

# **BY-LAWS OF THE INTERNATIONAL ASSOCIATION FOR WIND ENGINEERING**

*Proposed by the Executive Board on May 10th 2007, in preparation of the General Assembly of the International Association for Wind Engineering at the 12 ICWE, July 2007.*

## **Art. 1 NAME**

The name of this organisation is “International Association for Wind Engineering” (hereinafter referred to as “Association”). The initials IAWE may be used as the abbreviated name of the Association.

## **Art. 2 AIM**

2.1 The aim of the Association is to promote international co-operation among scientists, engineers and other professionals for the advancement of knowledge in the broad field of wind engineering.

2.2 The Association will accomplish its aim by:

- (a) organising international, regional and other meetings;
- (b) accomplishing the liaison with national and international organisations working in wind engineering and in similar fields;
- (c) promoting and facilitating the interchange of knowledge, ideas, results of research and technical co-operation; and
- (d) encouraging the constitution of new Member Organisations.

## **Art. 3 LANGUAGE**

The official language of the Association is English.

## **Art. 4 MEMBERSHIP**

4.1 The members of the Association are Member Organisations, Corporate Supporting Members and Individual Supporting Members accepted into membership. Any member shall have aims in keeping with the aim of the Association.

### **Qualification and application of Member Organisations**

4.2 Member Organisations are Associations or Societies for Wind Engineering that represent one or more nearby countries. Normally, a country may be a member of the Association through only one Member Organisation.

4.3 A Member Organisation is composed of members, individual or corporate, accepted into membership according to the By-laws of that particular Organisation.

4.4 Individual Members of affiliated Member Organisations shall be deemed to be individual members of the Association. An Individual Member of the Association may belong to more than one Member Organisation.

4.5 A Member Organisation shall have:

- (a) a Constitution or By-laws;
- (b) a President or Chair (hereinafter referred to as "Executive Officer");
- (c) a Secretary;
- (d) an address for its Secretariat; and,
- (e) if possible, a web site.

4.6 An existing organisation may apply to become a Member Organisation by forwarding an application letter to the Secretary General of the Association (hereinafter referred to as "Secretary General"), duly signed by the Executive Officer and by the Secretary of that Organisation.

4.7 The letter of application shall indicate that, if accepted, the Member Organisation will do its best to further the aim of the Association, to co-operate with it and to abide by its By-laws. It shall also be accompanied by:

- (a) a copy of its current Constitution or By-laws;
- (b) the names of its Executive Officer and Secretary;
- (c) the address of its Secretariat;
- (d) the list of the names of its current members;
- (e) the date of its founding;
- (f) the wish for its Regional allocation; and,
- (g) if possible, its web site address.

4.8 A Member Organisation shall inform the Association and provide full details whenever:

- (a) its Constitution or By-laws are changed;
- (b) a new Executive Officer or Secretary has been appointed; and
- (c) the address of its Secretariat or web site is changed.

Moreover, every two years, each Member Organisation shall forward the Association an updated list of the names of its current members.

### **Qualification and application of Corporate Supporting Members**

4.9 Private firms, public bodies and other organisations may be Corporate Supporting Members of the Association but cannot have specific representation in its administration.

4.10 A Corporate Supporting Member shall have:

- (a) a Constitution or By-laws;
- (b) a President or Chair (hereinafter referred to as "Executive Officer");
- (c) an address for its Secretariat; and,
- (d) if possible, a web site.

4.11 An existing organisation may apply to become a Corporate Supporting Member by forwarding an application letter to the Secretary General, duly signed by the Executive Officer of that Organisation.

4.12 The letter of application shall indicate that, if accepted, the Supporting Member will do its best to further the aim of the Association, to co-operate with it and to abide by its By-laws. It shall also be accompanied by:

- (a) a copy of its current Constitution or By-laws;

- (b) the names of its Executive Officer and Secretary;
- (c) the address of its Secretariat;
- (d) the date of its founding;
- (e) a short presentation of its activities and qualification in wind engineering; and,
- (f) if possible, its web site address.

4.13 A Corporate Supporting Member shall inform the Association and provide full details whenever:

- (a) its Constitution or By-laws are changed;
- (b) a new Executive Officer or Secretary has been appointed; and,
- (c) the address of its Secretariat or web site is changed.

4.14. A Corporate Supporting Member is not entitled to use this status to demonstrate the quality of its wind engineering activities.

### **Qualification and application of Individual Supporting Members**

4.15 Individuals, in particular belonging to countries that do not have a Member Organisation, may be Supporting Members of the Association but cannot represent themselves in its administration.

