

## Constitution and By-Laws

# International Society for Health Monitoring of Intelligent Infrastructures (ISHMII)

Amended and Adopted November 15, 2019

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### Article 1 - Name, Status, Address and Official Language of the Society

1. The name of the organization shall be the International Society for Health Monitoring of Intelligent Infrastructures (ISHMII), hereinafter referred to as the Society.
2. The Society is a non-profit organization and shall not pursue any commercial objectives.
3. Unless otherwise notified, the central office of the Society is located at:  
Administrative Centre  
University of Manitoba  
A250, 96 Dafoe Road  
Winnipeg, Manitoba R3T 2N2 Canada
4. The official language of the Society is English.
5. The official website of the society is [www.ISHMII.org](http://www.ISHMII.org)
6. The contact information for the office of the President and Executive Committee and that of its staff will be widely-publicized to members and for all inquiries.

### Article 2 - Aim and Objectives

1. The aim of the Society is to advance the theory and application of Structural Health Monitoring (SHM) systems and methodologies in civil engineering infrastructure and in service to the engineering profession and Society members at large. By increasing the appropriate expertise and knowledge of SHM, the Society can provide advice and counsel to the private sector, governments, insurers of civil structures, and universities on all matters dealing with SHM.

2. The objectives of the Society are to:
  - a. Promote innovative structural health monitoring (SHM) solutions as an integrated part of designed structures
  - b. Promote the application of SHM technologies to assure public safety and the structural safety of civil infrastructure (e.g.including but not limited to buildings, bridges, offshore platforms, power plants, pipelines, highways, and railways) related to various engineering disciplines (e.g. construction, materials, structural engineering, the special case of geotechnical engineering including but not limited to sliding slopes and mining area -open and in the underground - and other aspects of the field) and all related buildings including tall or earthquake-safe buildings.
  - c. Consider SHM technologies needed to respond to technical and societal challenges such as those with regard to heritage sites or historical structures, structures in dense urban regions, structures affected by adverse climatic and or environmental events and structures used for public gatherings.
  - d. Promote the integration of SHM systems into structure components that are already in the design phase of a structure to enable better evaluation of the materials' behavior as well as provide a tool for effective inspection during construction and operation
  - e. Optimize SHM methodologies for risk management, life-extension of aged structures and for rapid post-hazard assessment.
  - f. Develop standard methodologies for the optimization of SHM systems including the development of intelligent data management and post-processing tools to provide key information.
  - g. Develop and provide international standards and guidelines on the state-of-practice of SHM.
  - h. Provide a platform for multi-disciplinary knowledge sharing and experience exchange among international experts and communities to maximize the benefit of research and development efforts.
  - i. Accelerate the acceptance of SHM methodologies as a major performance measurement and evaluation tool by owners and authorities, in part by providing evaluation and documentation of the cost-benefit ratio of SHM systems.
  - j. Develop educational modules to train and involve undergraduate and graduate students, researchers, practicing engineers, managers, owners and their insurers, and government authorities in SHM methodologies and systems, including but not limited to proven safety, risk reduction and resilience.

### **Article 3 - Activities**

1. The aim and objectives of the Society shall be achieved by:
  - a. Initiating and endorsing international conferences, symposiums, workshops, short courses, and seminars, including an official conference and a biennial official workshop organized by members or proponents of the Society.
  - b. Publishing a peer-review professional journal, electronic or in print, currently named the *Journal of Civil Structural Health Monitoring*.
  - c. Publishing official, regularly distributed communications conveying important Society news, special announcements and messages of professional interest and messages from the leadership to members and supporters of the Society through electronic newsletters and announcements as well as postings to the Society Website, [www.ISHMII.org](http://www.ISHMII.org).
  - d. Establishing Task Forces and Committees, as needed, in selected areas to develop state-of-the-art reports and design recommendations.
  - e. Developing curricula and course materials, as needed, to meet educational needs at different levels.
  - f. Providing additional expertise, reports and state-of-the-art documents to members to support dissemination of recent knowledge and research results, in person or through a Society Web site and other electronic formats.
  - g. Conducting other activities consistent with the aim and objectives of the Society.
2. The scope of activities covers any and all aspects relevant to the development and application of SHM systems in infrastructure-engineering, which will hereafter be referred to as “the field.”

### **Article 4 – Membership**

1. The Society has five categories of membership: Fellow (Individual), Full (Individual), Corporate, Student (Individual), and Student Group members, as defined by the Council.
2. Society members representing specialists of different fields or of different professional experience in their respective countries can establish national groups to promote the ISHMII’s objectives in their countries. The membership rights and obligations of those ISHMII members remain unaffected.
3. All memberships are for one calendar year, January to December, unless otherwise determined by the Council, such as a multi-year membership.

