

# **EUROPEAN SOCIETY FOR EXPERIMENTAL MECHANICS (EuraSEM)**

## **CONSTITUTION**

### **Contents**

#### **Preamble**

#### **Article I: General**

1. Name
2. Objectives
3. Achievement of objectives
4. General Organization of EuraSEM
5. Membership
6. Termination of membership and participation
7. Language
8. Meetings of the EuraSEM members
9. Duration

#### **Article II: The General Assembly and the Council**

1. Membership
2. Quorums, votes, nominations and elections
3. Membership
4. Responsibilities
5. Meetings
6. Quorums and ballots
7. Agenda
8. Affiliated Societies Advisory Board
9. Voting by proxy
10. Minutes

#### **Article III: Registered Office, Officers and Committees**

1. The Executive Committee
2. The Registered Office
3. The President
4. The Treasurer
5. The Secretariat
6. The Awards Committee
7. The Website Manager
8. The Technical Committees

#### **Article IV: EuraSEM Scientific and Technical Meetings and Conferences**

1. ICEM Conferences
2. Special international meetings
3. Regular TC meetings
4. Educational meetings

#### **Article V: Amendments, Dissolution, Changes to the By-laws**

1. Amendments to the Constitution
2. Dissolution
3. Changes to the By-Laws

#### ***By-Laws***

## PREAMBLE

The subject of this Constitution, the EUROPEAN SOCIETY for EXPERIMENTAL MECHANICS (EuraSEM), continues along the lines of the EUROPEAN ASSOCIATION for EXPERIMENTAL MECHANICS (EURASEM), originally founded in 1959 and whose name has been adopted in 1998.

From the first conference, which took place in Delft, The Netherlands in April, 1959, EURASEM served the European Experimental Mechanics community by organising the well established ICEM series every four years in Europe. Recently, it sponsored *Strain* as an International Journal for Experimental Mechanics. In July 2007, the Permanent Committee of EURASEM agreed to create a new society based on the previous organisation and composed of individuals to organise and strengthen the European Experimental Community. It has been decided to proceed to the dissolution of EURASEM at the Permanent Committee Meeting of March 2008 and to propose a new Constitution to launch a new organisation called EuraSEM.

EuraSEM is a new organisation, building on the past and preparing for the future, therefore EuraSEM wishes to acknowledge the important role of those who laid the foundations of EURASEM and worked for the achievement of its objectives.

# ARTICLE I

## GENERAL

Name, Objectives, Achievements of Objectives, Membership, Termination of Membership and Participation, Language, Meetings of the members, Duration.

### I.1 NAME

The name of this corporation shall be "European Society for Experimental Mechanics," hereafter referred to as EuraSEM, or the Society. The initials EuraSEM may be used as an abbreviated name for the Society.

### I.2 OBJECTIVES

The Society is a European non-governmental non-profit scientific and engineering organization whose general purpose is the furtherance of international collaboration in the field of Experimental Mechanics with the following objectives:

- i. To provide a **World-wide** forum for the discussion of every aspects related to Experimental Mechanics by organizing the International Conference on Experimental Mechanics (ICEM conference series) every two years in Europe and specialized symposia related to Experimental Mechanics;
- ii. To support international/national conferences, exhibitions, seminars, workshops;
- iii. To promote joint teaching and training activities;
- iv. To promote the use of experimental techniques by industrial organizations, and to encourage participation in the development and application of experimental mechanics;
- v. To facilitate the introduction and development of codes of practice and standards;
- vi. To promote transfer of technology and information;
- vii. To support activities to enhance recruitment into the engineering disciplines and
- viii. To recognize individuals of outstanding achievement in the science, technology, engineering and application of experimental mechanics.

### I.3 ACHIEVEMENT OF OBJECTIVES

In order to achieve the objectives of the Society, the Society shall, both solely and in co-operation with other bodies:

**I.3.1** Convene Technical Committees which will address the major technical issues of the day;

- I.3.2** Hold regular meetings addressing special technical issues under the auspices of the Technical Committees;
- I.3.3** Hold a major international conference every two years in Europe, on all aspects of Experimental Mechanics, to be known as the International Conference on Experimental Mechanics (ICEM), under the organization of a different national delegation to EuraSEM, as decided by the Council;
- I.3.4** Hold, or support, other appropriate seminars and symposia on technical matters;
- I.3.5** Co-operate with other bodies associated with Experimental Mechanics issues (SEM, ACEM, EUROMECH etc), standardisation bodies such as: the American Society for Testing and Materials (ASTM), European Committee for Standardization (*Comité Européen de Normalisation*- CEN), International Standards Organization (ISO) and Versailles Agreement on Materials and Standards (VAMAS) etc;
- I.3.6** Hold regular Educational Forums;
- I.3.7** Produce and distribute regular technical publications;
- I.3.8** Produce regular information on the various activities of the Society (Newsletter and website);
- I.3.9** Maintain a registered office in Europe.

