Constitution and By-Laws

Society for Civil Structural Health Monitoring (SCSHM)

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

1. The name of the organization shall be the Society for Civil Structural Health Monitoring (SCSHM), 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

6. The contact information for the office of the Chief Executive Officer and that of its staff is contacts@scshm.com

Article 2 - Aim and Objectives

1. The aim of the Society is to advance the theory and application of Structural Health Monitoring (SHM) methodologies for the benefit of civil engineering infrastructure systems. Teaching and dissemination of knowledge for advancing the state-of-the-art and service to the engineering profession will be among the important activities of society. 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, highways, and railways, offshore platforms, power plants, other industrial facilities,

energy infrastructure including transmission lines/systems and power/storage facilities, pipelines, hydraulic engineering facilities, waterways, ocean structures, dams) 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 regarding 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 CSHM 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. Outcome of such SCSHM developments should become part of international or regional or national Codes such as of American Association of State Highway and Transportation Officials (AASHTOO) or Canadian Highway Bridge Design Code (CHBDC). The society will be vigilant to oversee the successful integration of CSHM methodologies into engineering curricula.

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 a biennial 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, currently name "The Monitor", and announcements as well as postings to the Society Website, www.SCSHM.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 - Organization

1. The functional organizational units of the Society and support for the Society are the:
   - General Membership
   - President
   - Chief Executive Officer
   - Executive Board
   - Advisory Board

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 of Board members, and activities and decisions taken at the most recent Executive and/or Advisory Board meeting, and the inauguration of the next President and the next Chief Executive Officer of the Society.

Article 5 – Membership Guidelines

1. Membership Categories

The Society offers five categories of membership:

a. **Fellow Members (Fellows):**
Represent the highest class of membership. Fellows are senior professionals who have made significant contributions to the field of Civil Structural Health Monitoring (SHM) through research or practice. Appointment of Fellows requires Advisory Board vote. Fellowship is conferred by the President of the society. Fellows may use the designation *SCSHM Fellow*.

b. **Individual Members:**
Professionals (e.g., engineers, consultants, researchers, government employees) with at least three years of relevant experience and a bachelor's degree in a related discipline. Membership begins upon application and payment of dues. Members may use the designation *SCSHM Member*. Membership lapses until the membership fee is paid.

c. **Associate Members:**
Individuals training in the field of SHM (Bachelor's, Master's, or Doctoral students) up to age 29, including Engineers-in-Training (EIT). Proof of status is required.

d. **Patron Members:**
Organizations, agencies, or institutions active in SHM that support the Society's mission. Patron Membership is granted by invitation or application. Benefits include:
- Logo placement on the SCSHM website
- Free advertisement in the SCSHM Newsletter
- One technical article in *The Monitor* every two years
- One webinar every two years
- Two job postings per year
- Participation in Working Groups
- Three designated representatives of Patron members receive the full privileges of individual membership at a lower price than individual membership prices.

e. **Honorary Members:**
Individuals with a lifetime of distinguished contributions to SHM. Appointment of Honorary members requires Advisory Board vote. Honorary membership is conferred by the President of the society and is non-dues-paying. Honorary Members cannot be elected to any office within the Society. An Honorary membership is conferred for a lifetime term.

2. National Groups

Members from different countries and professional backgrounds may form national groups to promote the Society's objectives locally. Their membership rights and obligations remain unchanged.

3. Membership Term

Membership is valid for one calendar year (January–December), unless otherwise determined by the Executive Board (e.g., multi-year memberships).

4. Application and Dues

Membership is obtained through application and payment of dues, as set by the Executive Board.

- Individual dues are payable in January
- Patron dues are payable by the end of February

  Unpaid dues result in lapsed membership and loss of benefits. Lapsed memberships may be renewed retroactively to the start of the year.

5. Good Standing

Members must be in good standing to access benefits, serve on committees, or hold office. A member is in good standing if dues are current, and no termination action is pending by the Executive Board.

6. Membership Administration

Membership records and dues are managed by the Office of the Chief Executive Officer and the Executive Board of SCSHM.