4.16 An Individual Supporting Member shall have:

- (a) an address; and,
- (b) if possible, a web site.

4.17 An Individual may apply to become a Supporting Member by forwarding an application letter to the Secretary General, duly signed.

4.18 The letter of application shall indicate that, if accepted, the Supporting Member will do his/her best to further the aim of the Association, to co-operate with it and to abide by its By-laws. It shall also be accompanied by:

- (a) his/her address and date of birth;
- (b) a short presentation of his/her activities and qualification in wind engineering; and,
- (c) if possible, his/her web site address.

4.19 An Individual Supporting Member shall inform the Association and provide full details whenever his/her address or web site address is changed.

4.20. An Individual Supporting Member is not entitled to use this status to demonstrate the quality of his/her wind engineering activities.

### **Approval, rejection, resignation, suspension and termination of memberships**

4.21 Within six months of its receipt, an application for membership shall be reviewed by the Executive Board of the Association (hereinafter referred to as "Executive Board"). At the conclusion of this review, the application will either be approved or be rejected. In the case where the Executive Board decides to reject an application, the Applicant may appeal at the next General Assembly of Delegates (hereinafter referred to as "General Assembly").

4.22 A Member may resign from the Association by forwarding a resignation letter to the Secretary General, duly signed by the Executive Officer of that Organisation.

4.23 The Executive Board may suspend or terminate the membership of any Member with due cause. The vote to terminate membership shall be supported by at least two-thirds of the members of the Executive Board. Before taking the vote on termination of a Member, that Member shall be given a reasonable opportunity to respond to the case. In any case that Member may appeal at the next General Assembly.

4.24 Actions of the Executive Board concerning approval, deferment or removal of Members shall be reported to the next General Assembly.

## **Art. 5 FINANCES**

5.1 The Association is a non-profit organisation.

5.2 The Association may be supported by a small percentage of the registration fees at conferences, by yearly registration fees and/or voluntary contributions from Member Organisations, Corporate Supporting Members and Individual Supporting Members, royalty revenues from publications, unrestricted grants and other sources, in accordance with policies laid down by the General Assembly.

5.3 Only the staff of the Secretariat may receive remuneration from Association funds. However, the reimbursement of certain direct expenses may be authorised.

5.4 Only the President of the Association (hereinafter referred to as “President”) or the Secretary General may authorise expenditure.

5.5 The appropriation account and the estimated budget of the Association, prepared by the Secretary General and approved by the President, shall be submitted to approval by the Executive Board at least once a year. The appropriation account of the Association for the period since the previous General Assembly, prepared by the Secretary General and approved by the President, shall be submitted to approval by every General Assembly.

## **Art. 6 REGIONS**

6.1 The Association shall operate through the following three Regions: Europe and Africa; North and South America; Asia and Oceania.

6.2 Each Member Organisation shall be allocated to one Region only, in accordance with geographical and technical considerations deemed most beneficial to furthering the aim of the Association and preferably in accordance with the wish of the Member Organisation.

6.3 A Member Organisation may seek a change of its Regional allocation. The Executive Board may accept the change subject to ratification by the General Assembly.

## **Art. 7 CONFERENCES AND CONFERENCE CHAIRS**

7.1 Conference expenses shall be met by host country.

### **International Conference on Wind Engineering**

7.2 The “International Conference on Wind Engineering” (hereinafter referred to as “International Conference”) is the main IAWWE event. It shall be held approximately every four years. The initials ICWE may be used as the abbreviated name of the International Conference.

7.3 A proposal from a Member Organisation to act as host for an International Conference including the nomination of an Individual Member of that Organisation to serve as Chair of the Organising Committee (hereinafter referred to as “Chair of the International Conference”) shall be sent by a letter to the Secretary General sufficiently before the General Assembly four years in advance of that Conference.

7.4 The General Assembly is vested with the responsibility of accepting the proposal by a Member Organisation to host the next International Conference and of approving its nominated Chair.

7.5 Normally, the venues for the International Conferences are to rotate in sequence through the three Regions as follows:

- (a) Europe and Africa;
- (b) North and South America; and
- (c) Asia and Oceania.

7.6 In the event that a General Assembly is not in possession of an acceptable proposal to host the next International Conference, or in case of vacancy of the host country or of the Chair of the International Conference, it will remain the responsibility of the Executive Board, on behalf of the General Assembly, to establish, by invitation, a suitable host country and the Chair of the next International Conference.

