

iSMARTi Statutes and By-laws

5 June 2006

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STATUTES

1. NAME AND CONSTITUTION
 - 1A. The name of the Society is "international Society for Maintenance and Rehabilitation of Transport infrastructures (iSMARTi)." It is hereafter referred to as the "International Society".
 - 1B. The Constitution of the International Society comprises of Statutes accompanied by By-laws and Resolutions of the Board of Governors. (Statutes are cross-referenced to the relevant By-laws; in this case it is By-law 1B.1)
 - 1C. The Statutes and any interpretation thereof shall be governed by the law of the country within which the official headquarters of the International Society resides. (By-law 1C.1)

2. MISSION AND FOUNDING OF iSMARTi

- 2A. The mission of the International Society is the promotion of international cooperation among engineers, scientists, and other professionals for the worldwide dissemination, advancement and implementation of knowledge in the field of maintenance and rehabilitation of transport infrastructures.
- 2B. The International Society shall achieve its mission by holding periodic International and Regional Conferences and Symposia/Workshops, through the work of Standing Committees, by publications and exchange of information, and by cooperation with other learned societies and organisations whose aims are complementary to those of the International Society.
- 2C. Founding of iSMARTi: The International Society was first conceived on 6 July 2003 at the Mairepav3 international conference in Guimarães – Portugal.

3. LANGUAGE

- 3A. The official language of the International Society is English.
- 3B. Statutes, By-laws, Resolutions, and official Minutes of the Board of Governors and the Executive Council Meetings shall be published in English.
- 3C. The official language shall be used at International and Regional Conferences, Symposia, and workshops held under the auspices of the International Society. (By-law 3C.1)

4. MEMBERSHIP

- 4A. The International Society is composed of the following categories of members: Founder; Patron; Regular; Honorary; Associate; Student; Supporting member. (By-laws 4A.1, 4A.2, 4A.3)
- 4B. Founder members are voting members who shall be limited to the initial 100 members with a relevant curriculum in the area of the maintenance and rehabilitation of transport infrastructures. This member category shall pay an initial fee of 100 euros and renewal at an annual fee of 40 euros. Founder members shall have the privilege of receiving a reduction of 30% in any conferences and workshops sponsored by the society and a free issue of the society journal.
- 4C. Patron members are voting members who shall pay an initial fee of 500 euros and renewal at an annual fee of 100 euros. Patron members (the entities with this category) shall appoint up to a maximum of two representative members in the International Society. This member category shall have the privilege of receiving a reduction of 30% in any conferences and workshops sponsored by the society, for each of the two representatives designated by the entity, as well as two free issues of the society journal. However, each Patron Member shall have the right to one vote only.
- 4D. Regular members are voting members who shall pay an initial fee of 40 euros and renewal at an annual fee of 40 euros. Regular members will have the privilege of receiving a reduction of 20% in any conferences and workshops sponsored by the society and a free issue of the society journal.
- 4E. Honorary members are voting members, exempt from an annual fee, elected by the Board of Governors from among those individuals who have rendered meritorious services in promoting the field of Transport Infrastructures. An affirmative vote of two-thirds of the members of the Board of

Governors, present at the time of voting, is required for election at a regularly constituted meeting of the society. Honorary members shall be entitled to all rights and privileges of iSMARTi, including the use of iSMARTi Honorary Member in their signature blocks, business cards, letterheads and such. Honorary members shall have the privilege of receiving a free issue of the society journal.

- 4F. Associate members are non-voting members and shall pay an initial fee of 20 euros and renewal at an annual fee of 20 euros. Associate members shall have the privilege of receiving a reduction of 20% in any conferences and workshops sponsored by the society, but shall not receive a free issue of the society journal.
- 4G. Student members are non-voting members and shall pay an initial fee of 10 euros and renewal at an annual fee of 10 euros. Student members shall have the privilege of receiving a reduction of 20% in any conferences and workshops sponsored by the society, but shall not receive a free issue of the society journal. A student member is defined as a full-time student. Part-time students, already employed, shall not qualify for this category of reduced membership fee or conference rate.
- 4H. Supporting members are non-voting members, exempt from an annual fee, included in those institutions and government agencies which request involvement and support from the society but may be unable to contribute with an annual fee. They shall provide links for the society on their web pages, and shall be encouraged to promote iSMARTi events through their publications. Supporting members shall have the privilege of receiving a free issue of the society journal.

5. FINANCES

- 5A. The International Society is a non profit-making organization supported by the subscriptions of the Members and royalty revenues from publications, in accordance with policies laid down by the Board of Governors, as well as unrestrictive grants and other donation sources accepted by the Board of Governors. (By-laws 5A.1, 5A.2, 5A.3, 5A.4, 5A.5)
- 5B. For the purposes of meeting the expenses incurred by the International Society for its operation, each Member shall pay his/her subscription to the International Society in accordance with Statute 4B, 4C, 4D, 4E, 4F, 4G, 4H. (By-law 5B.1)
- 5C. No Officer or Member, other than the staff of the Secretariat, shall receive any remuneration from International Society funds. However, the reimbursement of certain direct expenses may be authorised.
- 5D. The President, or the Executive Vice-President, is solely responsible for expenditure authorisation. (By-laws 5D1.1, 5D.2)

6. REGIONS

- 6A. The International Society shall operate through the following 10 Regions: Africa; Asia - Far East Countries; Asia - Southeast and South Asian Countries; Australia, New Zealand and Pacific islands; Central Asian Republics and Russia; China; Europe; Middle East; North America; South America, Central America and the Caribbean. Each region shall be represented by an International Delegate (Vice-President).