7. Member Rights

Active Fellows and Members in good standing may:

- Be elected as Society officers, including Chief Executive Officer
- Serve on task forces, committees, or editorial boards
- Represent the Society at public and professional events
- Receive exclusive benefits, such as a reduced participation fee for official SCSHM events.
- Free access to the official electronic newsletter of the society, the Monitor.

8. Termination of Members

Membership may be terminated by the Executive Board majority vote if the member:

- Fails to pay dues after two reminders (except Honorary Members)
- Acts against the Society's interests
- Resigns in writing
- No longer meets membership standards or obligations

Membership of Fellows, Executive Board Members and Chairs of Committees or Task Forces may also be terminated by the Executive Board majority vote if the member:

- Fails to communicate or participate as required
- Misses meetings or votes twice in a row.

Membership automatically terminates in the event of death.

Article 6 - President

1. The President is the highest representative of the Society for Civil Structural Health Monitoring (SCSHM) and serves as a symbolic and inspirational figurehead. She/he is a highly valued expert in the international SHM community and represents the society at formal events, fosters external relationships, and supports the broader vision of the society.

2. The President is proposed by the Advisory Board or the Executive Board. She/he can come from among the board members. Election is by majority vote of the Advisory Board.

3. The President represents the Society in official SCSHM conferences, workshops, society designated events or in events of cooperating international societies. In cases where the President cannot attend the event and/or represent the Society in person, the President designates the Chief Executive Officer or a member from the Executive Board or the Advisory Board to represent her/him at the event.

4. 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 2026, 2029, etc.) and concludes on December 31 of the appropriate year.

5. The Society's preference is to hold the inauguration ceremony for the President at the General Meeting of an official conference or workshop of the Society.

6. 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 Advisory Board. She/he will need to at least receive 2/3rd of the Advisory Board vote in order to be re- elected for the second and final term.

7. 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 Advisory Board will call for election of the president. The new president will be selected by the majority vote.

Article 7 – Chief Executive Officer

1. The Chief Executive Officer is the chief executive officer of the society, and her/his duties pertain to all aspects of day-to-day running, maintaining, and managing the society, including communication between the membership and interested parties in the field. The Chief Executive Officer has the authority to make practical decisions, including the interpretation of policy, that ease the functioning of the Society.

2. The responsibilities of the Chief Executive Officer are as follows:
    - Planning the budget, managing financial activities and providing semi-annual financial reports to the Executive and Advisory Board; the budget of the society must be approved once per year by the Advisory Board.
    - Design and updating of the website
    - Organization and implementation of webinars, courses, offers of the society
    - Preparation, coordination and signing of contracts for official events of the society
    - Dissemination of updated technical information in the society's media, e.g. in the electronic magazine of the society “The Monitor” or on the website
    - Annual activity and financial report to the membership, in general to be published in “The Monitor” (see Article 13).

3. The Chief Executive Officer will mark the progress of all upcoming official conferences or workshops to ensure that the organizers meet the written procedures, guidelines, or rules established by the Executive Board and approved by the Advisory Board, especially about quality expectations and appropriate financing, and will communicate with the organizing committee with the full authority of the Society and its Executive Board.

4. The appointment of the Chief Executive Officer will be made through a call for nominations, which will be published on the company's website and sent to the company's members by email. The Chief Executive Officer will be approved by a majority vote of the Executive Board.

5. The term of service for the Chief Executive Officer of the Society is three (3) calendar years.

6. Following the completion of the first term, if the current Chief Executive Officer wishes to continue her/his work for a second term, she/he could formally request an extension of the term from the Executive Board. The Board members decide on the extension by a simple majority.

7. The Chief Executive Officer will communicate regularly with the general membership through available tools, such as an electronic newsletter featuring messages consistent with the Society's mission, commentary, and postings on www.SCSHM.org and will ensure 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.

8. The Chief Executive Officer will maintain routine contact with the Editor-in-Chief of the Society’s peer-reviewed journal to discuss its goals and targets.

9. The Chief Executive Officer will be in routine contact with the Advisory Board members and chairs of any Task Force or committee to ensure progress on the goals and targets.

Article 8 – Executive Board

1. The Executive Board governs the Society in all matters to run the society and makes timely decisions on behalf of and to the benefit of the Society, according to the Constitution.

