

THE INTERNATIONAL SOCIETY FOR COMPUTING  
IN CIVIL AND BUILDING ENGINEERING  
(ISCCBE)

**Statutes**

PREPARED BY

THE ORGANIZING COMMITTEE  
OF  
THE INTERNATIONAL SOCIETY FOR COMPUTING  
IN CIVIL AND BUILDING ENGINEERING

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by

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## **STATUTES**

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# STATUTES

## 1. NAME OF THE SOCIETY

The name of this organization is the "International Society for Computing in Civil and Building Engineering". Throughout these Statutes, the abbreviations "ISCCBE" and "Society" are used in lieu of this name.

## 2. OBJECTIVE, PURPOSE AND ACTIVITIES

- 2.1. The objective of the Society is to encourage international cooperation, collaboration and exchange of ideas and information related to the beneficial use of computers in civil and building engineering.
- 2.2. The purpose is to sanction the International Conferences on Computing in Civil and Building Engineering.
- 2.3. Activities of the Society shall include but not be limited to:
  - 2.3.1. encouraging the formation of National Committees by countries desiring membership in the ISCCBE and assisting in their formation;
  - 2.3.2. holding International Conferences on themes of general interest to the majority of the membership at intervals not to exceed three years;
  - 2.3.3. cooperating with other bodies whose aims are complementary to those of the Society;
  - 2.3.4. forming an operating body which includes a President and Board of Directors.

## 3. MEMBERSHIP, FEES AND VOTING

- 3.1. Membership
  - 3.1.1. Membership becomes effective upon approval by the Board of Directors and the payment of any fees then in effect;

- 3.1.2. Membership in the Society shall be held by a country through its National Committee;
  - 3.1.3. A Representative or a duly authorized alternate chosen by a country's National Committee shall represent that country in the activities of the Society, shall foster the aims and purposes of the Society in his or her locale, shall represent and promote the interests of his or her National Committee, shall share in the responsibility for the conduct of the affairs of the Society as prescribed in these Statutes and shall attend the meetings of the Society;
  - 3.1.4. A National Committee may be comprised of individuals and/or participating organizations such as engineering societies, provided that:
    - 3.1.4.1 Each country's National Committee shall be known as the "(country name) ISCCBE Committee";
    - 3.1.4.2 To be recognized by the Society as an accredited National Committee, application accompanied by the draft statutes for the National Committee, must be made to the President;
  - 3.1.5. Membership becomes effective upon approval by the Board of Directors and the payment of any fees then in effect.
- 3.2. Fees and Voting
- 3.2.1. The annual membership fee(s) shall be set by the Board of Directors;
  - 3.2.2. Each Member shall have one vote to be cast by its Representative;
  - 3.2.3. Any Member that has not paid its membership fee in full by the end of the calendar year in which it is due shall lose its vote until such time as the fee is paid in full;
  - 3.2.4. A Member that has not paid its membership fee for a period of two calendar years shall lose its membership in the society;
  - 3.2.5. A former Member that has lost its membership in the society for non-payment of membership fees may be reinstated upon application to the President and full payment of all delinquent fees.

## **4. GOVERNMENT AND ADMINISTRATION**

### **4.1. Government and Administration**

4.1.1. The Society shall be governed and administered by a President and a Board of Directors. The Board of Directors is the supreme body of the Society.

### **4.2. Board of Directors**

#### **4.2.1. Composition**

4.2.1.1 a Director shall be the voting representative designated by the National Committee of a member country.

#### **4.2.2. Duties**

4.2.2.1 elect the President and Vice President;

4.2.2.2 determine the scope, times and locations of the International Conferences;

4.2.2.3 review and approve policies governing administrative, financial and technical matters;

4.2.2.4 review and revise Statutes, By-Laws and guidelines;

4.2.2.5 review and approve budgets and account closures;

4.2.2.6 dissolution of the Society.

#### **4.2.3. Meetings**

4.2.3.1 General Meetings shall be held at regular intervals at a time and place to coincide with the Society-sponsored International Conferences;

4.2.3.2 Special Meetings shall be called by the President, if deemed necessary upon prior notice of at least three months;

4.2.3.2 An Interim Meeting between the Board of Directors and the organizer of a sanctioned conference may be required, as determined by the President.