- 6B. Each Member shall be allocated to one Region only, in accordance with geographical and technical considerations deemed most beneficial to furthering the aim of the International Society.
- 6C. Any regional activity shall be approved in advance by the President for official society sponsorship.
- 6D. The International Society may consider any future proposal of a regional or country-specific chapter through the regional Vice-President, regulating its establishment in compliance with all applicable articles of this Constitution, approving its activities, and receiving a portion of its chapter membership dues and revenues. (By-law 6D.1)

7. OFFICERS

- 7A. The Officers of the International Society are:
 - (i) The President;
 - (ii) The Executive Vice-President;
 - (iii) The International Delegates (Vice-Presidents).(By-law 7A.1)

8. PRESIDENT

- 8A. The primary duty of the President shall be to foster the mission and promotion of the International Society. He/she shall preside at the International Conference and at meetings of the Board of Governors and Executive Council. He/she shall be responsible, in collaboration with the Executive Vice-President and the International Delegates, for the conduct of the affairs of the International Society. (By-laws 8A.1, 8A.2)
- 8B. The term of office of the President shall normally be for a period of four years.
- 8C. About one year before the expiry of the term of office of the President, the Executive Vice-President shall initiate the President voting process, comprising two phases: (i) the establishment of a list of candidates for President; (ii) the voting process itself. In the initial phase, the Executive Vice President, in consultation with the Board of Governors, shall identify one President-nominate from the Board of Governors and inform all society members of this decision. At this point, society members may also propose their nominees for the position, which may include the Executive Vice-President, within a set time period. All nominees supported by a minimum of 20 society members, having confirmed their willingness to serve, will be included in the final list of candidates. The Executive Vice President should present this list to the Board of Governors for their approval. In the second phase, the formal voting process will take place by secret ballot, including all the voting members of the society. The operational aspects and details of this process will be defined in a Voting Regulation, which will be approved, as a Resolution, by the Board of Governors. (By-laws 8C.1, 8C.2)
- 8D. The President-elect shall be announced publicly by the Executive Vice-President at the earliest suitable occasion. During the International Conference before he/she takes office, he/she shall interact with the current President during the transition period and participate in this capacity as President-elect in all administrative, technical, and social functions. (By-law 8D.1)

8E. The President may be substituted by the Executive Vice-President in any and all of his duties. In the event of the resignation or death of the President, the Executive Vice-President shall act as President for the unexpired term of office.

8F. The President shall not be eligible for re-election on completion of his term of office.

9. EXECUTIVE VICE-PRESIDENT AND SECRETARIAT

9A. The official headquarters of the International Society shall be the seat of its Secretariat.

9B. The Executive Vice-President shall be appointed normally for a period of four years by the President in consultation and with the approval of the Board of Governors. If, at the time of appointment, he/she is an elected officer of the International Society, he shall resign from that office. (By-laws 9B.1, 9B.2, 9B.3, 9B.4)

9C. The Executive Vice-President shall be directly responsible to the President, bearing the responsibility of his substitution in any of his duties. (By-laws 9C.1, 9C.2)

9D. The Secretariat shall consist of the Executive Vice-President, the Secretary-Treasurer, and administrative personnel (with a maximum of two persons, although one person will be sufficient most of the time) engaged by the Executive Vice-President. The secretariat shall operate as directed by the Executive Vice-President in consent with the President. (By-laws 9D.1, 9D.2)

9E. The Executive Vice-President shall impartially conduct all correspondence and affairs of the International Society as laid down by the Statutes, By-laws and Board of Governors Resolutions and as determined by the President. (By-laws 9E.1, 9E.2, 9E.3)

9F. The Executive Vice-President and the Secretariat are responsible for the conduct of the finances of the International Society and for all fiscal and legal requirements imposed by the country wherein the headquarters of the International Society is established. (By-laws 9F.1, 9F.2, 9F.3)

10. INTERNATIONAL DELEGATES (Vice-Presidents)

10A. One Vice-President (VP), acting as International Delegate, shall represent each Region. The prime duty of a Vice-President shall be to foster the mission and promotion of the International Society within his/her region. The Vice-President's authority and duties shall be to act as the President's representative in his/her Region. In particular he/she shall preside at the Regional Conference and coordinate all regional activities subject to the prior approval of the President and Executive Vice-President. (By-laws 10A.1, 10A.2)

10B. The term of office for the Vice-President shall normally be a period of four years.