#### **I.4 GENERAL ORGANISATION OF EuraSEM**

The general organisation of EuraSEM shall consist of the following principal components:

- the General Assembly (art. II)
- the Council (art. II)
- the Executive Committee (art. III)
- the Technical Committees (art. III)

#### **I.5 MEMBERSHIP**

Members of the Society are individuals, corporations or firms working in the area of experimental mechanics who share the objectives in Article I.1, without any distinction of citizenship.

**I.5.1** There shall be at least four classes of members, namely: Individual, Student, Corporate and Subscriber. The Individual Member Class shall itself contain five grades: Regular, Honorary, Fellow, Emeritus and Retired. Other classes and grades may be added by unanimous decision of the Executive Board.

**I.5.2** All potential Individual or Student Members, who subscribe to the objectives stated in article I.2, upon written application to the Secretary and payment of dues for the current year as specified in the Bylaws shall be duly admitted to membership.

**I.5.3** Individual membership shall be available to any people whatever their citizenship who meets the requirements of one of the following six grades:

- A Regular Member shall be an individual who has satisfied Section 2 of this Article and has paid Regular Member dues for the current year.
- An Honorary Member shall be an individual of widely recognized eminence in some field in which the Society has interest, and who has also rendered exceptional and sustained service to the Society. An Honorary Member shall be exempt from paying membership dues or fees to attend Society-sponsored events and shall have the same rights and privileges as a Regular Member. Individuals shall be selected for this honor by action of the Executive Committee, in accordance with the procedure specified in the Bylaws.
- Fellows shall be persons who have been members of EuraSEM for at least ten years and who have distinguished themselves through contributions to the Society and to the art, science, teaching, or practice of experimental mechanics. Elections for this distinction shall be in accordance with the procedure specified in the Bylaws.
- A Retired Member shall be an individual of 60 years of age or over, who is no longer employed on a full-time basis and who has been a member of the Society for the ten years immediately proceeding retirement. A Retired Member shall not be required to pay full membership dues or fees (unless the member desires) to attend Society-sponsored events and shall have the same rights and privileges as a Regular Member.
- An Emeritus Member shall be an individual who meets all the requirements for Retired Member status, who has also rendered sustained and exceptional service to the Society. The Executive Board is in charge of the Selection for this distinction.

**I.5.4** Student Membership shall be available to any individual whose principal endeavor is that of a student (graduate or undergraduate) at a school of recognized standing, who has satisfied Section 2 of this Article and has paid Student Member dues for the current year.

**I.5.5** A Corporate Member shall be a corporation, firm, technical or scientific society, teaching faculty, library or other organization or association which provides annual financial support as defined in the Bylaws, to assist the Society in furthering the purposes stated in Section 2 of this article.

**I.5.6** A Subscriber Member shall be a corporation, firm, technical or scientific society, teaching faculty, library or other organization or association which supports the Society by subscribing to the publications of the Society.

**I.5.7** Individual Members only shall have the right to vote and each Individual Member shall have one vote at maximum.

**I.5.8** Individual Members of the EuraSEM are entitled:

- to participate in all the activities of the EuraSEM;
- to participate in and vote at the General Assembly;
- to become a Member of the Council and Executive Committee;
- to become an Officer of the EuraSEM;
- to submit proposals to the Council to host an ICEM Conference.

## I.6 ACCEPTANCE and TERMINATION of MEMBERSHIP

**I.6.1** Any candidate to EuraSEM membership should send a membership application to the Secretary, the membership application is accepted/rejected by the Executive Committee.

**I.6.2** A member may terminate membership by sending a signed resignation to the Secretary.

**I.6.3** Membership shall be terminated by the Executive Committee upon a member failure to pay required dues within a twelve-month period or such shorter/longer period as may be prescribed by the Executive Committee.

**I.6.4** The Executive Committee may revoke a membership after an appropriate hearing for gross disregard of the purposes stated in Section 2 of this article or other conduct detrimental to the Society or the profession.

**I.6.5** Membership shall be terminated on the death of the member.

## I.7 LANGUAGE

There is no official language of the EuraSEM. However, it is agreed to use English language for any meetings, reports or documents of the Society, and to facilitate any exchanges between members.

