

# **International Society for Concrete Pavements, Inc.**

## **BY-LAWS**

(Approved by the Board of Directors, August 16, 2007)

### **ARTICLE 1 - Officers**

*Section 1* - The Officers of the Society will consist of the President, the Vice-President, the Secretary-Treasurer, and fourteen Directors.

*Section 2* - The Officers of the Society will be drawn from the following sectors:

1. National Government Agencies
2. State, Provincial, or Local Government Agencies
3. Transportation Research Board
4. Academia
5. Consulting Engineers
6. Contractors
7. Equipment, Materials, and Service Organizations
8. Trade and Professional Associations.

The Officers will be elected by letter or electronic ballot from a slate of nominees proposed by the Standing Committee on Nominations as appointed by the Board of Directors. The ballot will include provisions for write-in candidates. No more than five of the fourteen Directors can be residents of the same country.

*Section 3* - All officers will be elected to four-year terms of service that commence on February 1 of the year following election and end on January 31 four years later.

*Section 4* - The President (or in his/her absence, the Vice-President) will preside over all meetings of the Society and of the Society Board of Directors. In the absence of both the President and Vice-President, a temporary presiding officer will be selected from among the officers present.

*Section 5* - The Secretary-Treasurer will:

- a. Keep a complete record of all proceedings and correspondence of the Society and of its Board of Directors.
- b. Send notices of meetings by mail, fax, or e-mail to members of the Society or to the Board of Directors, as may be required.
- c. Keep a roll of the members of the Society.
- d. Manage one or more bank, checking and/or savings accounts, as directed by the Board of

Directors.

- e. Make payments and purchases on behalf of the Society. Expenditures in excess of \$1000 must be jointly approved by the President and the Secretary-Treasurer. The Secretary-Treasurer may make expenditures of \$1000 or less without additional approvals provided that these expenditures are associated with the normal operation of the Society and do not result in overruns of the annual Society budget, as approved by the Board of Directors.
- f. Perform all other duties usually assigned to the office of the Secretary-Treasurer.

*Section 6* – To be elected to and remain in the position of Director, an individual must:

- a. Be a current ISCP member in good standing;
- b. Attend at least one Board meeting each year (either in person or by telephone or video conference); and
- c. Be a member of at least one standing committee.

Continued service as a Director will be re-evaluated every term based on her or her participation and level of involvement on a standing committee.

*Section 7* - An Officer who resigns or is no longer able to serve his/her term may be replaced by a member in good standing by an action of the Board of Directors.

## **ARTICLE 2 - Membership**

*Section 1* - The membership categories will be as follows:

- a. **Student Members** - For the purposes of ISCP membership, a student is defined as an individual registered as a full-time student (as identified by his/her institution) in an undergraduate or graduate program.
- b. **Members** - Professionals who are or have been actively involved in improving concrete pavement technology through or involved in analysis, design, materials, construction, evaluation, maintenance, rehabilitation, and management of hydraulic cement concrete pavements.
- c. **Organizational Members** - Organizations (including government agencies, nonprofit agencies, engineering firms, contractors, trade associations, universities, equipment, materials, and service suppliers, and other agencies) that are committed to improving concrete pavement technology and are willing to financially support the Society. Organizational membership provides one complimentary individual membership and reduced individual membership rates for employees of the organization.
- d. **Honorary Members** - Members who have provided exemplary service to the Society or to the improvement of concrete pavement technology. Up to two Honorary Members may be elected annually with the approval of 2/3 of the Board of Directors.

*Section 2* - Membership Fees (dues) will be established annually by the Board of Directors.

*Section 3* - Annual membership will be from January 1 to December 31.

*Section 4* – All individual members of the Society who are in good standing will have one vote on all matters balloted by the Society. Members in good standing are members who are current with their annual fees (dues).

### **ARTICLE 3 - Meetings**

*Section 1* - The Annual Meeting of the Society, for the transaction of the business of the Society, will be held at such time and place as the Board may direct. The Secretary-Treasurer will notify each member of the meeting time and place at least 30 days in advance of the meeting.

*Section 2* - Regular meetings of the Board of Directors will be held at the time of the Annual Meeting of the Society, and additional meetings will be held as directed by the Board or as requested by the President. The Board may invite representatives of various other organizations to serve as Liaison Members at the Board meetings. Liaison members will not have voting privileges.

*Section 3* - Regular meetings of the Executive Committee will be held at the time of the Annual Meeting of the Society, and as often as directed by the President.

*Section 4* - Special meetings of the Society may be called by the President, or in his/her absence, by the Vice-President, or upon request by a majority of the Board of Directors.

*Section 5* - All meetings of the Society will be conducted in accordance with *Roberts Rules of Order*.

### **ARTICLE 4 - Standing Committees**

*Section 1* - The standing committees of the Society will include the following:

1. Nominating Committee
2. International Conference Committee
3. Communication Committee
4. Activities Committee
5. Editorial Committee
6. Membership Committee
7. Technology Transfer Committee

*Section 2* – The Nominating Committee will be appointed by the President and will be chaired by the Past President.

*Section 3* – The International Conference Committee will be chaired by the Vice-President, who will appoint committee members with the President’s approval.

*Section 4* – The Communication Committee will be chaired by the Secretary-Treasurer, who will appoint committee members with the President’s approval.

*Section 4* – The Activities Committee Chair will be appointed by the President from the Board of Directors. The Chair will appoint committee members with the President’s approval.

*Section 5* – The Editorial Committee Chair will be appointed by the President from the Board of Directors. The Chair will appoint committee members with the President’s approval.

*Section 6* – The Membership Committee is charged with promoting and sustaining all types of Society membership. The Membership Committee Chair will be appointed by the President from the Board of Directors. The Chair will appoint committee members with the President’s approval.

*Section 7* – The Technology Transfer Committee is charged with determining and implementing the ways and means of achieving Society goals related to performing technology transfer tasks. The Technology Transfer Committee Chair will be appointed by the President from the Board of Directors. The Chair will appoint committee members with the President’s approval.

#### **ARTICLE 5 - Conferences and Workshops**

*Section 1* - An International Conference on Concrete Pavements will be held every three to four years. The Board of Directors will approve the location, time and registration details of the International Conference.

*Section 2* - Other conferences and workshops may be held as directed by the Board of Directors.

#### **ARTICLE 6 - Publications**

*Section 1* - The Society will distribute the proceedings of the International Conference.

*Section 2* - The Society will distribute to the membership an Annual Report documenting the achievements during the year and summarizing the Society’s financial information.

*Section 3* – The Communications Committee will distribute an electronic newsletter on a quarterly basis.

*Section 4* - The Society may undertake other publications as directed by the Board of Directors.

#### **ARTICLE 7 - Other Society Activities**

*Section 1* - The Society may undertake other educational, technical, or research activities to

further the goals of the Society as directed by the Board of Directors.

*Section 2* - The President may appoint Local/Regional ISCP Coordinators to serve as local ISCP representatives.