10C. Within one year before the expiry of the term of office of the Vice-President, the Executive Vice-President, in consultation with the President and the Board of Governors and other members at his discretion, shall form a new list of Vice President-nominates for each region, which shall be sent to all members for notification. Members from each region can propose additional name(s) for the VP of that region. After obtaining the willingness of each individual VP candidate, a revised list shall be prepared by including all the Vice President-nominate names and additional proposed names and number of members supporting each additional name. The Executive Vice President shall present the revised list to the Board of Governors for final selection and approval.

10D. In the event of impediment, resignation or death of a Vice-president, a successor shall be appointed by the President for the unexpired term of office. (By-law 10D.1)

10E. A Vice-President shall be eligible for re-election on completion of his term of office.

11. BOARD OF GOVERNORS

11A. The ultimate control of the International Society rests with the Board of Governors and all major matters of policy require its approval. The Board of Governors assigns management power to the President and Executive Council.

11B. The Board of Governors shall consist of a maximum of 20 members, which include the four Founders, the twelve Officers of the Executive Council, the immediate Past President of the society, and three elected members. (By-laws 11B.1, 11B.2)

11C. Meetings of the Board of Governors shall be held:

(i) immediately before each International Conference and

(ii) at a suitable time about mid-term between International Conferences, preferably at a Regional Conference or International Symposium sponsored by the International Society, or another appropriate international event.

11D. In addition, having consulted with the Executive Council and reasonable notice having been given, the President shall be authorised to call a special meeting of the Board of Governors to discuss urgent matters.

11E. A Resolution approved by the Board of Governors shall become a part of the Constitution.

12. MEETINGS OF THE BOARD OF GOVERNORS

12A. The meeting of the Board of Governors, held at the time of the International Conference, shall be at the venue of that Conference. The exact schedule and meeting place shall be arranged with the support of the conference organizers. The Board meeting may be combined with the Executive Council meeting, if necessary.

12B. Any invitation by an International Delegate to act as host for Board of Governors meetings held between International Conferences shall be sent to the Executive Vice-President six months before the preceding meeting of the Board of Governors so that it can be placed on the agenda of that meeting. Provision should be made for a Board of Governors meeting preceding any event. If an invitation is received from more than one International Delegate, the final selection will be made by secret ballot. (By-law 12B.1)

12C. Members shall submit any item which they wish to have placed on the agenda to the Executive Vice-President, not less than two months before a Board of Governors meeting. Within one month before the Board meeting, the Executive Vice-President shall distribute the agenda to all members, Officers, past Presidents and elected members of the Board. (By-law 12C.1)

12D. The Board meeting shall be chaired by the President, or, in his absence, the Executive Vice-President or one of the International Delegates nominated by the President.

- 12E. Delegates shall address the chair at all times and the entire meeting shall be conducted in accordance with the Statutes and By-laws and according to accepted efficient practices. (By-law 12E.1)
- 12F. The Chair shall not have a vote except in the event of an equality of votes when the Chair shall cast his/her vote.
- 12G. Resolutions shall be carried by a simple majority of those voting except for those resolutions altering the Statutes or terminating membership, whereupon the assent of at least three-quarters of those voting is required.
- 12H. Motions shall be carried by a simple majority of those voting, except for those motions altering the statutes or terminating membership, whereupon the assent of at least three-quarters of those voting is required.
- 12I. Voting shall normally be by a show of hands. However, for the election of the President, for the selection of the venue of the next International Conference or Board of Governors Meeting, and for other matters specified at the time by the Chair, voting shall be by secret ballot.
- 12J. For the valid constitution of a Board of Governors meeting the quorum shall be: at least one-third of the Board members when voting on Resolutions, By-laws or suspending membership; and at least two-thirds of the Board members when voting on Statutes or terminating membership (voting may be in person or by electronic communication using teleconferencing, videoconferencing, or e-mailing).

13. EXECUTIVE COUNCIL

- 13A. The Executive Council shall consist of the President, the Executive Vice-President and the International Delegates (Vice-Presidents). (By-laws 13A.1, 13A.2)
- 13B. The role of the Executive Council is to assist the President in the interpretation and implementation of the Board of Governors Resolutions and in the effective administration of the affairs of the International Society. (By-law 13B.1)

14. STANDING COMMITTEES AND PUBLICATIONS

- 14A. In order to further the mission of the International Society the President in consultation with the Executive Vice-President shall appoint Standing Committees. Such appointments shall be reported at the next Board of Governors meeting. The List and roster of Standing Committees and record of their annual reports shall be kept in files by the Secretariat.
- 14B. Standing Committees shall have an international membership status and shall deliberate on technical or professional matters, which are of international interest and relevance. Each Standing Committee shall be chaired by an appointed Member. (By-laws 14B.1, 14B.2, 14B.3, 14B.4)
- 14C. The President is authorised to set up additional Committees to deliberate on administrative and policy matters which are of interest and relevance to the International Society.
- 14D. All Standing Committees shall be managed by a Chairperson, nominated by the President and approved by the Board of Governors, based on proposals from any voting member of the International Society. The term of office of the Committee Chair shall be normally up to four years, coinciding with the normal period of activity of the International Society. The term may be reduced to

two years or less if the Chairperson desires to leave the position or the society; or may be terminated and replaced in the case of unsatisfactory performance. The Committee Chair shall recruit members and coordinate with committee members to expand and promote its activities.