4. Membership is obtained through an application and payment of dues. The amount of a membership fee is established by the Council. Payment of an annual Individual membership is due in January and for membership groups, such as Corporate or Student Groups, payment is due by the end of February. Otherwise a membership is considered as lapsed and benefits of membership cease. A lapsed membership may be renewed retroactive to the start of the calendar year.
5. All members must be in good standing to access membership benefits, serve on appointed Task Forces, committees or boards, or be elected to any ISHMII office, as appropriate to the level of membership. A member is in “good standing” if membership fees are paid to date (not in arrears or lapsed) and/or if there is no Executive Committee or Council action pending to terminate the membership.
6. Individual memberships may be conferred by the Council based on payments received through attendance at an official ISHMII conference or workshop.
7. Membership dues and records are managed by the Office of the President and Executive Committee, located in the ISHMII headquarters.
8. Rights of Members: Active Fellows and Full members may be elected to the Council where they can participate in the election of or serve as Society officers. They may be appointed by the President, Executive Committee or Council to serve on a Task Force or other committees, by an Editor-in-Chief to serve on an editorial board, or by the President to represent the Society at public events and professional meetings, and receive other benefits or opportunities. The Society may make special benefits available to members in good standing that are not available to non-members, such as but not limited to on-line access to the peer-review *Journal of Civil Structural Health Monitoring*.
9. Fellows are the highest class of membership of the Society. Fellows are senior members of the Society who have achieved a position of high responsibility and have contributed significantly to the advancement of the field through research or practice or both. Fellowship is conferred by Council vote based on nominations made by the Executive Committee or other Council members. The method of election to the membership as a Fellow shall be proscribed by the Council. Fellows are entitled to use the letters ISHMII Fellow after their names.
10. Full members have a serious interest in the field, support the aim and objectives of the Society and hold at least an acceptable bachelor’s degree in structural, material, civil, mechanical, or electrical engineering or a related or equivalent discipline. Full members are entitled to use the letters ISHMII Member after their names.
11. Organizations, agencies or institutions that professionally practice in the SHM field and support the aims and objectives of the Society may join the Society with a Corporate Membership. Each Corporate Membership application may nominate up to four (4) representatives to exercise all of the rights and receive all of the privileges of Full members.

12. Students may join ISHMII upon institutional verification of their student status, either as an individual or through a Student Group membership. Student members are not Full members and cannot be elected as Fellows or to any Society office or be appointed to any editorial boards, committees or Task Forces. They receive all other benefits open to members. If a Student member leaves the university, graduates or otherwise meets the requirements of a Full member, eligibility for a Student membership will expire at the end of the calendar year. Post-doctoral researchers, fellows or scholars at a university or research institution are not considered students for the purpose of membership and should apply for membership as a Full or Corporate member.
13. Student Group members receive a reduced per-person membership fee that is less than the regular Student member rate. To qualify, all members of the group must be enrolled in the same academic course or program or be members of the same research laboratory in an educational institution, and work or study under the auspices of a Society member. The minimum number of students in a Student Group is three (3).
14. Honorary members are nominated for membership on the basis of their field of research and the relevance of their work to the Society. Honorary members are not dues paying members and cannot be elected to any Society office. Conferral of an Honorary Membership is subject to a vote by the Council. An Honorary membership is for one calendar year and may be renewed by the Council annually.
15. Membership of Fellows and Council members may be terminated following a discussion by the Executive Committee and by its majority vote if the member:
  - a. Resigns with a written notice made to the Office of the President, the President or an Executive Committee member;
  - b. Fails to pay membership fee after the second reminder;
  - c. Has acted in a manner detrimental to the interests of the Society, based on the Executive Committee majority vote;
  - d. Does not take part in requested communication or participation within the Council or with the Executive Committee; or
  - e. In the case of Council members, does not participate in Council meetings or votes as described in Article 6, sec. 13.
16. Membership of Honorary members may be terminated by the Executive Committee and through its majority vote if the member:
  - a. Resigns with a written notice made to the Office of the President or an Executive Committee member;
  - b. Has acted in a manner detrimental to the interests of the Society; or
  - c. At the end of the designated term of membership.
17. Membership of all other members may be terminated if the member:
  - a. Resigns with a written notice made to the Office of the President, to the President or an Executive Committee member;
  - b. Fails to pay membership fee;

- c. Has acted in a manner detrimental to the interests of the Society, based on the Executive Committee majority vote, or
- d. Otherwise no longer meets the standards and obligations of membership.

## **Article 5 - Organization**

1. The functional organizational units of the Society and support for the Society are the:
  - General Membership
  - Council
  - Executive Committee
  - Office of the President
2. The general membership shall convene in a plenary session, called a General Meeting, at least once every two years, usually at an official conference. At such time, the entire membership will receive an overview of the status of the Society that may include reports on upcoming conferences and workshops, publications, membership growth, elections, and activities and decisions taken at the most recent Council meeting or by the Executive Committee or staff, and the inauguration of the next President of the Society.