2. The Executive Board shall consist of five (5) voting members, one to serve as the Chief Executive Officer, two members to assist the Chief Executive Officer for strategic planning and managing the tasks under the responsibility of the Chief Executive Officer (see Article 7, Sect. 2), the Event Coordinator, and the editor-in-chief of the journal of CSHM (JCSHM).

3. When positions on the Executive Board need to be filled, a call for nominations is sent to all members of the society. The new appointment requires the approval of the Advisory Board.

4. The members of the Executive Board have voting rights in all matters relating to the day-to-day management of the society. The quorum of the Executive Board shall be three (3), which is more than half of its membership. The members of the Executive Board have no voting rights in strategic and global decisions, such as election of the President, decision on future conferences and workshops, changes in the Constitution; such decisions are made by voting in the Advisory Board.

5. The Executive Board and the Advisory Board shall direct the Chief Executive Officer in the development of policy and programs of the Society.

6. The Executive Board shall meet regularly, as needed, but at least every three months, in person or electronically, to discuss all aspects of society, including managerial issues. Members of the Advisory Board may be invited to participate in Executive Board meetings; the Executive Board shall solicit input from the Advisory Board and from members. The Executive Board meeting is chaired by the Chief Executive Officer.

7. In consultation with the President, the Executive Board is authorized to enter into formal relationships with other organizations, institutions, or entities with the understanding that such relationships may not financially burden SCSHM, entangle SCSHM resources, or impede the development of SCSHM's mission and objectives. 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 entities or organizations lies with the Chief Executive Officer or an authorized representative after the board members have approved it by a majority.

8. The Executive Board shall discuss and prepare, as appropriate:
    a. Proposals received from prospective host organizations for upcoming official conferences and workshops.

b. Proposals of candidates for Fellowships of the Society.
c. Suggested budgets and membership fees with regard to discount incentives for opting for longer membership.
d. MOUs and contracts with third parties
e. Proposals for amendments to the by-laws; and
f. Report of activities.

Article 9 - Advisory Board

1. The Advisory Board is a group of outstanding SHM experts who advise the Executive Board on technical and strategic issues relating to the management of the Society. It provides technical support in carrying out the work of the Executive Board and is involved in the design and implementation of the Constitution.

2. The main qualifying factor for membership in the Advisory Board is 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 Advisory Board membership. Advisory Board members should have a clear understanding of operational needs, strategic priorities, and the competencies required to fulfill their advisory role.

3. Members of the advisory board shall be appointed based on the recommendation of the Chief Executive Officer to the Executive Board.

4. The Chief Executive Officer shall chair meetings of the Advisory Board and lead its proceedings. The President may attend in an advisory capacity and offer strategic input or commentary on matters under discussion. However, the President shall not hold voting rights and shall not interfere with the Chief Executive Officer's operational responsibilities or decision-making authority.

5. The Advisory Board shall consist of a maximum of 11 (eleven) members, who shall be appointed for a term of three (3) years and may be re-appointed for another three-years term.

6. The members of the Advisory Board should have the broadest possible international composition and a balanced age and gender distribution. Efforts should be made to adhere to the following geographic distribution:
    a. America (USA, Canada, Mexico, South America): 3 seats
    b. Europe and Middle East: 3 seats
    c. Asia-Pacific and Southeast Asia: 3 seats
    d. Australia: 1 seat
    e. Africa: 1 seat

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

7. At any time, the limit on the number of Advisory Board members from the same institution is one (1).

8. Members of the Advisory Board have a vote at official Board meetings (in person or online) by prior invitation according to Sect. 8 of this Article.

9. The Advisory Board votes or approves, as appropriate:
   a. Upcoming official conferences and workshops
   b. Candidates for Fellowships of the Society
   c. Budget management of the Executive Board for the past period including planning for the next financial period, and ~~annual~~ membership fees once per year
   d. Contracts with third parties
   e. Amendments to the by-laws
   f. Annual report of activities.

   A deadline for voting is set by the Chief Executive Officer. The minimum voting period for Advisory Board members shall be seven (7) days, and the maximum voting period shall be fourteen (14) days to ensure fast decisions (see Article 11, Sect. 4). In the exceptional case of an urgent decision, the minimum voting period should be 36 hours. The quorum of the Advisory Board shall be two-thirds of the number of members.

