



## **BY-LAWS OF THE IAHR TECHNICAL COMMITTEES**

*approved by Council in Vancouver on 7th August 2009*

### **1. Preamble**

The present by-laws of the IAHR Committees shall uniformly govern the conduct of all Committees formed under the auspices of the International Association for Hydro-Environment Engineering and Research. These by-laws are adopted in accordance with the IAHR Constitution and replace the Uniform by-laws for IAHR Technical Sections adopted in Ottawa in 1989.

### **2. Scope**

These by-laws will apply to each Technical Committee that functions under the Technical Division "IAHR Hydraulics" or the Technical Division "IAHR Hydro-Environment", as well as to the Committee on Education and Professional Development that functions under the Division of Innovation and Professional Development.

In the case of Committees that are established jointly with other organizations (e.g. IWA, IAHS) there can be special conditions, approved by Council, that amplify, modify or overrule these general Committee by-laws.

### **3. Aim**

The general aim of the Committee is governed by its Mission Statement which defines its subject area and is published on the IAHR website. Specific objectives under this general aim are:

- a. to promote the science, practice and/or management techniques in its subject area;
- b. to effectively contribute to the solution of global problems in its subject area;
- c. to provide a forum of exchange of information among and between researchers and practitioners in its subject area;
- d. to keep its members abreast of their field and alerted to future challenges and opportunities by examining on a continuing basis, the present and likely future directions of its subject area;
- e. to enlarge the IAHR membership.

The Committee seeks to accomplish its objectives by:

- a. organization and conduct of specialty conferences Symposia and workshops  
and/or by taking the responsibility for technical sessions and/or seminars at the IAHR World or Divisional Congresses, subject to formal approval of the IAHR Council;

- b. publication of monographs, proceedings of specialty conferences, seminars/workshops, research reports and state-of-the-art papers in the relevant journals of IAHR;
- c. contribution to the IAHR Hydrolink magazine;
- d. organization and conduct of continuing education activities, in co-operation with the IAHR Committee on Education and Professional Development;
- e. co-operation and co-ordination with other Committees and with organizations outside IAHR;
- f. such other activities as may legitimately be adopted for the furtherance of the objectives of the section
- g. membership drive activities in coordination with the IAHR Secretariat.

For the realization of its objectives the Committee may create ad hoc Working Groups. The Working Groups conduct specific undertakings or studies of, normally, limited duration. Proposals for the establishment of a Working Group shall be approved by the Division Vice-President to ensure that there is no conflict with other current or planned activities.

#### **4. Membership and organization**

##### 4.1 General

The Committee shall be composed of individual and Institutional members of IAHR. The management of the Committee shall reside in the Leadership Team who may delegate functions to the Chairman and the Vice Chairman of the Committee. The Committee operates under the Constitution and By-laws of the IAHR. The Committee is subject to the authority of the IAHR Council.

##### 4.2 Committee Activities

Committee activities comprise a number of regularly continuing or special products or services that promote or publicize the specific scientific and technical themes and disciplines to which the Committee devotes itself. This includes (1) the preparation of review articles or special issues in IAHR journals, (2) the publication of books, monographs or design manuals, and (3) the organization of specialty symposia and conferences. Each Committee is expected to complete within a four-year cycle at least one product in each of these three categories.

##### 4.3 Committee membership

Any member of IAHR who is interested in the activities of the Committee and who is professionally active in the Committee subject area may be considered a Committee member. Persons or corporations outside IAHR wanting to join the Committee must first become a member of IAHR.

Every IAHR member affiliates directly with one Committee (primary affiliation). In addition, the IAHR member can specify secondary affiliations for up to two more Committees. In any decision-making activity (e.g. balloting) the primary affiliation carries one vote, the secondary affiliation one half vote. A change of affiliation via the electronic membership platform (eMP) is possible at any time, but not more than once per year and not during specified election periods.