## **Article 6 - Council**

1. The Council is the highest body of the Society. It establishes policies for implementation by the Executive Committee, monitors the performance and endorses the modifications or additions to the Constitution.
2. Various categories are established to recognize the services given by the council members. The following standing of the council members is established by the society: emeritus council members (for distinguished service to the society), current council members, and student council members. The emeritus council members are also members of the council serving with voices, but no vote.
3. The widest possible international representation shall be sought in the composition of the Council, taking into account geographical balance, professional activities, and age and gender distribution.
4. The main qualifying factor for membership in the council is high standing of the individual in ISHMII and sustained contributions to the field of Civil Structural health Monitoring (CSHM). An individual's extensive experience in application, research, teaching, and service in CSHM are qualifying factors for council membership. In lieu of long-term experience in the field, outstanding achievements within a short period of time may serve as a qualifying factor.

5. The Council shall consist of no more than sixty (60) current members elected from among the eligible Full members and Fellows. Each will be elected to a term of six (6) years and be eligible for re-election. The Council shall continue to function within its duties if the number of members falls below 60 members. Any member elected to the Council for less than six (6) years will also count toward the total of 60 members.
6. Provided that criterion 3 above is satisfied, efforts shall be made to adhere to the following geographic distribution in filling the council seats:
  - a. North America (USA, Canada, and Mexico): 18
  - b. Europe (East, West): 16
  - c. Asia-Pacific and South East Asia (China, Japan, Indo subcontinent, Singapore, Australia, and others): 17
  - d. South America: 4
  - e. Africa and Middle East: 5

This distribution is used as a guide. In the eventuality that qualified individuals are not identified for council membership from any one or more of the geographic regions, the council seats shall be filled by qualified members from other regions, as necessary.

7. At any time, the limit on the number of council members from the same institution is two (2).
8. Council terms will be staggered such that one third (1/3) of the Council will be elected or re-elected in each 2-year Council election cycle
9. Up to two (2) student members in good standing may be elected to the Council for a period of two (2) years to obtain their point of view. This election will take place during a regularly scheduled Council election. These positions do not count toward the total Council size. Student members have voice but no vote at Council meetings and attend the closed sessions of Council meetings only by prior invitation. Student members may be re-elected once. The students should represent different regions of the world.
10. All Council elections will be held in July of the odd-numbered years, scheduled to coincide with other Society elections whenever possible. Council terms will begin on January 1 of the upcoming even-numbered year. The end date of a term in office is December 31 of an odd-numbered year.
11. In the case of long-term vacancies on the Council, such as those caused by attrition and defined as seats that would be open for two (2) or more years, the Executive Committee will include the open seat as part of the next regularly scheduled election cycle. These Council positions will be for six (6) years and will conform to the regular start and end dates.

Off-cycle elections to the Council are strongly discouraged. However, where seats become available, and there are qualified candidates to occupy the seats, especially from underrepresented geographic regions, the seats will be filled by election in order to assure smooth operation of ISHMII affairs by the council. The decision to hold an exceptional or off-cycle election will be made by the President. Any Council member elected in an off-cycle election will serve a term that is at least two (2) years to ensure the opportunity for participation, but less than six (6) years.

12. All candidates for Council will be made aware of their term of service, including start and end dates prior to the election. This may be announced by the letter of appointment to the new inductees into council.
13. All Executive Committee members, whether elected or appointed, who are Council members, will continue their membership on the ISHMII Council while in office. This will be accomplished through their automatic re-election for a Council term. Their names do not appear on the Council election ballot, but must be announced as automatically re-elected, with an explanation given. Their positions are counted as part of the positions that are up for re-election.
14. The Council shall convene officially every year at the official Society conference. An official Council meeting may be held at an ISHMII-endorsed workshop if a number of Council members sufficient to meet a quorum indicate they will attend. The Executive Committee may call for a Council meeting at other times as necessary. Council members will receive at least two (2) months advance notice of Council meetings at workshops or other times to assure the greatest attendance. Care should be given so that Council meetings that occur between Society conferences are held in diverse locations to assure a wide opportunity for Council members from different regions to attend.
15. The Council may defer decisions on agenda items to a later date by directing that electronic voting be used to ensure full participation and discussions by all the council members. The president may solicit council's approvals on issues of importance to the society by electronic votes.
16. Duties and responsibilities of elected Council members who are Full or Fellow-level members of ISHMII include, but are not limited to, the required participation in at least three (3) official Council meetings at conferences or workshops during each six-year term, unless a significant reason for absence is communicated to the President in advance of the meeting. Three failures to participate in official Council meetings and/or votes held between Council meetings may be grounds for early termination of council membership.
17. Failure to maintain membership in the Society through payment of dues is grounds for termination of membership in the Council. Only members in good standing may serve in the Council or as society officers in ISHMII.

18. The Council shall elect from among the eligible Full members and Fellows on the Council three (3) Vice Presidents to serve on the Executive Committee of the Society and head three functional areas of Membership, Education and Finance, (See Articles 7 and 8 for discussion of the election and duties and responsibilities of the Vice Presidents).
19. The Council will either re-elect the sitting president if she/he wishes so, or one of the three (3) Vice Presidents as President-Elect. (See Article 8 for the schedule for the election of Vice Presidents and the President-Elect).
20. In all of its elections and appointments, the Council shall take actions that promote a geographic balance across the ISHMII leadership so that there is a global representation at a high level. The Council shall also encourage its members to consider gender distribution and the introduction of younger members to leadership positions to benefit the growth of ISHMII and professional development of those members who seek to serve ISHMII.
21. The Council shall vote on the following proposals submitted by the Executive Committee, preferably at the Council meeting held during the official conference or workshop:
  - a. The hosting organization of the next official conference and workshop;
  - b. Candidates for Fellowship of the Society;
  - c. The budget for the next financial period, usually one or two years;
  - d. The annual membership fee and any changes to the definition of membership;
  - e. Amendments to the by-laws and constitution; and
  - f. Contracts that have to be signed with third parties.
22. The Council will receive and hear other informational reports on Society issues and activities.