- 14E. The Chairperson of each committee shall be directly responsible to the President, with the main duty of promoting the technical and scientific activities related to the theme covered by the committee, including the exchange of information amongst members of the International Society, as well as from other concerned societies, and the promotion of International or Regional symposia between each International Conference.
- 14F. Any electronic and print publication of the International Society shall be approved by the Board of Governors, after review of a written proposal to demonstrate the purpose, required investment, revenue sources, and marketing plan. (By-laws 14F.1, 14F.2, 14F.3, 14F.4)
- 14G. The President shall charge the Publications Standing Committee to provide assistance to the Executive Vice-President and Secretariat, needed in the management and promotion of an approved publication.

15. INTERNATIONAL CONFERENCES

- 15A. International Conferences shall be held every two years in a country to be decided upon by the Board of Governors, after receiving proposals from interested International Delegates. (By-law 15A.1)
- 15B. An invitation from a member to act as host for an International Conference, and the associated Board of Governors and Executive Council Meetings, shall be sent to the Executive Vice-President so as to be placed on the agenda of the intermediate meeting of the Board of Governors. This means that an invitation should be received about three years in advance of the International Conference.
- 15C. If no invitation has been received two years before an International Conference is due to take place, the President in consultation with the Executive Council, is authorized to make arrangements for one to be held.
- 15D. The Board of Governors shall approve the organization of a thematic international conference or symposium.
- 15E. All Members of the International Society shall be entitled to attend an International Conference.
- 15F. All events, sponsored by the International Society, are open to members at the appropriately discounted registration fee.
- 15G. The International Society shall co-sponsor and support related international and industry events organized by other organizations, after the President determines that such participation is helpful to promote and expand iSMARTi activities.

16. REGIONAL CONFERENCES, MEETINGS, SYMPOSIA, AND WORKSHOPS

- 16A. Regional Conferences shall normally be held about mid-term between International Conferences, but, in addition, Vice-Presidents are encouraged to organize specialty International and Regional Conferences, Symposia, and Workshops after securing approval by the President. (By-laws 16A.1, 16A.2)

- 16B. The Chairs of any Standing Committee could also propose to the Executive Vice-President a regional meeting or symposium, related to the theme dealt with by the committee. The Executive Vice-President, after obtaining the agreement of the President of the International Society, will contact the Vice-President of the pertinent region to support and promote the meeting or symposium. (By-law 16B.1)
- 16C. An invitation from a Member to act as host for a Regional Conference shall be submitted to the Vice-President of the Region and the Executive Vice-President about six months prior to the previous Regional Conference. The invitation shall, after consultation with the President and his/her approval, specify the time, place and subject of the Regional Conference.
- 16D. The International Society shall co-sponsor and support related regional and industry events organized by other organizations, after the regional Vice-President and President determine that such participation is helpful to promote and expand iSMARTi activities.

17. AMENDMENTS TO THE CONSTITUTION

- 17A. Amendments to the Constitution may be proposed by any Member through the Vice-President of the member's assigned region. Such amendments shall be sent in writing to the Executive Vice-President sufficiently in advance of a Board of Governors Meeting to have them included as an item on the circulated agenda. (By-law 17A.1)
- 17B. An amendment to the Statutes which is passed with a qualified majority of three-quarters of the Board of Governors, shall come into effect from the date approved by the Board of Governors.
- 17C. Amendments to the By-laws shall require a simple majority of the Board of Governors.

18. DISSOLUTION OR LIQUIDATION

- 18A. The dissolution or liquidation of the International Society can be effected only by a majority of at least two-thirds of all voting Members entitled to the benefits of membership. (By-law 18A.1)
- 18B. The Board of Governors shall decide on the distribution of all the remaining assets of the International Society after settling all debts and liabilities, which shall be disposed of only to non profit-making organisations whose primary interests are similar to those of the International Society.
- 18C. The Board of Governors shall have the right to delegate to the President and Executive Vice-President detailed decisions on the distribution of any remaining assets of the International Society if appropriate.

BY-LAWS

1. NAME AND CONSTITUTION

- 1B.1. The set of By-laws supplementing the Statutes are cross-referenced to the relevant Statute.
- 1C.1. The International Society or its members shall not be responsible for any errors and omissions in the society's resource materials and publications or damages resulting from their use; the purpose is not to render engineering, management, and other professional services.

2. MISSION AND FOUNDING OF iSMARTi

3. LANGUAGE

- 3C.1. One or more additional languages chosen by the host country may be used at International and Regional Conferences or Symposia. Abstracts in the official languages must be provided.

4. MEMBERSHIP

- 4A.1. The Secretariat shall maintain an up-to-date list of all members grouped according to Regions.
- 4A.2. Annual membership fee subscriptions are due annually in advance in January each year and must be submitted by the end of the month. Long delays may cause loss of benefits and the start of membership termination process.
- 4A.3. If a member does not pay annual dues within 3 months of the date of invoice, he/she shall be removed from the iSMARTi membership. If a terminated member would like to re-apply next year then he/she will need at least ONE written recommendation from the Vice President of the region and pay late fee penalty at 10 % plus unpaid year fee to remain a member in good standing.