#### 4.4 Leadership Team

The Leadership Team (LT) leading each Committee consists of six to eight members including the positions of Chair, Vice-Chair and Past-Chair. Membership in the LT is limited to six years (three two-year terms) except for persons who serve as Chair who may serve eight years (see comment). The LT elects biennially a new Vice-Chair who then in successive terms will be Chair and Past-Chair, respectively. Persons who have served as Chairs may serve an additional two-year term (up to eight years). The biennial election of two (or more, in case of additional resignations) new members of the LT is via eMP balloting of all primary and secondary Committee members.

In addition, the LT may designate up to three Co-opted Members for each biennial term.

##### 4.4.1 Committee Chair

The Committee Chair has the following tasks:

- chairing the LT
- profiling the Committee's activities
- organizing Committee and Committee LT meetings
- organizing technical and educational meetings, including (co-sponsorship)
- stimulating publications
- stimulating membership

##### 4.4.2 Committee Vice-Chair

The Committee Vice-Chair will keep records of the transactions at business meetings of the LT and of the Committee and promptly prepare and distribute minutes of meeting to the LT, the Division VP and Secretary, and the Secretariat.

The Vice-Chair will annually submit a report on the Committee activities to the membership through the eMP, to the IAHR Council through the IAHR Secretariat, and to the Division Secretary. The Secretariat may summarise the reports within the annual report to Council, and publish them in the IAHR Hydrolink magazine.

##### 4.4.3 Working Groups

The LT may create and disband ad hoc Working Groups (WG), subject to formal approval of the Division VP. A WG is normally limited to a four-year term. The term of a WG can be extended by two years with approval from the Committee LT and the Division Vice-President.

The WG shall consist of up to eight members selected from the Committee membership and approved by the Committee LT. However, other IAHR members or non-members may be appointed to the group if they are expected to make unique contributions. Non-members are, however, required to become an IAHR member. At least one member of the Committee LT shall be member of the WG.

The Chair, and - if desired - the Vice-Chair, of a WG shall be appointed by the LT with approval from the Division Vice-President. The WG Chair shall report to the Committee LT.

#### 4.5 Guidelines for the election process for the Leadership Team

The Leadership Team (LT) of the Committee should represent the high scientific, technical and professional quality and dedication as well as a fair representation of the regional distribution of world-wide IAHR membership. It is to be expected that post-holders are able and willing to dedicate reasonable time to carry out their duties and to attend Committee meetings. The biennial election process via the electronic membership platform (eMP) must assure that.

The biennial election of two (or more, in case of additional resignations) new members of the Leadership Team is via eMP balloting of all primary and secondary Committee members. For that purpose the LT publishes a slate of nominees that is at least twice as large as the number of open positions. This slate should take account of (1) the active and motivated Committee members that the LT is aware of, (2) a balanced regional distribution, (3) a representation of water professionals at different stages of their careers, and (4) a balance of academics, practice-oriented engineering firms and applied research organizations where appropriate. Over consecutive years the slate of candidates must meet the same numerical distribution among regions that applies to the Council Nominating Committee. The slate of candidates needs approval by the Vice-President of the Division in which the Committee resides

### **5. Conduct of business**

#### 5.1 Committee business

Each Committee LT holds an annual meeting open to all Committee members in order to initiate, prepare and monitor its professional activities. This meeting can be held at a physical location (preferably at the IAHR World Congress, or one of IAHR Division Congresses or at a specialty conference/symposium) or electronically via the eMP system. The time and place of this meeting shall be announced and advertised through the eMP. The scheduling and preparation of the agenda shall be the duty of the Committee Chair in consultation with the Vice Chair and other LT members. The presence of three LT members at a Committee LT meeting shall constitute a quorum.

In the absence of the Chair the Vice-Chair shall discharge the functions of the chair.