## I.8 MEETINGS of the EuraSEM MEMBERS

**I.8.1** Meetings of the General Assembly

The Society shall hold at least one meeting of the ordinary General Assembly every two years at the occasion of an ICEM.

**I.8.2** Meetings of the Council

The Society shall hold at least one Council Meeting every year. The election of the Executive Committee will occur at the Council Meeting by the Council Members. Special Meetings may be called at other times by the Executive Committee, and shall be called upon written request to the President by at least one half of the Individual Members.

#### **I.8.3 Regular Meetings**

The Society shall hold at least one Executive Committee Meeting every year.

#### **I.8.4 Notice of Meetings.**

Notices of all meetings shall state the purposes for which the meetings are to be held. For all meetings, a provisional agenda shall be sent to each Individual Member at least thirty (30) days prior to the meeting.

#### **I.8.5 Quorum.**

At the General Assembly, the quorum is defined as the number present at any regularly scheduled General Assembly.

At the Council Meeting, the quorum is one half of the total number of the voting Members.

### **I.9 DURATION**

The society is founded for an indefinite period of time.

## ARTICLE II

### THE GENERAL ASSEMBLY and THE COUNCIL

#### *THE GENERAL ASSEMBLY Membership, decisions, vote.*

##### **II.1 MEMBERSHIP**

All members of the society are eligible to participate in the General Assembly, only Individual members are eligible to vote at the General Assembly.

##### **II.2 QUORUM, VOTES, NOMINATIONS AND ELECTIONS**

**II.2.1** The ordinary General Assembly shall meet once every two years in conjunction with ICEM Conferences. The members of the society shall be informed at least 15 days before the meeting. An extraordinary General Assembly may be held at the request of the President, or at least one third of the members of the Council or one third of the technical committee (TC) Chairpersons, or any combination of these which adds up to one third of the total members of the TC and Council, or at the request of a quarter of the Individual Members of the society.

**II.2.2** The President of the Society chairs meetings of the General Assembly; key activities of the Society since the last ordinary General Assembly and future projects shall be reported by the President or the Permanent Secretary (III.5), the budget of the past year and the provisional budget shall be reported by the Treasurer (III.5). The General Assembly shall give its agreement to each report independently by a vote.

**II.2.3** All decisions of the General Assembly shall be taken by simple majority of the members voting unless otherwise specified in the Constitution and By-Laws. In the event of a tie, the President shall cast the deciding vote.

**II.2.4** The ordinary General Assembly elects the members of the Council at ICEM Conference.

**II.2.5** Voting can be done by show of hands or by a secret ballot.

## **THE COUNCIL**

*Membership Responsibilities, Meetings, Quorums and Ballots, Agenda, Voting by Proxy, Minutes*

### **II.3 MEMBERSHIP**

The Council shall meet once every year. It is composed of twenty-two voting members organized in three colleges:

- Fourteen elected members;
- Five members by rights;
- Three co-opted members.

Members of the Council should be Individual Members of the Society. They should serve four years (two terms) and be renewed by half every two years at ICEM Conference. After four years, they should step out two years (one term) before being eligible again as Council members.

Elected members are elected by all the Individual Members present at the ordinary General Assembly of EuraSEM organized at ICEM Conference. The list of candidates has to be submitted to the Permanent Secretary (III.5), the latest at 12:00 noon of the day before the General Assembly. The Executive Committee (III.5) will immediately screen the names and post the official candidate list. After official presentation of the candidates and discussion, the General Assembly elect the seven members by secret ballot (list system).

The five members by rights should be:

- A member elected by the Chairs of the registered Technical Committees;
- The Chairs of the past and next ICEM Conference;
- The Editor In Chief (EIC) of Strain;
- The Chairperson of the Affiliated Societies Advisory Board.

The day of the election, a first meeting of the new Council will take place in the evening without the past co-opted members. The Council will appoint new co-opted members in order to ensure a representation of countries or scientific field. Co-opted members may be renewed one term.

### **II.4 RESPONSIBILITIES**

The Council is the governing body of the EuraSEM. The responsibility of the Council is to audit the activities of all the committees of the Society, and to ensure that officers, committees and organization mechanisms are in place for the Society to meet its main objectives:

#### **II.4.1 To manage the Society by means of the Executive Committee (III.5).**

- II.4.2** To elect the President; the two Vice Presidents; the Permanent Secretary, the Treasurer, the Newsletter Editor/Web Site Manager, the Chairperson of each Technical Committee; the members of the Awards Committee.
- II.4.3** To organize the General Assembly every two years.
- II.4.5** To receive and agree reports from the Executive Committee and the Publications Committee.
- II.4.6** When a report cannot be agreed, to identify any actions which can ensure future agreement.
- II.4.7** To receive proposals, especially from the Technical Committees, for new strategies, and if agreed, to put in place the mechanism for achieving these strategies.
- II.4.8** To approve new statutes, or amend old ones, where necessary, before final approval by the General Assembly.
- II.4.9** To set the level of subscriptions, based upon the advice of the Treasurer.
- II.4.10** To determine the financial policy of the Society and to appoint auditors.
- II.4.11** To agree the venues for future EuraSEM meetings.
- II.4.12** To consider any other matters affecting the Society and initiate appropriate actions.