5. FINANCES

- 5A.1. The financial year is the calendar year.
- 5A.2. Audited financial statements of receipts and expenditure shall be presented to each annual meeting of the Board of Governors for the period since the previous Board of Governors Meeting.
- 5A.3. The Board of Governors shall adopt an annual budget for the period to the next Board Meeting.
- 5A.4. An audited financial statement of receipts and expenditures shall be presented to the Executive Council Meeting when appropriate.
- 5A.5. The annual proposed budget, including a four year forecast, prepared by the Executive Vice-President, and approved by the President, shall be circulated to the Board of Governors and discussed at the Executive Council Meetings when appropriate.
- 5B.1. The Executive Vice-President shall provide all society members with an annual summary account of its membership fee subscriptions and other revenues and expenses.

- 5D.1. An allowance shall be made in the budget, specifically to assist the President and the Executive Vice-President in their travel expenses to participate in International Society meetings, and other relevant activities. This allowance shall be approved previously by the Board of Governors and included in the four year forecast.
- 5D.2. The Executive Vice-President has the prime responsibility for authorising payments within the budget approved by the Board of Governors. In exceptional circumstances the President may authorise expenditures beyond the allocated budget. Such expenditures shall be reported by the President to the next Board of Governors Meeting.

6. REGIONS

- 6D.1 A formal signed proposal request for the establishment of a regional or country-specific chapter shall be sent by the regional Vice-President to the Secretariat (addressed to the President and Executive Vice-President); which shall state the proposed chapter name and address of the chapter office, purpose and goals, names and contact info of iSMARTi supporting members and other non-members, justification of the potential benefits to the International Society, clarification for not competing with other regional or national societies in technical matters and conferences, chapter organizational structure and proposed time frame, chapter member dues, % of chapter membership fee (in addition to the annual society membership dues) and % of other generated revenues to the International Society secretariat. The proposal shall be received by the Secretariat four weeks before the next scheduled meeting of the Board of Governors for presentation and discussions; the resulting Resolution shall be conveyed to the proposal originator who will inform others in the region. In the case of an affirmative Resolution, the regional Vice-President shall work with the Secretariat to formalize the process.

7. OFFICERS

- 7A.1 The Secretary-Treasurer shall be appointed by the Executive Vice-President with the consent of the President.

8. PRESIDENT

- 8A.1. In carrying out all executive actions it shall be the President's obligation to interpret at his discretion the Statutes, the By-laws, and the Resolutions of the Board of Governors. When appropriate he/she shall seek the views of the Board either collectively or as individuals for the purposes of formulating or interpreting policy. Such actions shall be reported at the next meeting of the Board of Governors and included in the meeting minutes.
- 8A.2. The President shall not represent any Region during his term of office.
- 8C.1. The Executive Vice-President shall start the nomination and ballot process in advance so that the voting results are received at least three months before the Board of Governors meeting, at which the President-elect will be approved.
- 8C.2. Voting for the President shall be by secret ballot and a simple majority.
- 8D.1. The President-elect shall start his/her term officially on the first day of January of his term year.

9. EXECUTIVE VICE-PRESIDENT AND SECRETARIAT

- 9B.1. The Executive Vice-President shall be a member of the Board of Governors.
- 9B.2. Within 18 months before the office of the Executive Vice-President becomes vacant, the current President shall consult with the Executive Council. Members may submit proposals to the President for filling the post. Each proposal should include the name of the person recommended for the post. The President shall set up a Nomination and Selection Committee, made up of 3 Board Members chosen by the President, plus the President-elect, and the current President who will chair this Committee. The President shall obtain approval of the Board of Governors for the new Executive Vice-President recommended by the Committee, and shall be announced to all members. Any recommendation concerning a possible change in location and structure of the Secretariat shall be discussed by the Board of Governors and a consensus decision shall be adopted; in the case of such changes, a transition plan shall be made by the current and new Executive Vice-President and followed considering all legal responsibilities and interest of all members.
- 9B.3. The term of appointment of the Executive Vice-President shall be four years, coinciding with the normal period of activity of the International Society.
- 9B.4. In the event of impediment, sudden resignation or death of the Executive Vice-President, his duties shall be undertaken by an interim Executive Vice-President appointed by the President pending the appointment of a new Executive Vice-President.
- 9C.1. The duties of the Executive Vice-President shall include the conduct of all correspondence and current business of the International Society, the preparation and distribution of the Agenda of Executive Council and Board of Governors meetings together with other required documentation and the preparation and maintenance of minutes of such meetings and reports thereon.
- 9C.2. The Executive Vice-President shall ensure that a record of the decisions taken at Board of Governors meetings, Executive Council meetings, and other special meetings is distributed within two weeks after the meeting. The minutes will be presumed to be confirmed if there are no written objections within one month.
- 9D.1. The Executive Vice-President, with the consent of the President, shall appoint a Secretary-Treasurer, a member of iSMARTi, who shall become the Custodian of the Secretariat with responsibility for supporting the Secretariat and ensuring its efficient and economic operation.
- 9D.2. The appointed Secretary-Treasurer shall assist the Executive Vice-President in carrying out all day-to-day duties and responsibilities of the Secretariat.
- 9E.1. The Secretariat will maintain filed records of all correspondence officially transacted for an appropriate period of time.
- 9E.2. The Secretariat will endeavour to maintain a complete library of all the Proceedings of International, Regional and thematic Conferences and Symposia held under the auspices of the International Society.
- 9E.3. The Executive Vice-President and the Secretariat are responsible for updating, reproducing and distributing the list and contact info of Members, and similar documents, in accordance with the Statutes and By-laws or as decided by the Board of Governors.