#### **Article 7 – Executive Committee**

1. The Executive Committee governs and represents the Society in all matters and makes decisions on behalf of and to the benefit of the Society, according to the Constitution and prior decisions of the Council.
2. The Executive Committee shall consist of seven (7) voting members: the President of the Society as its chair, three (3) Vice-Presidents, and the immediate Past-President in order to maintain continuity, the editor-in-chief of the journal of CSHM and the director of SIMTReC, the organisation hosting the ISHMII headquarters.
3. The President, Vice-Presidents of the Society, and the editor-in-chief are voting members of the Executive Committee.

4. The Vice Presidents will serve on the Executive Committee according to the dates of their term(s) of service, as described in Article 8.
5. Participation of the Past-President provides continuity, institutional knowledge and expertise to the Executive Committee. The Past-President will serve a three (3) year term that begins on January 1 and coincides with the term of the President. If a Past-President is unable to fulfil his or her position on the Executive Committee, for all or part of the term, then the Executive Committee may invite another Past-President to fill the vacancy or the position may be left vacant.
6. The Executive Committee shall assist the President in the management of the Society by undertaking duties assigned by the President and, in particular, shall be proactive in representing the Society in their regions.
7. The Executive Committee shall meet regularly, at least every three months, with the President, in person or electronically, to discuss managerial issues. ISHMII Central Office staff may be invited to participate in Executive Committee meetings.
8. The quorum of the Executive Committee shall be four (4), which is more than half of its membership.
9. The Executive Committee may solicit input from the council and elect up to three (3) Adviser(s) on Government Relations to the Council from among senior government staff from any country. The process for election of the advisers is implemented through electronic vote of the council. Advisers are not required to pay the membership fees, but in lieu provides advice on how to utilize government programs that are useful to Society members individually and the Society collectively. Advisers have a voice at Council meetings, but they are not eligible to vote and cannot be elected to any ISHMII office. Advisers will have a specific term of service of no more than six (6) years and is subject to reappointment based, in part, on contributions, participation and interest. The details of each appointment will be approved by the Council. This position does not count toward the total Council size.
10. The Executive Committee shall have the authority to enter into formal relationships with other organizations, institutions or entities with the understanding that such relationships may not financially burden ISHMII, entangle ISHMII resources or impede the development of ISHMII's mission and objectives. The Executive Committee shall have the authority to sign contracts relating to the mutual responsibilities for conferences and workshops or similar programs (usually with organizing committees), and to develop and sign a Memorandum of Understanding with another society, government entity or organization.

11. The Executive Committee shall submit to the Council the following items for discussion, a vote or approval, as appropriate.
  - a. Proposals received from prospective host organizations for up-coming official conferences;
  - b. Proposals of candidates for Fellowships of the Society;
  - c. Proposed budgets and annual membership fees;
  - d. Proposals for amendments to the by-laws; and
  - e. Report of activities.
  
12. If on receiving a report of an action taken by the Executive Committee, the Council wishes to reopen the decision for further discussion and a Council vote that could change the outcome, it may do so. The discussion and vote must be held in a timely fashion. A two-thirds majority vote by the Council members participating in the poll will be required to change the outcome of the Executive Committee's decision. The Executive Committee will accommodate the Council by making arrangements for such a discussion and vote.
  
13. Executive Committee members shall have electronic password-protected access to all documents of the Society stored at the Society's office.

#### **Article 8 – Vice-Presidents**

1. Three vice presidents (VPs) serve the society under the direction of the president, each with specific duties as follows: (1) VP for finance; (2) VP for membership; and (3) VP for education. The vice presidents are required to provide semi-annual reports to the president, which together with the summary report of the president will be published in the electronic magazine of the society, The Monitor.
  
2. The election of the three (3) Vice Presidents by the Council will occur every three (3) years such that these new Vice Presidents will be elected on or before July to take office on the following January 1. A term in office will end on December 31 of the appropriate year. The exception for these start dates and term of service is the election of a replacement Vice President, if needed. The actual date of a vice presidential election may be adjusted to coincide with other elections for efficiency.
  
3. Regardless of the length of the first term of service, a Vice President may be re-elected only once.
  
4. All the vice presidents are eligible for election as president, provided that the sitting president is not re-elected as described in article 9.
  
5. There are two paths to election as President. The only candidates for President include the sitting President and the three (3) sitting Vice Presidents, whether elected or appointed. The election for President (President-elect) will occur before July 1 (July 2016, 2019, 2022, etc.).