## **II.5 MEETINGS**

The Council shall meet at least once every year, preferably in combination with either an ICEM Conference, a EuraSEM sponsored conference or a TC (Technical Committee) meeting. At other times, special meetings may be held at the request of the President, or at least one third of the members of the Council or one third of the technical committee (TC) Chairpersons, or any combination of these which adds up to one third of the total members of the TC and Council. If a quorum of the Council cannot attend a special meeting, business may be conducted by mail, through the offices of the Permanent Secretary and reported to all Council members prior to any agreement being reached and future actions taken.

## **II.6 QUORUMS AND BALLOTS**

- II.6.1** For Council meetings, the quorum is one half of the total number of voting members, and the required majority is one half of those present or represented by proxy.
- II.6.2** For changes to the statutes, the quorum is two-thirds of the total number of voting members, and the required majority is two-thirds of those present or represented by proxy.
- II.6.3** Voting may be done by a show of hands or by secret ballot.

## **II.7 AGENDA**

The agenda for all Council meetings shall include the following items:

- II.7.1** Naming of delegates and voting members.
- II.7.2** Establishing that those present are members of EuraSEM.
- II.7.3** Establishing that the necessary quorums are present.
- II.7.4** Issues from minutes of the last biennial Council meeting, any intervening special meetings and acceptance of approved minutes.
- II.7.5** Reports of the Executive Committee.
- II.7.6** Reports from the Treasurer, proposals for changes, discussion and future actions.
- II.7.7** Proposals from members pertaining to Council affairs.
- II.7.8** Proposals from the Technical Committees.
- II.7.9** Election of Officers.
- II.7.10** Venue of the next ICEM Conference.
- II.7.11** Any other business.

The agenda, together with the necessary papers, including Financial Balance, Publications Committee reports and Technical Committee reports shall be circulated to all members of the Council at least one month before the Council meeting.

Proposals under item (II.7.7) shall be routed via the National Committees of the Member Countries or a TC representative, and be accompanied by the name of the proposer, and shall be lodged with the Permanent Secretary at least 2 months in advance of any meeting.

## **II.8 AFFILIATED SOCIETIES ADVISORY BOARD**

National or international societies or associations active in Experimental Mechanics can make application to join EuraSEM as Affiliated Societies.

The Application should be made in the first instance to the Permanent Secretary (III.5). It should list the names of the officers of the society, its address and its technical and scientific diversity and expertise in both industrial and academic sectors of Experimental Mechanics activities. The Executive Committee will introduce the candidature to the Council which will take the final decision. A formal agreement between EuraSEM and the society will be signed finally.

The chairs of the Affiliate Societies will constitute the Affiliated Societies Advisory Board which will ensure smooth relations between EuraSEM and the societies to promote new projects profitable to Experimental Mechanics. The chairs of the Affiliate Societies will designate a Chairperson who will serve as member by rights at the Council (II.3).

## **II.9 VOTING BY PROXY**

When a member of the Council cannot attend a Council meeting, he can decide to transfer its voting power to another member of the same college, by proxy, via notification to the Permanent Secretary. Although this voting power will count in any ballot, it will not count in establishing the quorum. No attending member may cast more than 2 proxy votes.

## II.10 MINUTES

Minutes of Council meetings shall be recorded by the Permanent Secretary and published in an issue of the EuraSEM Newsletter.

# **ARTICLE III**

## **REGISTERED OFFICE, OFFICERS AND COMMITTEES**

The Executive Committee, the Registered Office, the President, the Secretariat, the Publications Committee, the Awards Committee, the Newsletter Editor, the EuraSEM Website, the Technical Committees.

### **III.1 THE EXECUTIVE COMMITTEE**

#### **III.1.1 Membership**

The Council proceeds to the election of the members of the Executive Committee (the "Officers") among its members every two years (one term) at every ICEM Conference.

An Officer of the Executive Committee will serve one term from the end of the Council meeting at which the election takes place. He/she may be re-elected once consecutively and shall wait one term before being re-eligible.