- 9F.1. The Executive Vice-President shall send to each Member an annual account of the dues owing (Ref. By-law 5B.1) and shall ensure that all contributions and dues paid to the International Society are placed in a separate account and that a record is kept.
- 9F.2. The Executive Vice-President shall be responsible for keeping the accounts of the International Society; for the preparation of the annual account of receipts and expenditures and for payments on behalf the International Society up to the limit of the approved budget. He/she shall acknowledge all money received and expended. Only the Executive Vice-President or the President may authorise expenditure. (Statute 5D)
- 9F.3. The Executive Vice-President shall prepare financial statements of receipts and expenditures (By-laws 5A.2, 5A.4) and shall justify expenses incurred when requested.

10. INTERNATIONAL DELEGATES (Vice-Presidents)

- 10A.1. The International Delegates, titled as Vice-Presidents, shall encourage the holding of national and regional symposia and conferences within the Region and endeavour to coordinate their themes and dates in cooperation with chairs of the Standing Committees and after approval of the President.
- 10A.2. At meetings of the Board of Governors and Executive Council, Vice-Presidents shall report on activities within the Region, including society sponsored events and other similar interests.
- 10D.1. In appointing a successor of the International Delegates, the President shall consult with past Vice-President of the Region and others at his discretion.

11. BOARD OF GOVERNORS

- 11B.1 The Board of Governors is chaired by the President of the International Society. In his absence the Executive Vice-President or one of the Vice-Presidents shall be appointed to do so by the President.
- 11B.2 The 4-year term of each elected member shall be eligible for a second term after the due process of elections. About one year before the expiry of the term of the Elected Board Member, the Executive Vice-President shall identify the Board of Governor-nominate with the Board's consent, and then invite each Member to vote for the Board of Governor-nominate or vote for an alternative name of an individual voting member in good standing and with prior consent of the nominee. After confirming each nominee's willingness to serve, the Executive Vice-President shall then send the results of voting and a list of all the candidates to the Board of Governors for their approval of the new Elected Board Member for the next 4-year term, and the result shall be announced to all members.

12. MEETINGS OF THE BOARD OF GOVERNORS

- 12B.1. In voting on the venue for a future Board of Governors meeting a simple majority of delegates shall suffice.

12C.1. The Agenda will normally cover the following items:

- (i) Minutes of the previous meeting: matters arising;
- (iii) Audited Financial Statements for preceding period and draft budget for ensuing period;
- (iv) Reports of President and Vice-Presidents;
- (v) Business raised by President, Member or from other sources;
- (vi) Selection of venue for future International Conference (if applicable);
- (vii) Report(s) from Organising Committee(s) for forthcoming International Conference(s);
- (viii) Election of next President (if applicable), election of Board Members (if applicable);
- (ix) Appointment of next Executive Vice-President (if applicable);
- (x) Election of new Vice-Presidents (if applicable);
- (xi) Invitations for holding the next Board of Governors/Executive Council Meetings (if applicable).
- (xii) Reports of technical and administrative Committees;
- (xiii) Matters arising from Executive Council meetings;
- (xiv) Items submitted after preparation of Agenda, subject to agreement of Chairman;
- (xv) Any other business.

12E.1. In order to facilitate the conduct of business the following procedures shall be observed:

- (i) Motions will be printed on the agenda and no other motions will be discussed except by agreement with the Chairman. Minor matters may be raised under "Any Other Business".
- (n) A motion for which no seconder can be found cannot be discussed or put to the vote. It falls to the ground, and cannot be reconsidered during the meeting. Motions by the Chairman require no seconder.
- (in) In discussing a motion no member may speak more than once, except at the invitation of the Chairman. The mover, however, will be given the right of reply at the end of the discussion.
- (iv) After the discussion the Chairman will read the motion to ensure that the attendees know exactly what it is being voted on, and a vote will be taken.
- (v) If the motion is passed, it becomes a Resolution. Neither a Resolution nor a failed motion may be reopened during the current session of the Board of Governors.
- (vi) An amendment is an alteration made by adding, changing, substituting or omitting a word, phrase or sentence of a motion. It may partially change the meaning of the motion, but must never contradict it. Amendments should be passed to the Chairman in writing.
- (vii) A member who has spoken on a motion cannot move an amendment, but he/she may speak on an amendment moved by another.
- (viii) If there are several amendments to a motion, they will be considered successively, so that an amendment to alter the first part of the motion comes first.