6. If a Vice President is elected as the next President, he or she will be known as the President- Elect. The President-elect will assume that office on July 1. The President-Elect will also continue his or her duties as a Vice-President until becoming President.
7. An election will be held to fill the vice presidential vacancy caused by the election of the President-Elect. All Council members in good standing are eligible for election to fill this vacancy. This person is referred to as a replacement Vice President. The election will take place in July (July 2022, 2025, 2028, etc.). Procedurally, a nomination period should open immediately when the next President is announced to the membership. The replacement Vice President will serve a two-year (2) term in office that begins on the next January 1 (January 2023, 2026, 2029, etc.). This 2-year term constitutes one full term in office.
8. If the President is re-elected, there is no need for the election of a replacement Vice President.
9. If a Vice President vacates his or her position due to inability to serve, such as but not limited to retirement, illness or professional responsibilities, the Executive Committee will appoint a short-term vice presidential replacement to serve for the remainder of that term (less than three (3) years). If the vacancy occurs less than six (6) months before the next vice-presidential election, the Executive Committee will put off appointing a short-term replacement in favour of the electoral process. The recommended appointee is the candidate who received the next highest number of votes in the election of the person who vacated the office, if he or she is available. In case of a tie among the candidates for appointee, the Executive Committee will break the tie with a vote.

#### **Article 9 - President-Elect and President**

1. The president is the chief executive officer of the society, and her/his duties pertain to all aspects for running, maintaining and managing the society. Together with her/his VPs, the president is responsible for day-to-day operations of the society. The president provides the synthesis of society activities, as reported by the 3 VPs, through a semi-annual report to be published in the electronic magazine of the society, *The Monitor*.
2. The term of service for the President of the Society is three (3) calendar years. There is a limit on a President's terms of service: The President may be re-elected once and thus serve for a maximum of two (2) terms (six (6) years). These terms do not need to be consecutive. The President's term of service begins on January 1 of the designated year (January 2019, 2023, 2026, etc.) and concludes on December 31 of the appropriate year.
3. Following completion of the first term, if the current president wishes to continue her/his work for a second term, she/he could formally request for a special election by the council. She/he will need to at least receive 2/3rd of the council vote in order to be re- elected for the second and final term.

4. Following the completion of the first term, if the current president did not wish to run for a second term, or if she/he was not re-elected by at least 2/3rd of the vote, the executive committee will call for election of the president. The nominees will be any or all of the current VPs if they elect so and the current president provided that she/he wishes to apply. In this case, the new president will be selected by the majority vote.
5. Under rare circumstances, such as incompetency of the executive committee, the council by majority 2/3rd vote may nominate other candidates from the council to participate in the election for the presidency of the society. In this scenario, only the candidates selected by the council will be eligible to participate in the elections.
6. If the President-Elect is elected by the Council from among the three sitting Vice Presidents (i.e.: The President is not re-elected), the President-Elect's six (6) month term of service as President-Elect begins on July 1. His or her period as President-Elect will be instrumental in learning the duties of the President. The results of the election of a President-Elect will be announced immediately on ISHMII.org and/or by electronic communication with the membership and supporters of the Society.
7. The duties and responsibilities of the President-Elect are to represent the Society in all activities and to train as the future President by becoming fully familiar with all operations, practices and policies of the Society and its parts including publications and staff. The President and President-Elect will collaborate on activities and responsibilities.
8. If the President is re-elected to a second term (instead of a Vice President being elected), the President will continue in office. In this circumstance, there is no President-Elect. The election results will be announced to the membership immediately.
9. The President may be ceremonially inaugurated at the General Meeting held at the official conference or workshop prior to assuming office. The Society's preference is to hold the inauguration at a Society conference but given the dates of the presidential term of service this will not be always possible.
10. The President will preside at Council and Executive Committee meetings as its chair. The President will represent the Society publicly and professionally. The President can delegate her/his duties to the President-Elect or any of the Vice Presidents, as appropriate.
11. The President is responsible for the daily functioning of the Society, including communications to the membership and interested parties in the field. The President has the authority to make practical decisions including the interpretation of policy that ease the functioning of the Society.

12. The President will communicate regularly with the general membership, through the available tools such as an electronic newsletter with messages consistent with the mission of the Society as well as commentary and through posting to [www.ISHMII.org](http://www.ISHMII.org), and will assure that the electronic communications, electronic research-oriented magazine or any other publications, messages or announcements that benefit the Society and its membership are published in a timely manner.
13. The President will be in routine contact with the Editor-in-Chief of the Society's peer-review journal regarding its goals and targets.
14. The President will be in routine contact with the chair of any Task Force or committee to assure progress on the goals and targets.
15. The President, in collaboration with the Executive Committee, will mark the progress of all upcoming official conferences or workshops to assure that the organizers meet the written procedures, guidelines or rules established by the Council, especially with regard to quality expectations and appropriate financing, and will communicate with that organizing committee with the full authority of the Society and its Council.
16. The President will represent the Society in official ISHMII conferences, workshops, and society designated events. In cases where the President cannot attend the event and or represent the Society in person, the President should designate a member from his/her executive committee or the council to represent her/him at the event.
17. Inability to Conduct Duties: If the President is unable to carry out the duties herein on either a temporary or permanent basis, then the President-Elect will assume those responsibilities as directed by the Executive Committee. If there is no President-Elect and the President's absence from duty is short-term, the Executive Committee members will appoint a Vice President as an interim or acting President-Elect deputized to fulfil those Presidential responsibilities until the President can return to office or a permanent President-Elect elected. The Executive Committee will notify the Council and ISHMII staff of such issues and the approximate duration of an absence and resolution. If the length of time is such that this causes a vice presidential vacancy, the Executive Committee may replace the Vice President accordingly.