#### 4.2.4. Voting

- 4.2.4.1 A meeting quorum shall consist of a minimum of twenty percent of total membership, but shall not be less than four;
- 4.2.4.2 Decisions of the Board shall normally be made by votes cast at its meetings. Matters requiring urgent action may be decided by a mail ballot.
- 4.2.4.3 Amendments to the Statutes and dissolution of the Society shall require a two-thirds majority of all members while all other matters shall be decided by a simple majority of the members present;
- 4.2.4.4 The President shall vote only in the event of a tie ballot.

#### 4.3. Executive Committee

##### 4.3.1. Composition

- 4.3.1.1 President;
- 4.3.1.2 Vice President;
- 4.3.1.3 Secretary/Treasurer;
- 4.3.1.4 Immediate Past President.

4.3.2 Election of Officers - The President, Vice President, and Secretary/Treasurer shall be elected by the Board of Directors and must be a member of the Board at the time of his/her election.

4.3.3 Term of Officers - normally two years. An officer may be reelected for no more than one additional successive term.

##### 4.3.4 Succession

In the election of officers, it shall be the goal of the Board to provide leadership, experience, and continuity. Normally this is accomplished by a transition of officers from:

Secretary/Treasurer to Vice President  
Vice President to President  
President to Immediate Past President

4.3.5 In the event an individual will not or cannot continue or assume an officer position on the Executive Committee, the respective officer responsibilities shall be assumed and shared by the remaining officers, and a new election for the officer position shall be conducted at the sole discretion of the Board of Directors.

#### 4.3.6. Duties

##### 4.3.6.1 President

- foster the objectives and purpose of the Society
- administer the Society in accordance with the policies established by the Board of Directors
- manage informative and financial affairs of the society
- prepare and administer information exchange and budgets
- accept grants on behalf of the Society
- preside at meetings
- represent the Society
- transact any business necessitated by the ISCCBE Conferences

##### 4.3.6.2 Vice President

- assist the President as required
- assume the duties of the President should he or she be unable to perform them

##### 4.3.6.3 Secretary/Treasurer

- record and distribute Board Meeting minutes to the membership
- prepare and distribute Society correspondence
- maintain the Society's financial accounts and records

4.3.7 During the term as President, the President shall not represent his/her country, and the Alternate Member of his/her country shall become the representative of the country.

## 5. FISCAL POLICY

- 5.1. Non-Profit Organization - The ISCCBE shall be a Non-Profit Organization supported by the fees of its Members and by other sources of revenue as approved by the Board of Directors.
- 5.2. Sources of Revenue
  - 5.2.1. The Society shall impose a levy on the attendees of each International Conference, an amount of which will be determined by the Board of Directors.
  - 5.2.2. Any other sources of revenue as approved by the Board of Directors.
- 5.3. Fiscal Year - The Fiscal Year of the Society shall be from January 1 through December 31 and audited accounts shall be provided when appropriate.
- 5.4. Budget - The three-year budget of the Society shall be prepared by the Executive Committee under the supervision of the President and submitted for approval to the Board of Directors at its normal meeting.
- 5.5. Payment for Services - No member shall receive payment for services to the Society.
- 5.6. Expenses
  - 5.6.1. Expenses incurred by Officers and Members shall be reimbursable only to the extent authorized in advance, by written authority of the President, subject to approval by the Board, and within the provisions of the Budget.
  - 5.6.2. The expenses of conducting the International Conference or Symposium shall be the full responsibility of the host Member National Committee organizing the Conference.



## **6. IMPLEMENTATION OF STATUTES**

- 6.1. Legal Jurisdiction - The Society recognizes that these Statutes, and any interpretation of them, may be subject to the law of the country in which the office of the Society is located.
- 6.2. By-Laws
  - 6.2.1. These Statutes shall be implemented by means of By-Laws approved by the Board.
  - 6.2.2. In case of any contradiction between the provisions of Statutes, By-Laws, and Guidelines, By-Laws shall prevail over Guidelines, and Statutes shall prevail overall.
- 6.3. Amendments
  - 6.3.1. Amendment of the Statutes shall require a motion by a Member and a two-thirds majority vote by the full Board of Directors.
  - 6.3.2. Amendment of the By-Laws and Guidelines shall require a motion by a Member and a simple majority vote by the full Board of Directors.
- 6.4. Dissolution
  - 6.4.1. The Society may be dissolved or liquidated only by a resolution passed by a two-thirds majority vote based on the total membership of the Board of Directors.
  - 6.4.2. After dissolution of the Society is approved, the Board shall decide the distribution of the assets of the Society by a simple majority vote based on the total membership of the Board of Directors. Such assets, however, may be disposed only to nonprofit organizations whose primary interests are the advancement of scientific knowledge.