It comprises:

- The President, who acts as Chairman of the Executive Committee;
- Two Vice Presidents;
- The Permanent Secretary, who acts as Secretary to the Executive Committee;
- The Treasurer;
- The Web Site Manager.

The Chairperson of the next ICEM Conference can be invited to report regularly on the Conference organization to ensure a good liaison between ICEM and the Society.

#### **III.1.2 Responsibilities**

The responsibility of the Executive Committee is to ensure the smooth and efficient running of the Society on a day-to-day basis. Specifically:

**III.1.2.1** To approve the appointment of a Permanent Secretary, who shall be responsible for all aspects of the administration of the Executive Committee.

**III.1.2.2** To approve the appointment of a Treasurer to EuraSEM.

**III.1.2.3** To consider the setting up of new administration and technical committees when appropriate.

**III.1.2.4** To assist the technical and administration committees and record their activities.

**III.1.2.5** To confirm the chairpersons of all other EuraSEM committees.

**III.1.2.6** To elect ordinary members to all EuraSEM committees when considered appropriate.

**III.1.2.7** To monitor dates of proposed EuraSEM technical meetings, ensuring wherever possible that there is no conflict.

- III.1.2.8** To develop and propose new strategic objectives of the Society as required.
- III.1.2.9** To recommend amendments and new Statutes to Council as necessary.
- III.1.2.10** To make recommendations to the Council on any issue relating to the efficiency of the Society.
- III.1.2.11** To fill temporary vacancies in the offices of the Society that may arise between the times of Council meetings.
- III.1.2.12** To adopt any emergency powers deemed necessary to ensure the smooth and continuous operation of the Society.
- III.1.2.13** To report at every session of Council on the actions taken by the Executive Committee since the previous Council session.

## **III.2 THE REGISTERED OFFICE**

**III.2.1** A registered office shall be managed by an organization under conditions approved by the Executive Committee. This office should have legal status in a European country that has a national society affiliated to EuraSEM.

**III.2.2** Any change of location of the registered office shall be by agreement of the Executive Committee.

**III.2.3** Contracts concluded on behalf of the Society through the registered office shall have the approval of the Society by co-signature of the President, and the Permanent Secretary after full consultation with the Executive Committee.

**III.2.4** Costs of administering the registered office shall be borne by EuraSEM. The organization managing the registered office shall prepare a financial statement every 12 months for inclusion in the annual report of the Treasurer to the Executive Committee, and every two years for inclusion in the report of the Treasurer to the General Assembly. The auditors nominated by Council, shall have full access to the financial administration of the registered office, and shall send notice of approval of these financial statements to the President and Vice Presidents prior to Council ratification.

## **III.3 THE PRESIDENT**

### **Responsibilities**

The responsibilities of the President are to ensure the continued and healthy operation of EuraSEM in attaining its stated objectives. Specifically:

- III.3.1** to act as Chairman to Executive Committee and Council.
- III.3.2** To act on behalf of the Society in the conduct of the affairs of the Society in accordance with policies and procedures adopted by Council and the Executive Committee.

**III.3.3** The President shall establish or terminate liaison activities with other organizations following approval of the Executive Committee.

#### **III.4 THE TREASURER**

The Treasurer has the responsibility to ensure that the EuraSEM finances are in a healthy state. Specifically:

- III.4.1** To manage the accounts in such a way that the income exceeds the expenditure over any four year period.
- III.4.2** To recommend to the Council, through the Executive Committee, a rate for the annual subscriptions for membership for each two year period.
- III.4.2** To ensure that all income is lodged beneficially in a suitable bank account.
- III.4.3** To monitor income from publishing, and other sources not associated with membership.
- III.4.4** To provide financial support to the activities of the technical committees, and administration committees where needed.
- III.4.5** To provide financial support to the Secretariat, as agreed by Council.
- III.4.6** To report to the Executive once every year.
- III.4.7** To provide accounts to the Council and General Assembly once every two years.

#### **III.5 THE SECRETARIAT**

The Secretariat shall be located within the registered office of EuraSEM. It shall be run by a Permanent Secretary, a Treasurer and by the Website Manager.

##### **Responsibilities**

The duties of the Secretariat are:

- III.5.1** To establish and run the registered office on behalf of EuraSEM.
- III.5.2** To maintain a list of all members and publish this list annually.
- III.5.3** To encourage the expansion of EuraSEM both in terms of national delegations and individual, organizational and corporate members.
- III.5.4** To act as secretary to the Council, the Executive Committee and the Publications Committee.
- III.5.5** To disseminate information as required by Council, the Executive Committee, and the Technical Committees of the Society.
- III.5.6** To compile the EuraSEM Newsletter and circulate it to all members at least once a year.
- III.5.7** To host the office of the Newsletter Editor and Website Manager.
- III.5.8** To manage the day-to-day affairs of EuraSEM and maintain an efficient records system pertaining to all Society correspondence.
- III.5.9** To liaise with the various national and international bodies involved in the field of Experimental Mechanics.