10. Failure to fulfill membership obligations through non-payment of membership fees or through unexcused non-participation in official Advisory Board meetings and/or votes are grounds for termination of membership in the Advisory Board. Advisory Board members are assumed to be in good standing.

Article 10 - Task Forces and Committees

1. SCSHM has four standing Committees:
   - Young Members Committee
   - Lifetime Achievement Award (Aftab Mufti Medal) Committee
   - Best Paper Award Committee
   - Fellows Committee.

2. Proposals for the establishment of Task Forces and committees in selected areas shall be developed by the Executive Board and submitted to the Chief Executive Officer for implementation. 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.

3. 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 Board when they have completed the assigned objectives.

4. The chair of the Task Force or a committee shall submit a written semi-annual report of activities to the Executive Board within a calendar year. 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 Executive Board 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 all official meetings shall be passed if supported by more than half of those present, if the quorum requirement for that meeting is met. The quorum for Advisory Board meetings and Executive Board meetings 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 Board, voting may be held electronically to fully involve the appropriate parties without personal presence of their members. No proxies shall be allowed.

4. In the case of electronic voting, the Executive Board 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 all members of the voting Board are expected to vote. Board members who are not available three times in a row without an acceptable excuse lose their votes and membership in the corresponding Board.

5. Whenever decisions rely on the review of support documents, such documents will be distributed to Board members in advance or posted to a controlled access site on www.SCSHM.org available only to the members of the Executive Board or the Advisory Board members.

6. Nominations for Honorary members or candidates for awards of the Society shall require a qualified nomination. Two nomination letters or emails from Fellows or Full members of the Society who are in good standing are required. Each nomination must include a statement that indicates a motivation for the award or for including the nominee as an Honorary member, rather than inviting the person to join as a dues-paying member. The motivation statement can then be shared with other voters. The nominee's CV and a list of at maximum ten most outstanding publications should be added. Nominees should be interested in this invitation, must accept the nomination and understand the position requirements, including dates of service. The Executive Board will announce deadlines for nominations and exact dates of elections. Self-nominations for Honorary members are not acceptable.

Article 12 - Official Conferences and Official Workshops

1. The official conferences are the most important events of the Society. They shall be held every two years, usually in odd calendar years, hosted by an organization chosen and approved by the Executive Board based on proposals received from potential hosting organizations. Conferences will bear the designation CSHM-C, standing for Civil Structural Health Monitoring Conference. The conference outcome shall be published as a collection of papers or in book format. Best papers shall be published in the Journal of Civil Structural Health Monitoring (JCSHM) after undergoing a peer review process, see Article 12, sec. 3.

2. The official workshops support the activities of the Society and shall be held on mandate or demand, but not less than every two years, hosted by an organization chosen and approved by the Advisory Board based on proposals received from potential hosting organizations and pre-checked by the Executive Board. Workshops will bear the designation CSHM-W, standing for 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 the implementation of a specific SCSHM task, accompanied by an extensive report on the subject area. In either case, the workshop outcome shall be published as an SCSHM report, position paper, or collection of papers in book format.

3. 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 SCSHM'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. All submitted full papers must be peer reviewed according to the usual review rules for this Journal.

4. The Chief Executive Officer will provide written guidelines and rules regarding SCSHM conferences and/or workshops, as approved by the Executive Board, 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.

5. Proposals for hosting an official conference or workshop shall be submitted to the Executive Board at least two (2) years before the event or when a call is made by the Executive Board. An announcement of the intent to pursue hosting a conference or a workshop and then a final proposal will be made at an Executive Board 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 organizing institution, among other details required by the Executive Board.