- (ix) Each amendment must be moved, seconded, discussed and voted on separately. Only one amendment may be discussed at a time.
- (x) When the amendments have been separately disposed of, the Chairman will put the motion, as amended, clearly to the meeting. Further discussion may arise before the vote is taken.
- (xi) There is no right of reply for the mover of an amendment. If, however, his/her amendment has been carried and materially alters the sense of the motion, the amended motion will become the substantive motion, and the right of reply will devolve from the mover of the original motion to the mover of the amendment.

1. EXECUTIVE COUNCIL

- 13A.1. The President shall Chair meetings of the Executive Council. In his absence the Executive Vice-President or one of the Vice-Presidents shall be appointed to do so by the President.
- 13A.2. The President shall be entitled to fill any vacancy occurring on the Executive Council, after consultation with other Vice Presidents and consent of the Board of Governors.
- 13B.1. The Executive Council shall normally meet once a year, but consultation may also take place by correspondence. An Executive Council Meeting shall precede or it may be combined with the Board of Governors Meeting normally at the same venue, as appropriate.

14. STANDING COMMITTEES AND PUBLICATIONS

- 14B.1. Standing Committees may be instituted by the President and Executive Vice-President at the request of members interested in a specific topic after obtaining the approval of the Board of Governors. Suggestions of topics for the work of Standing Committees should be submitted by Members to the Executive Vice-President.
- 14B.2. A short administrative Report summarising the work of each Standing Committee shall be submitted by the Committee Chair to the Executive Vice-President and President within two months before the next International Conference, for presentation at the Executive Council and Board of Governors meetings. The annual report shall be submitted within two weeks after the preceding year and the incoming President has the authority to decide if the work of any Standing Committee should continue and which Member shall bear the responsibility of chairing the committee.
- 14B.3. Standing Committees may be called upon to organise thematic sessions at an International Conference and assist in the manuscript review process.
- 14B.4. If appropriate, technical reports of a Standing Committee will be posted on the society web page and the subject of open discussions at the Executive Council and Board of Governors meetings, International or Regional Conference or other venues approved by the President before final publication.
- 14F.1. The President and Executive Vice-President, with assistance from the Publications Standing Committee, will be responsible for any periodical or journal on behalf of the International Society and for the appointment of its management and editorial staff.

- 14F.2 The International Society will have the copyright of all publications and for providing permission to other users of its published materials at reasonable charges.
- 14F.3 Costs of the society publications shall be reported as a part of the International Society's general funds, or as authorized by the Board of Governors.
- 14F.4 Revenues from the sale of society publications shall be reported as a part of the International Society's general funds, or as authorized by the Board of Governors.

15. INTERNATIONAL CONFERENCES

- 15A.1. A Conference Standing Committee shall be set up by the President. Normally the Committee shall comprise the President, the Vice-President of the Region in which the Conference is to be held, the Secretary or Chairman of the Organising Committee for the previous International Conference, two members of the Organising Committee of the Host Country and the Executive Vice-President. It shall be responsible for advising on the conference programme and assisting in promotion, but it is not concerned with the detailed organisation of the Conference, which is the responsibility of the chair of the organizing committee hosting the International Conference.

16. REGIONAL CONFERENCES, MEETINGS, SYMPOSIA, AND WORKSHOPS

- 16A.1. The By-laws for the International Conference, with due regard to the character of the Regional Conference, shall also apply to a Regional Conference as agreed upon at the time the invitation is accepted.
- 16A.2. The endorsement of the International Society shall only be granted to International and Regional Symposia and other events if the time, place and subject have been approved by the President (in the case of International Symposia) or the appropriate Vice-President (in the case of Regional Symposia), both in consultation with the Executive Vice-President.
- 16B.1. The Vice-President shall ensure that a record of the meeting is written and a copy sent to the Secretariat and to Member Societies within the Region.

17. AMENDMENTS TO THE CONSTITUTION

- 17A.1. Proposals for amendments to the Constitution must be received by the Executive Vice-President at least six months before a Board of Governors meeting.

18. DISSOLUTION OR LIQUIDATION

- 18A.1. In seeking a decision from Members on the dissolution or liquidation of the International Society duly authenticated postal or electronic votes shall be accepted by the Secretariat in addition to those cast at the Board of Governors meeting.

Resolutions of the Board of Governors

1. 10 August 2005: The official headquarters of the International Society will reside in Portugal. The articles of the constitution and any interpretation thereof will be governed by the law of that country.

2. 10 August 2005: The Board recognizes the following four original founders of the International Society for their initiative and support:

Waheed Uddin (USA); Paulo Pereira (Portugal); João Merighi (Brazil); Alan Woodside (UK).