### III.6 MEETINGS

The Executive Committee shall meet once every year, preferably in combination with either a EuraSEM sponsored conference, a TC (Technical Committee) meeting or a EuraSEM meeting. The agenda will be agreed one month prior to the meeting and will be based on the responsibilities specified in Clause III.5.2.

When a vote is needed, a quorum of two-thirds of the membership of the Executive Committee is required, and a simple majority of the attendees at the meeting shall be effective. The President may, by prior agreement of a majority of Executive Committee members, invite non-voting members of the Society to be present at any Executive Committee meeting.

In times between Executive Committee meetings, duties of the Executive Committee may be carried out by mail, and a record shall be kept by the Permanent Secretary.

## **III.7 AWARDS COMMITTEE**

### **III.7.1 Membership**

The Chairperson of the Award Committee is the organizer of the next Conference on Experimental Mechanics (ICEM). It comprises seven members elected by the Council among its members.

### **III.7.2 Responsibilities**

The responsibility of the Awards Committee is to decide, once every two years, on the conferment of the following EuraSEM awards:

- Honorary Membership of EuraSEM
- Fellow Membership of EuraSEM
- Award of Excellence
- Award of Merit

All Awards are to be posted, with their citations, on the EuraSEM Website, under the authority of the Awards Committee.

### **III.7.3 Procedure for the nomination of awards**

Nominations for the awards may be lodged with the Chairperson of the Awards Committee at any time but not later than six months before the Council meeting. These may be made by any member of EuraSEM, but each nomination shall carry the name of a proposer and a seconder. No member may propose or second a candidate from their own country. Calls for nominations will be made on the EuraSEM Website.

### **III.6.4 Meetings**

The Awards Committee can communicate by mail throughout the period between two Council meetings. A record shall be kept of these communications by the EuraSEM Secretariat.

The Awards Committee shall meet and agree the awards prior to each Council Meeting, and report its decisions to Council.

## **III.8 THE WEBSITE MANAGER**

### **III.7.1 Responsibilities of the Website Manager**

The responsibility of the Website Manager is to update the EuraSEM website and for giving approval for specific items to be included on other www sites.

The content of the EuraSEM site shall include the following items:

**III.7.1.1** A list of all Officers of EuraSEM, together with their affiliations and email addresses.

**III.7.1.2** An editorial by the President or the Editor detailing topical issues relevant to EuraSEM.

**III.7.1.3** Details of the next ICEM conference.

**III.7.1.4** Reports from TCs.

**III.7.1.5** A list of all available EuraSEM publications.

**III.7.1.6** A list of all future TC meetings.

**III.7.1.7** A list of all EuraSEM sponsors.

**III.7.1.8** An EuraSEM membership application form.

**III.7.1.9** Articles from the most recent winners of EuraSEM Awards.

**III.7.1.10** Advertising material, from publishers or other sources with respect to Experimental Mechanics matters and including all future conferences and meetings world-wide in the field of Experimental Mechanics.

## **III.7.2 The EuraSEM website**

The Executive Committee is responsible for the appointment of the Website Manager hereafter referred to as the Webmaster.

The Webmaster

## **III.8 TECHNICAL COMMITTEES**

### **III.8.1 The Technical Committees**

The Technical Committees (TCs), each working on different scientific and technical, topics of Experimental Mechanics, are the most important part of the EuraSEM organization. Their activities are supported by the EuraSEM Secretariat. The strength of each TC is indicated by the number and scientific quality of Committee Members together with their output, in terms of scientific and technical meetings, symposia, joint conferences with national or international bodies on behalf of the EuraSEM, and scientific or training publications. TCs should support ICEM Conference, maintaining the scientific level and making proposals to open the Conference to advances topics and challenges.

The subject area of a TC should involve interdisciplinary aspects. Each TC may be split into a number of sub-committees, each examining specific aspects of the main subject area.

The work of a TC and its schedule of meetings are decided by its members as a whole. The EuraSEM Secretariat should be informed of proposed meetings, and the Executive Committee shall ensure wherever possible that these do not conflict with other meetings on similar topics, whether these be EuraSEM meetings or meetings held outside of the EuraSEM organization. Notes of meetings should be circulated to the Permanent Secretary as well as to the EuraSEM members of the TC.