6. All competitive proposals for a conference or a workshop must be presented and voted on at the same Advisory Board meeting. Before a vote can be taken, the presenters must declare to the Executive Board 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 in Section 8 of this article. Conference or workshop site selection may be done on recommendation of the Executive Board by electronic vote if all Executive and Advisory Board members have been provided with materials and have had sufficient time 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 Board review. The Executive Board has the decisive vote on the proposed members of the International Scientific or Advisory Committee and keynote speakers. The Executive Board has the freedom to suggest alternative or additional members for the Committees or alternative keynote speakers, as needed, to best represent the membership of SCSHM and consider, among other things, the frequency with which a keynote speaker appears at official conferences or workshops. In all instances, the purpose is to represent SCSHM 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 Executive Board shall require a written contract between the chosen organization, its fiscally responsible party and SCSHM, signed by the Chief Executive Officer. While an officially endorsed SCSHM event, SCSHM is not able to provide Society funds to the Organizing Committee and

cannot assume responsibility for costs associated with the execution of the conference or workshop. However, since the organizers will use the Society's name and brand in conducting the conference or workshop, SCSHM expects a 15 % royalty fee on the registration cost of non-members of SCSHM, which would be paid to the Society. In the same way, SCSHM would get 15 % of all sponsorships as a revenue. This payment will be part of the written contract and is clearly stated in any guidelines and/or discussions and made available to all potential organizers of conferences or workshops.

9. The local organizing committee may set registration and other fees as necessary to assure the successful functioning of the conference or workshop. The maximum amount of the fee/s should be defined in agreement with SCSHM and become part of the contract. The organizers grant reduced participation fees to all SCSHM members in good standing; the amount of the discount fee is to be agreed upon between the society and the organizers. Since a registrant may inadvertently misstate his or her status, the organizers must decide with SCSHM 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).

10. SCSHM encourages the local organizing committee and/or their collaborators to organize events such as a short-course, expert meeting or round-table discussion as part of or as an add-on to an officially sanctioned SCSHM conference or workshop. Such events build on and draw from the reputation of SCSHM. SCSHM shall be informed of any such planned event, so it needs to be clarified with the organizers whether a royalty fee is payable to SCSHM for this event. If the event generates a royalty fee, then SCSHM and the Organizing Committee will enter into an agreement similar to the above-mentioned written contract, in which the expected amount of royalty fees from such an event will be agreed upon.

11. If another Society or organization offers such an add-on event immediately before, during or at the end of an SCSHM conference or workshop that draws on attendees of the SCSHM conference, then the event, its organizing committee and location should be clearly distinguished from the SCSHM conference. The advertising for such an event cannot be part of the advertising for the SCSHM conference unless SCSHM agrees to it.

12. If the Organizing Committee cannot adhere to the requirements described above, the conference or workshop will not be considered an official SCSHM event.

Article 13 - 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 and Associate Editors of all SCSHM electronic or print publications shall be members of the SCSHM. Reviewers or those in similar positions, need not to be members of SCSHM. Executive Board members are encouraged to involve outstanding experts from the relevant disciplines to serve as reviewers.

3. The Chief Executive Officer of the Society is the Editor of an additional electronic newsletter, if she/he 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 Chief Executive Officer in consultation with the Executive Board and the Advisory Board. This appointment will be reported to the Executive Board. This Editor-in-Chief will serve for a renewable three-year term. In collaboration with the Executive Board, 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 the number of Associate Editors as necessary.

5. The Editor-in-Chief of the Journal will be selected by the Executive Board to serve five (5) 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 at the official conference and more often if possible. The Editor-in-Chief will be responsible for obtaining and providing detailed reports to the Executive Board in conjunction with the publisher's representative.

Article 14 - Finance

1. The Society shall be funded by membership dues and other lawful means, such as revenues from official SCSHM events, donations, royalties from the publisher of the JCSHM or of other publications.

2. Any surplus shall be used solely in accordance with the provisions of Article 1, Section 2.

Article 15 - Rights of Members

1. Members of all classes shall have the following rights and privileges:
   a. To participate in the general meeting of the Society
   b. To receive the official SCSHM publications free of charge in electronic form
   c. To receive discounts at conferences, workshops, seminars, and short courses organized by SCSHM members in the name of the Society, if offered
   d. To receive any other benefits as may be decided by the Executive Board.

2. Fellows and full members have the following additional rights and privileges:
   a. To nominate and be nominated as candidates for election as President, Executive Board member and Advisory Board member.
   b. To take part in the activities of Task Forces, committees, and Editorial Boards.