#### **Article 10 - Task Forces and Committees**

1. Proposals for the establishment of Task Forces and committees in selected areas shall be developed by the President and Executive Committee and submitted to the Council for approval. The proposal shall include such details as the proposed chair of the Task Force or the committee, a list of members who have confirmed support and the scope, form and frequency of activities and deliverables.

2. Task Forces and committees shall be established for a prescribed and usually short term when there is a genuine need and widespread interest among the members of the Society and shall be dissolved by the Executive Committee when they have completed the assigned objectives.
3. The chair of a Task Force or a committee shall submit a written annual report of activities to the Executive Committee by December 31 of the corresponding year and report to the Council upon request. The report should include the results of the Task Force or the committee including any changes to the scope or members of the Task Force or the committee, proposed actions such as deliverables and a timeline for completion (if not yet concluded), as well as recommendations on cost (if any) associated with the deliverables. If there is a projected cost, the Council should consider how such a recommendation will be funded and under what circumstances.

### **Article 11 – Voting and Nomination Rules**

1. Any motions calling for votes at an official meeting shall be passed if supported by more than half of those present, if the quorum requirement for that meeting is met. The quorum for a Council or Executive Committee meeting is constitutionally mandated herein. Task Forces or committees, usually small in size, should consider a quorum to be one half of the membership.
2. Motions made at meetings that do not satisfy the quorum requirement should be subject to subsequent electronic voting or referred to a later meeting.
3. As appropriate, on recommendation by the Executive Committee, Office of the President or Council, voting may be held electronically in order to fully involve the appropriate parties without a meeting.
4. No proxies shall be allowed.
5. In the case of electronic voting, the Executive Committee will select an election period that provides sufficient time for voters to consider the issue at hand with consideration given to the change in time zones and accessibility to computers during the voting cycle. The minimum voting period shall be seven (7) days and the maximum voting period shall be fourteen (14) days to allow for the greatest participation. In the exceptional case of an urgent decision, the minimum voting period should be 36 hours, and consideration will be taken to maximize the number of Council members available to vote.
6. Whenever decisions rely on the review of support documents, such documents will be distributed to Council members in advance or posted to a controlled access site on ISHMII.org available only to Council or Executive Committee members and staff.

7. Nominations for the offices of Council member, Vice President, President (President-elect), or Honorary member of the Society shall require the following to be considered a qualified nomination. Except for Honorary members and Student representative to the Council, self-nominations are acceptable. The nominee must accept the nomination and understand the position requirements including dates of service. All nominations or letters of support must include a motivational statement that can then be shared with other voters. The Executive Committee will announce deadlines for nominations and exact dates of elections.
  - a. Council: Two nomination letters or emails from Fellows or Full Society members. The candidate's CV.
  - b. Council - Nomination for re-election: Two nomination letters or emails from Fellows or Full Society members. Candidate's updated CV.
  - c. Council - Student Member: Two nomination letters or emails from Council members that include an assessment of the student's likelihood of being able to attend a Council meeting. The candidate's CV. Indication of the candidate's expected date of graduation.
  - d. Vice President: Two nomination letters or emails from Council members. Candidate's CV. Vision statement for ISHMII. The Council may request that the Vision statement be presented to a Council meeting, when possible, prior to the election.
  - e. Vice Presidential - Nomination for re-election: Two nomination letters or emails from Council members. Candidate's updated CV. Updated Vision statement for ISHMII with list of achievements, as it applies to ISHMII.
  - f. President (President-Elect): Nominations and letters of support are not needed. All candidates must provide a Vision statement. All Vice Presidents are automatically nominated. Those who do not wish to be considered for election as President (President-elect) should notify the Executive Committee by April 1 of the election year. If the President wishes to run for re-election, the President should notify the Executive Committee by April 1 of the election year.
  - g. Honorary member of the Society: Two nomination letters or emails from Fellows or Full members of the Society who are in good standing. Each nomination must include a statement that indicates a motivation for including the nominee as an Honorary member, rather than inviting the person to join as a dues-paying member. The nominee's CV. Nominees should be interested in this invitation.

## **Article 12 - Official Conferences**

1. The official conferences are the most important events of the Society. They shall be held every year, hosted by an organization chosen and approved by the Council based on proposals received from potential hosting organizations. Conferences will bear the designation SHMII, standing for Structural Health Monitoring of Intelligent Infrastructure.