Technical Committees will be formed, modified, extended, or disbanded should they have fulfilled their tasks. Each TC will be reviewed by the Executive Committee at its every year meeting. New Technical Committees can be formed under the direction of the Executive Committee at its every year meeting.

The Technical Committees presently include:

- Photomechanics
- Structural integrity and health monitoring
- Optical fibre sensors
- Testing on micro- and nano scale

- Time dependent materials
- High strain rate and impact testing
- Testing of biological tissue and soft matter
- Mechanical characterisation.

### **III.8.2 Technical committee officers**

Each Technical Committee and its sub-committees shall have:

- A Chairperson
- A Co-Chairperson or Vice Chairperson
- A Secretary.

### **III.8.3 Membership**

Each TC may recruit its own members.

Each TC Member should be a member of the Society.

Non EuraSEM members are permitted to attend any TC meeting.

Any EuraSEM member can join any of the TC committees or sub-committees.

### **III.8.4 Responsibilities**

Each committee should define its Terms of Reference which have to be approved by Council. The Terms of Reference define the activities of a TC and hence of EuraSEM and should also appear on the EURASEM website.

**III.8.4.1** To achieve the status of a major European focus for all scientific and technical issues relating to its named subject area.

**III.8.4.2** To enroll as members, experts in the subject area from each European country and, whenever possible, experts from non-European countries.

**III.8.4.3** To conduct regular meetings with its membership; these meetings being notified well in advance to the Secretariat, for inclusion in the Newsletters, the Website and the international journals affiliated to EuraSEM, so that all EuraSEM members can, if they wish, attend such meetings.

**III.8.4.4** To keep an up-dated register of its membership and to inform the Secretariat of its membership rolls.

**III.8.4.5** To keep a record of its meetings, including names, addresses, and e-mails of attendees; this record being copied to the Secretariat.

**III.8.4.6** To convene a European-based international seminar or conference, on the subject matter of its named area, at least once every four years, which will result in a Special Technical Publication. This responsibility also applies to all the sub-committees of a TC.

**III.8.4.7** To ensure that at least once per year it provides details on its current activities via articles published in the Newsletter; for the benefit of all EuraSEM members.

**III.8.4.8** To convene TC meetings that coincide with other TC meetings, whenever possible, in order to develop cross-disciplinary links and inter-responsive activities.

**III.8.4.9** To ensure its officers and representatives attend each EuraSEM conference in order to report directly to Council if so required.

**III.8.4.10** To circulate, via the EuraSEM Secretariat, a full report on activities over the previous two years; this report becoming an integral part of Executive Committee report to the Council meeting held at the ICEM conference.

**III.8.4.11** To perform its duties in the spirit of European co-operation and the upholding of the Statutes and By Laws of the Society.

### **III.8.5 Election of Officers**

EuraSEM members of a Technical Committee shall participate in the election of the Co-Chairperson and the Secretary. The EuraSEM Secretariat should be informed of the election and an announcement made in the EuraSEM Newsletter and the EuraSEM Website.

### **III.8.6 Conduct of TC affairs**

This is the responsibility of a TC but the EuraSEM Secretariat should be informed of all developments, particularly with regard to proposed future activities. Each TC should follow the general guidelines inherent within the Statutes and By-Laws of the Society.

### **III.8.7 Sub-Committees of a TC**

Each TC Sub-Committee has identical responsibilities to those listed above for the parent TC. Additionally each Sub-committee, functioning in its own right, will report on a regular basis, via its Chairperson, to the Chairperson of the parent TC.

Failure of a Technical Committee to operate under the rules defined in Article IV, Section 2 of these Bylaws may result in dissolution of the Technical Committee.

## **ARTICLE IV**

### **EURASEM SCIENTIFIC and TECHNICAL MEETINGS and CONFERENCES**

All EuraSEM technical meetings, listed below, should be recorded by the EuraSEM Secretariat and quoted in the EuraSEM Newsletter and the EuraSEM Website.

#### **IV.1 ICEM CONFERENCES**

ICEM (International Conference on Experimental Mechanics) Conferences shall be held every two years. The venue shall rotate around Europe. The choice of the venue shall be made four years in advance by EuraSEM Council, at its meeting during ICEM, after consideration of the competing bids from European scientific research teams.