All actions shall be by majority vote of the Committee LT members present and voting, including the chair. In the absence of a quorum, the recommendations of those present shall be circulated to all members of the LT for approval by e-mail ballot. All actions voted by e-mail ballot shall be determined by majority vote of the Committee LT membership. Committee members who participate in the annual meeting but are non-members of the LT do not have voting privileges.

Business between Committee LT meetings shall be conducted by eMP or by e-mail.

At each IAHR World Congress the Council shall arrange to meet collectively with the Committee LT Chairs (or representative)

#### 5.2 Conferences

Each Committee should conduct one or more Specialty Conferences/Symposia. These are strongly focussed events, covering a specific scientific/technical discipline or application, organized by the Committee. They are held infrequently (typical cycles are 4 to 6 years; a biennial cycle is possible



but should be the exception), and can be placed at any time in the year, provided there is a one month separation before and after the IAHR World Congress. Furthermore, suitable spacing shall be allowed to avoid overlap with a Technical Division or Regional Division Congress, if the event is held in the same region. However, for strategic reasons, a Specialty Conference/Symposium can be combined with, or placed immediately before or after, an IAHR Congress with approval from the Congress organizers.

The target size for a Specialty Conference/Symposium is 100 to 300 attendees. It is not IAHR strategy to encourage the growth into large gatherings or overly frequent offerings of these events, as this will (1) compete with the IAHR World and Division Congresses, and (2) defeat the purpose of focussed research-orientated events with special attraction for young members.

Organization of and request for (co-)sponsorship of conferences, seminars and workshops shall be dealt with in close co-operation with the IAHR Secretariat. Dates should be finalized only after consultation with the IAHR Secretariat. An IAHR member should sit on the Local Organizing Committee of the specialty conference. Specialty conferences shall be self-supporting financially, with fees for IAHR members appreciably less than for non-members. Proceedings of the specialty conferences shall be made available to the general membership at the lowest possible cost. At least two copies shall be sent to the IAHR Secretariat free of charge. Detailed Guidelines for IAHR Specialist Events will be issued by the IAHR Secretariat.

After the Specialty Conference/Symposium the organizers will pay to IAHR a sum of 1% of the total registration income as a contribution toward the organizational support expenses of the Secretariat.

A report on a conference sponsored by the Committee shall be sent to the IAHR Secretariat as soon as possible, for insertion in the IAHR Hydrolink Magazine

## **6. Financial account**

Each Committee may keep a financial account maintained by the Secretariat. This account may receive income from certain Committee activities (e.g. specialty conferences/symposia) and be used for operating expenses as designated by the LT.

## **7. Adoption and amendments**

These by-laws shall be in effect when approved by the IAHR Council.

When revision of these uniform by-laws is needed, a proposal for amendment, requiring approval of two-thirds of the members of the Committee LT shall be presented to the Division Secretary, who consults with the Division VP. When there is sufficient adhesion in the opinion of the VP and Secretary they will present the proposal to the Executive Committee for consideration. The EC may present it to the Council for approval.

Annex 1 to By-laws of the IAHR Sections

## **FORMAT FOR ANNUAL REPORT**

**A. Division name:**

Committee name:

Reporting period:

**B. Mission statement / Long range objective**

**C. Committee Membership**

1. Number of committee membership:

Primary affiliation:

Secondary affiliation:

2. Leadership Team:

names and addresses

3. Name and composition of Working Groups

**D. Affiliation with other professional associations**

Affiliation with international programmes

**E. Report on activities in reporting period**

1. Committee meetings

2. Specialty conferences

- activities related to World Congress and Division Congress

3. (continuing) education activities

workshops, training seminars, courses, etc.

4. Working Group meetings and output

5. Publications: proceedings; papers for IAHR Journals; state-of-the-art papers; monographs; books

6. Contacts with other organizations

7.- Other activities.

**F. Short range plans (1 to 2 years)**

- specialty conferences

- activities related to next IAHR World Congress

- (continuing) education activities

- working group activities

- publications

- contacts with other organizations

- other activities.

**Remarks**