2. The Office of the President will make any written guidelines and rules regarding conferences in their current version, as approved by the Council, available to all organizations and their representatives as soon as it is informed of the intent to present a proposal.
3. Proposals for hosting an official conference shall be submitted to the Executive Committee at least three (3) years before the conference or when a call is put forth by the Council or Executive Committee. An announcement of the intent to pursue hosting a conference and then a final proposal will be made at a Council meeting. The final proposal shall contain such details as the Chairman of the Organizing Committee, duration, potential costs and subsequent appropriate registration fee, availability of reasonable accommodations and any financial support from the organization, among other details required by the Council.
4. All competitive proposals for a conference must be presented and voted at the same Council meeting. Before a vote can be taken, the presenters must declare that they know and will respect the current available organizational and financial rules for carrying out a conference. They must declare that they intent to sign the corresponding contract, described below. Conference site selection may be done by electronic vote if materials are provided to all Council members and a sufficient amount of time is available for members to ask questions.
5. Once selected, the host organization will form a Local Organizing Committee, and then propose an International Scientific or Advisory Committee composed of leading researchers in the field as well as keynote speakers, all in sufficient time for an Executive Committee review. The Executive Committee has the decisive vote on the proposed members of the International Scientific or Advisory Committee and keynote speakers. The Executive Committee will suggest alternative or additional members for the Committee, if needed. It will propose alternative speakers to best represent the membership of ISHMII. In both instances, the purpose is to represent ISHMII geographically, through areas of expertise and to assure both experienced and younger members of all genders are represented on the Committee and among the highlighted speakers.
6. After the conference site has been selected, the Council shall require a written contract between the chosen organization, its fiscally responsible party and ISHMII. While an officially endorsed ISHMII event, ISHMII is not in a position to provide Society funds to the Organizing Committee and cannot assume responsibility for costs associated with the execution of the event. ISHMII has an expectation of revenue from each official conference that shall be published or made available to all potential organizers of conferences.
7. If the Organizing Committee cannot adhere to these requirements, the conference will not be considered an official ISHMII conference.

8. In the case of a workshop, short-course or other event being attached to the conference by the local organizing committee or their collaborators, ISHMII and the organizing committee will enter into a similar agreement detailing the expectation of revenue from such event.

### **Article 13 –Official Workshops**

1. The official workshops support the activities of the Society and shall be held on mandate or demand, hosted by an organization chosen and approved by the Council based on proposals received from potential hosting organizations. They will bear the designation CSHM signifying a Civil Structural Health Monitoring workshop. The format of the workshops may be either theme-based, with presentations of the most recent accomplishments in the subject area or may concentrate on implementation of a specific ISHMII task with an extensive report on the subject area. In either case, the workshop outcome shall be published as an ISHMII report or a position paper.
2. The Office of the President will make the current version of written guidelines and rules regarding ISHMII conferences and/or workshops, as approved by the Council, available to all organizations and their representatives as soon as it is informed of the intent to present a proposal to host a conference or workshop.
3. Proposals for hosting an official conference shall be submitted to the Executive Committee at least three (3) years before the conference or when a call is put forth by the Council or Executive Committee.
4. Proposals for hosting an official workshop shall be submitted to the Executive Committee at least two (2) years before the workshop or when a call is put forth by the Council or Executive Committee.
5. An announcement of the intent to pursue hosting a conference or a workshop and then a final proposal will be made at a Council meeting. The final proposal shall contain such details as the Chairman of the Organizing Committee, duration, potential costs and subsequent appropriate registration fee, availability of reasonable accommodations and any financial support from the organization, among other details required by the Council.
6. Competitive proposals are encouraged. All competitive proposals to host a specific conference or a workshop must be presented and voted at the same Council meeting. Before a vote can be taken, the presenters must declare that they know and will respect the current available organizational and financial rules for carrying out a conference. They must declare that they intend to sign the corresponding contract, described below. Site selection (selection of a proposal) may be done by electronic vote if materials are provided to all Council members and a sufficient amount of time is available for members to ask questions.