The proposal must contain at least the following elements:

- a formal letter to the President;
- the Chairman, Vice-chairmen and the Conference Organizing Committee;
- an indication of the possible scientific program (regular sessions, specialist symposia, plenary lectures), issue of proceedings and relevant scientific topics to promote;
- the venue;
- the principle of organization and possible sponsor societies, organizations or companies;
- a provisional budget including an indication of the probable registration fees for regular delegates and students and the accommodation charges;

The proposal shall be transmitted by e-mail to the President of EURASEM at least six weeks before the ICEM Conference. The proposal will then be mailed to all the Council members. The proposers will then be invited to defend their project at the Council meeting during the Conference(15 min oral presentation and 15 min questions of the Council members). Finally, the conference venue will be elected by simple majority vote by the Council.

#### **IV.2 SPECIAL INTERNATIONAL MEETINGS**

Special International Meetings or symposia shall be held under the auspices of a sponsoring TC, and the organization responsible for administration of the meeting. Such meetings should be aimed at specific scientific or technical issues. Before advertising a Special International Meeting or Symposia, the sponsoring TC shall inform the Executive Committee of the scientific/technical issue to be addressed, the proposed venue, and the proposed dates of the meeting. It is the responsibility of the Executive Committee to sanction the meeting, to gather

support for the meeting and to ensure that it does not conflict with any other meeting, either in terms of the technical topic, or its timing.

#### IV.3 REGULAR TC MEETINGS

Regular TC meetings shall be held at least once a year, preferably at venues rotated around the TC members organizations. These meetings shall cover both TC administration matters, and technical matters.

#### IV.4 EDUCATIONAL MEETINGS

To fulfill an important aspect of the objectives of EuraSEM, meetings of an educational nature on Experimental Mechanics matters should be organized on both a national and an international level. Short courses, seminars and special lectures should be coordinated through the most appropriate TC. Details of these meetings should be communicated to the EuraSEM Secretariat well in advance of their proposed timing.

## ARTICLE V

### AMENDMENTS, DISSOLUTION, CHANGES, CHANGES to the BY-LAWS

#### V.1 AMENDMENTS TO THE CONSTITUTION

The Constitution may be amended according to the following procedure.

**V.1.1** Any Member of the EuraSEM may propose an amendment to the Council.

**V.1.2** The Council must approve the amendment, or make changes before approval, by a positive vote of two-thirds of the members present or represented by proxy. The quorum is two-thirds of the total number of voting members.

Any changes to the Constitution must be discussed with the institution hosting the Society if any.

**V.1.3** The approved change is then proposed to the General Assembly and is ratified by a simple majority of the members voting.

**V.1.4** A proposed change not ratified by the Council may be brought to the General Assembly upon petition of fifty members of EuraSEM. In such a case, approval of the change requires a positive vote of two-thirds of the members voting.

**V.1.5** All amendments shall, unless otherwise provided therein, take effect immediately upon the General Assembly approval.

#### V.2 DISSOLUTION

**V.2.1** EuraSEM shall be dissolved according to the legal status of the registered society.

**V.2.2** Any assets remaining in the general funds after the discharge of all obligations shall be offered and transferred to an international institution or organisation which is accepted as devoted to the objectives of the Society, upon approval of the Council. If transfer to such an institution cannot be accomplished, then transfer shall be made to any international institution devoted to scientific research as may be designed by the Council.

**V.2.3** The Council and ultimately the President as chair of the Council shall be responsible for the winding up of the affairs of the EuraSEM.

### **V.3 CHANGES to the BY-LAWS**

The By-Laws may be changed according to the following procedure:

**V.3.1** Any Member of the EuraSEM may propose an amendment to the Council.

**V.3.2** The Council must approve the change, or make changes before approval, by a positive vote of two-thirds of the members present or represented by proxy.

**V.3.3** The approved change is then proposed to the General Assembly and is ratified by a simple majority of the members voting.

**V.3.4** A proposed change not ratified by the Council may be brought to the General Assembly upon petition of fifty members of EuraSEM. In such a case, approval of the change requires a positive vote of two-thirds of the members voting.

**V.3.5** All amendments shall, unless otherwise provided therein, take effect immediately upon the Council approval.

**V.3.6** Any changes to the Constitution must be discussed with the institution hosting the Society if any.

## **PROVISIONAL CONDITIONS**

Among others

To ensure a good transition between the actual association and a membership society, a provisional Council, composed of the previous Permanent Committee members and Chairpersons of EURASEM will act till ICEM 15 (2012) as the Council of EuraSEM. At ICEM 15, the new Council will be appointed by the General Assembly constituted of all delegates registered at ICEM 15 acting as members of the new society. The Executive Committee of EuraSEM will be then elected from and by the Council during this Conference.

Since many problems have still be solved, it is considered that having a registered society is not the priority at the present time.