interested in acoustic emission and its applications.

### **ARTICLE III - MEMBERSHIP**

- A.** Members of the IIIAE shall consist of the following organizations, known as the charter groups:
1. Acoustic Emission Working Group.
  2. Japanese Committee on Acoustic Emission
  3. European Working Group on Acoustic Emission
- B.** Affiliate members will be elected to IIIAE by the unanimous consent of the charter groups. Such an affiliate member must be a regional or national organization that has been properly chartered and has a history of significant scientific or technical contributions on acoustic emission technology by its members.

### **ARTICLE IV - ORGANIZATION AND GOVERNMENT**

- A.** The governance of the IIIAE shall be by the charter groups in order that IIIAE can fulfill its purpose.
- B.** Organizational responsibilities shall be vested in the officers of the IIIAE. These officers shall be known collectively as the Steering Committee and will consist of: President, Vice-President, Secretary, and six at-large members. It shall be the responsibility of the Steering Committee to schedule, coordinate and plan international conferences, known as International Conference on Acoustic Emission (ICAE) in cooperation with a host organization, nominated by one of the charter groups. The term of the officers begins at an ICAE and ends during the next ICAE upon the installation of new officers.
- C.** The members of the Steering Committee are representatives of the charter groups. Each charter group nominates from their respective members three representatives, and has one vote collectively for the group. Steering Committee members can only represent one group at any time. Affiliate members can each send a non-voting member to the Steering Committee, who participate in discussion and offer advice to the proceedings. It is anticipated that current and new members are present at the Steering Committee meeting convened during ICAE.

## **ARTICLE V - DUTIES OF OFFICERS**

**A. President** - The President of the IIIAE shall be an officer, who shall chair the Steering Committee. The President is elected by the Steering Committee from the charter group that sponsors the next ICAE during the first meeting of the Steering Committee.

**B. Vice-President** - The Vice-President shall be an officer, who shall act in place of the President during his/her absence, and shall further assist the President as required by him/her in carrying out his/her responsibilities. The Vice-President is elected by the Steering Committee during the first meeting of the Steering Committee.

**C. Secretary** - The Secretary shall be an officer elected during the first meeting of the Steering Committee, who shall be responsible for preparing and mailing notices, and other correspondence of general interest to the IIIAE; who will also take minutes during the Steering Committee meeting and will prepare and distribute copies of such minutes to all of the charter groups and to affiliate members.

**D. Program Chair** - The Program Chair will assume this position by virtue of the fact his/her offer to host the next ICAE was approved by the sponsoring group. He/she shall be responsible for developing, organizing, and executing the ICAE meeting as approved by the Executive Board of the sponsoring group.

## **ARTICLE VI - MEETINGS**

**A.** Regular meetings of the IIIAE, named International Conference on Acoustic Emission, shall be held at 3 to 5 year intervals. It shall be the duty of the Program Chair to notify all charter groups and affiliate groups of a plan for the forthcoming meeting at least a year prior to the meeting.

**B.** The Program Chair assembles a Program Committee for ICAE under the guidance of the Executive Board of the sponsoring charter group.

**C.** The program for ICAE is formulated by the Program Committee in conjunction with the Executive Board of the sponsoring charter group.

**D.** Only peer-reviewed papers shall be orally presented and included in the proceedings of the meeting. All papers must satisfy a minimum standard of technical English.

**E.** Meeting location and the Program Chair will be chosen as follows:

1. The charter groups shall sponsor the International Conference taking turns. During the meeting of the Steering Committee, an offer for the next ICAE will be accepted by a majority vote of the Steering Committee and an offer to host the meeting to be scheduled after the next ICAE will be solicited.
2. The position of Program Chair will be filled by the sponsoring group with a member from the meeting location's host organization, which takes the primary financial responsibility.
3. The sponsoring group takes the secondary financial responsibility.

## **ARTICLE VII - PUBLICATIONS**

**A. Minutes** - Copies of the minutes of each meeting of the Steering Committee shall be made available to the charter groups, which distribute them to their members.

**B. Proceedings** - The timely publication and distribution of the technical program proceedings of the meeting shall be the responsibility of the Program Chair. One copy in digital form shall be made available to each person duly registered at the meeting. IIIAE shall retain the copyrights of its publication together with the host organization and sponsoring group. The proceedings can be made available to open-access Internet sites, but this access must be announced clearly in the Call for Papers for the meeting.

## **ARTICLE VIII - FINANCES**

A. The IIIAE shall maintain no monetary provisions. There shall be no dues or financial obligations of the member groups.

B. Expenses of conducting the meeting of the IIIAE Steering Committee are the responsibility of the hosting charter group.

#### **ARTICLE IX - AMENDMENTS**

This *Constitution* may be amended at any time using the following procedure:

A. Amendments may be proposed by one of the charter group. Proposed amendments shall be submitted in writing to the Steering Committee no later than six months prior to a business meeting of the Steering Committee.

B. The proposed amendment shall be considered during the next regular business meetings of other charter groups.

C. Following this discussion, a majority of Steering Committee members shall be required for adoption of the proposed amendment.

#### **ARTICLE X - BYLAWS**

A. The Steering Committee is responsible for maintaining *Bylaws* to administer the operation of the IIIAE.

B. Amendments to these Bylaws can be recommended to the Steering Committee by any charter group.

C. Amendments will be presented at regular meetings of the IIIAE Steering Committee for ratification by a majority.

#### **ARTICLE XI - PARLIAMENTARY AUTHORITY**

All instances not covered by this *Constitution or Bylaws* shall be governed by Robert's *Rules of Order*.

#### **ARTICLE XII – TERMINATION**

The IIIAE ceases to exist when any one of the charter groups terminates its activity.

#### **Addendum**

This Constitution takes effect when the Executive Boards of three charter groups ratify it after holding open discussion at their respective general meeting. This addendum is to be excised from this Constitution, when it takes effect.