7. Once selected, the host organization will form a Local Organizing Committee, and then propose an International Scientific or Advisory Committee composed of leading researchers in the field as well as keynote speakers, all in sufficient time for an Executive Committee review. The Executive Committee has the decisive vote on the proposed members of the International Scientific or Advisory Committee and keynote speakers. The Executive Committee will suggest alternative or additional members for the Committees or alternative keynote speakers, as needed, and consider, among other things, the frequency with which a keynote speaker has appeared at official conferences or workshops. It will propose alternative speakers or committee members to best represent the membership of ISHMII. In all instances, the purpose is to represent ISHMII geographically (considering both region and country), across areas of expertise, and to assure that both experienced and younger members of all genders are represented on the Committees and among the highlighted speakers.
8. After the conference or workshop site has been selected, the Council shall require a written contract between the chosen organization, its fiscally responsible party and ISHMII. While an officially endorsed ISHMII event, ISHMII is not in a position to provide Society funds to the Organizing Committee and cannot assume responsibility for costs associated with the execution of the conference or workshop. ISHMII has an expectation of revenue from each official conference or workshop that will be part of the written contract and clearly stated in any guidelines and/or discussions and made available to all potential organizers of conferences or workshops.
9. The organizer(s) of the conference/workshop is required to establish a committee for selection of at least, the top 10 percent of the submitted papers for consideration of ISHMII's peer reviewed journal, JCSHM (Journal of Civil Structural Health Monitoring). The committee will solicit full papers from the authors who wish for their papers to be published in the special issue of JCSHM. The organizer of the conference/workshop and or their appointees will serve as the special issue guest editor of the journal. The organizer is responsible for announcing the publication of a special issue on their website at least two months prior to the date of the workshop. JCSHM will be the sole journal for publication of the top ten percent papers from the conference/workshop.
10. ISHMII encourages the local organizing committee and/or their collaborators to organize events such as a workshop, short-course, expert meeting or round-table discussion as part of or as an add-on to an officially sanctioned ISHMII conference or workshop. Such events build on and draw from the reputation of ISHMII. ISHMII shall be informed of any such planned event, so it may determine in discussion with the organizers whether the event is another potential source of revenue. If the event generates revenue, then ISHMII and the organizing committee will enter into an agreement similar to the written contract mentioned above detailing the expectation of revenue from such event.

11. If another Society or organization offers such an event immediately before, during or at the end of an ISHMII conference that draws on attendees of the ISHMII conference, then the event, its organizing committee and location should be clearly distinguished from the ISHMII conference. The advertising for such an event cannot be part of the advertising for the ISHMII conference unless ISHMII agrees to it.
12. The local organizing committee may set registration and other fees as necessary to assure the successful functioning of the conference or workshop; however, if the various registration and associated fees are designated as reserved for registrants who declare that they are an ISHMII Member or Student Member, then the organizers must adhere to the definition of Member or Student Member herein. Since a registrant may inadvertently misstate his or her status, the organizers must make arrangements with ISHMII to establish a procedure that allows for verification of a registrant's status. In the case of student's rates, the organizers must do their best to assure that those registering as Students meet the definition (i.e.: post-doctoral researchers, fellow or scholars and those with Ph.D. or Dr. in their title are not ordinarily students).
13. If the Organizing Committee cannot adhere to these requirements, the respective conference or workshop will not be considered an official ISHMII conference or workshop.

#### **Article 14 - Publications**

1. The Society has two (2) regular publications. A twice-a-year electronic magazine (e-magazine) of technical reports (*The Monitor*) and a regularly published peer-review journal (*Journal of Civil Structural Health Monitoring*).
2. The Editors-in-Chief of all ISHMII electronic or print publications shall be a member of the ISHMII Council. Reviewers and Associate Editors or those in similar positions should be ISHMII members but need not be Council members in order to involve outstanding experts from the relevant disciplines.
3. The President of the Society is the Editor of an additional electronic newsletter, if he or she produces such a communication, and may appoint staff to assist in its preparation and publication.
4. The Editor-in-Chief of the electronic technical e-magazine will be nominated by the current editor and selected for appointment by the President in consultation with the Executive Committee, without formal vote. This appointment will be reported to the Council. This Editor-in-Chief will serve for renewable three-year terms. In collaboration with the Executive Committee, the Editor-in-Chief will appoint or maintain an Editorial Board

representing the society disciplines and geographic regions. The Editor-in-Chief will set expectations for the participation of the Associate Editors, who will serve for four (4) years. The Editor-in-Chief may renew the terms of Associate Editors, or expand number of Associate Editors, as necessary. In conjunction with the President, the Editor-in-Chief may appoint a Managing Editor from staff to assist in the preparation and publication.

5. The Editor-in-Chief of the Journal will be selected by the President to serve three (3) year renewable terms. The Editor-in-Chief shall appoint Associate Editors from different countries as members of an Editorial Board to assist in obtaining and reviewing journal articles according to peer-review standards and those of the publisher. This Editorial Board will meet at least once every year at the official conference and more often if possible. The Editor-in-Chief will be responsible for obtaining and providing detailed reports to the Council in conjunction with the publisher's representative. The Associate Editors will serve three (3) year renewable terms. The Editor-in-Chief may replace them or expand the number of Associate Editors, as necessary.

#### **Article 15 - Finance**

1. The Society shall be funded by membership dues and other lawful means such as donations.
2. Any surplus shall be used solely in accordance with the provisions of Article 2.

#### **Article 16 - Rights of Members**

1. Members of all classes, except honorary members, shall have the following rights and privileges:
  - a. To participate in the general meeting of the Society, and vote if such matters are brought to the general meeting;
  - b. To receive the official publications free of charge as electronic media;
  - c. To receive discounts at conferences, workshops, seminars and short courses organized by ISHMII members in the name of the Society, if offered;
  - d. To receive any other benefits as may be decided by the Council.
2. Fellows and full members have the following additional rights and privileges:
  - a. To nominate and be nominated as candidates for election to the Council;
  - b. To be nominated as candidates for election to the Executive Committee; and
  - c. To take part in the activities of Task Forces, committees and editorial boards.