The Board appreciates the efforts of Paulo Pereira, the first Executive Vice-President, for the establishment of the secretariat, web pages, and financial management. He is asked to appoint an iSMARTi member as Secretary-Treasurer in accordance with Statute 9D and By-Law 9D.1. Furthermore, the society thanks Rita Moura Fortes and Luís de Picado Santos for their services and contributions, respectively serving as Secretary and Treasurer in the interim period.

3. 10 August 2005: The following list shows the current approved list of Standing Committees (SC) and names of Committee Chairs:

SC01: Constitution and Regulations Committee: *Chair*, Paulo Pereira (Portugal)

SC02: Nomination and Membership Committee: *Chair*, Waheed Uddin (USA)

SC03: International Advisory Committee: *Chair*, Mostafa Joharifard (Canada)

SC04: Inter-society Relations Committee: *Chair*, Tom Papagiannakis (USA)

SC05: Industry Outreach Committee: *Chair*, Mohammad Memon (USA)

SC06: Publications and Paper Review Committee: *Chair*, Paulo Pereira (Portugal)

SC07: Awards Committee: *Chair*, Gerardo Flintsch (USA)

SC08: Education and Technology Transfer Committee: *Chair*, Liedi Bernucci (Brazil)

SC09: International iSMARTi Conference Committee: *Chair*, T. Fwa (Singapore)

SC10: MAIREPAV Conference Program Committee: *Chair*, David Woodward (UK)

SC11: Airport Conference Program Committee: *Chair*, João Merighi (Brazil)

SC12: Infrastructure Asset Management Committee: *Chair*, Arun Kumar (Australia)

SC13: Pavements Committee: *Chair*, Eduardo Ricci (Brazil)

SC14: Highways and City Streets Committee: *Chair*, Ali Selim (USA)

SC15: Condition Monitoring and Assessment Committee: *Chair*, Massimo Losa (Italy)

SC16: Infrastructure Security and Safety Committee: *Chair*, Luís Picado Santos (Portugal)

SC17: Materials and Technological Control Committee: *Chair*, Rita Moura Fortes (Brazil)

SC18: Maintenance and Rehabilitation Operations Committee: *Chair*, Hosin "David" Lee (USA)

SC19: Remote Sensing and Spatial Technologies Committee: *Chair*, Basil Psarianos (Greece)

SC20: Airports and Aviation Committee: *Chair*, João Merighi

SC21: Structures and Bridges Committee: *Chair*, Asghar Bhatti (USA)

SC22: Environment and Sustainable Development Committee: *Chair*, OPEN

SC23: Railways Committee: *Chair*, OPEN

SC24: Toll Roads & Private/Public Participation Committee: *Chair*, OPEN

SC25: Metro, Subway, and Mass Transit Committee: *Chair*, OPEN

4. 2. January 2006: If a member does not pay annual dues within 3 months of the date of invoice, he/she shall be removed from the iSMARTi membership. If a terminated member would like to re-apply next year then he/she will need at least ONE written recommendation from the Vice President of the region and pay late fee penalty at 10 % plus unpaid year fee to remain a member in good standing.

5. 8 February 2007: iSMARTi member through a national society supporting membership.
 - 5.1 A national society may become an institutional supporting member. The resident or executive director of a national society shall send a signed request letter on official society letterhead (preferably as pdf file) to iSMARTi President. Only then iSMARTi can issue an official acceptance letter regarding this request.
 - 5.2 There shall be no membership fees for an institutional supporting member. There can be more than one institutional supporting member from a country.
 - 5.3 As a part of the society supporting membership, the society shall put iSMARTi Logo and web link on the society web site, and include a brief announcement to the society paid members about the benefit of 25% reduced regular membership fee for iSMARTi at 30 Euros per year.
 - 5.4 The national society shall ask their members interested in iSMARTi to apply for iSMARTi membership with reduced fee and show their society member number on their membership request with credit card info.

The iSMARTi secretariat will verify the applicant's society membership in good standing with the national society secretariat, before granting the iSMARTi membership to the applicant.
 - 5.5 An iSMARTi member through the national society supporting membership shall have the same voting rights and privileges as a regular iSMARTi member.

6. 30 March 2008: iSMARTi will provide researchers and technologists with the opportunity to discuss the latest findings in the research areas covered by the Society through two major conference series:
 - a) International iSMARTi Conferences on Transport Infrastructures (ICTI) and
 - b) Mairepav Conferences,which will take place alternately every two years.

It is the responsibility of the local organizing committee to take charge of all legal and financial responsibilities derived from the organization of each conference. The local organizing committee will need to be approved by the Board of Governors.

iSMARTi will accept no liability whatsoever and will not be liable for any loss or damage, material or intellectual, arising directly or indirectly from the Conferences.

The Scientific/Technical Programme and the Paper review process will be of the responsibility of the "International iSMARTi Conference" and the "MAIREPAV Conference" Standing Committees. The conference technical sessions for each series will be organized (including soliciting for papers and presenters for the conference) and chaired by the Chair of the corresponding Standing Committee

or by other iSMARTi member appointed by him/her. The Scientific Committee of each series will comprise all the chairmen and collaborators who belong to the iSMARTi Standing Committees.

The copyright of the papers accepted for each series of conferences will belong to iSMARTi.