### **Regional Conferences on Wind Engineering**

7.7 The “Regional Conferences on Wind Engineering” (hereinafter referred to as “Regional Conferences”) are the main IAWWE events for each Region. They shall be held approximately every four years, normally in the mid-year between two subsequent International Conferences. The initials EACWE may be used as the abbreviated name of the European and African Regional Conference. The initials ACWE may be used as the abbreviated name of the North and South American Regional Conference. The initials APCWE may be used as the abbreviated name of the Asian and Oceanian (Asia-Pacific) Regional Conference.

7.8 A proposal from a Member Organisation to act as host for a Regional Conference including the nomination of an Individual Member to serve as Chair of the Organising Committee (hereinafter referred to as “Chair of the Regional Conference”) shall be sent by a letter to the Secretary General sufficiently before the Regional Assembly of Delegates (hereinafter referred to as “Regional Assembly”) four years in advance of that Conference.

7.9 The Regional Assembly of Delegates (hereinafter referred to as “Regional Assembly”) is vested with the responsibility of accepting the proposal of a Member Organisation to host the next Regional Conference and of approving its nomination for Chair.

7.10 In the event that a Regional Assembly is not in possession of an acceptable proposal to host the next Regional Conference, or in case of vacancy of the host country or of the Chair of the Regional Conference, it will remain the responsibility of the Executive Board, on behalf of the Regional Assembly and on terms agreed with the Regional Co-ordinator, to establish, by invitation, a suitable host country and the Chair of the next Regional Conference.

## **International Symposium on Computational Wind Engineering**

7.11 The “International Symposium on Computational Wind Engineering” shall be held approximately every four years, normally in the mid-year between the Regional Conferences and the subsequent International Conference. The initials CWE may be used as the abbreviated name of the International Symposium on Computational Wind Engineering.

7.12 A proposal from a Member Organisation to act as host for a CWE Symposium including the nomination of an Individual Member of that Organisation to serve as Chair of the Organising Committee (hereinafter referred to as “Chair of the CWE Symposium”) shall be sent by a letter to the Secretary General sufficiently before the CWE Symposium four years in advance of that Symposium.

7.13 On behalf of the General Assembly, the Executive Board is vested with the responsibility of accepting the proposal by a Member Organisation to host the next CWE Symposium and of approving its nominated Chair.

7.14 Normally, the venues for the CWE Symposium are to rotate through the three Regions.

7.15 The Secretary General, in collaboration with the President, is vested with the responsibility of sending the Member Organisations the list of the candidates to host the next CWE Symposium and to serve as its Chair, and of ensuring that the elections are held through a postal or e-mail ballot involving the Delegates of the Member Organisations, in accordance with the composition of the General Assembly. The candidature securing the highest number of votes shall be nominated. In the event of a tie vote, the President shall cast the deciding ballot. If possible, such votation should be completed before the CWE Symposium four years in advance of the Symposium for which the votation is carried out.

7.16 In the event that the Executive Board is not in possession of an acceptable proposal to host the next CWE Symposium, or in case of vacancy of the host country or of the Chair of the CWE Symposium, it will remain the responsibility of the Executive Board, on behalf of the General Assembly, to establish, by invitation, a suitable host country and the Chair of the next CWE Symposium.

7.17 The Chair of the CWE Symposium is vested with the responsibility of organising, during that Symposium, appropriate assemblies of the participants, and/or meetings of the Advisory Board and/or meetings of the Scientific Committee, aimed at reviewing and approving the general policies for CWE Symposia. The Chair of the CWE Symposium is also vested with the responsibility of reporting to such meetings the indications received on that Symposium from the previous General Assembly.

7.18 The Chair of the next CWE Symposium is vested with the responsibility of reporting to the next General Assembly the general policies reviewed and approved at the previous CWE Symposium.

## **International Colloquium on Bluff-Body Aerodynamics and its Applications**

7.19 The “International Colloquium on Bluff-Body Aerodynamics and its Applications” shall be held approximately every four years, normally in the mid-year between the International Conference and the following Regional Conferences. The initials BBAA may be used as the abbreviated name of the International Colloquium on Bluff-Body Aerodynamics and its Applications.

7.20 A proposal from a Member Organisation to act as host for a BBAA Colloquium including the nomination of an Individual Member of that Organisation to serve as Chair of the Organising Committee (hereinafter referred to as “Chair of the BBAA Colloquium”) shall be sent by a letter to the Secretary General sufficiently before the BBAA Colloquium four years in advance of that Colloquium.

7.21 On behalf of the General Assembly, the Executive Board is vested with the responsibility of accepting the proposal by a Member Organisation to host the next BBAA Colloquium and of approving its nominated Chair.

7.22 Normally, the venues for the BBAA Colloquium are to rotate through the three Regions.

7.23 The Secretary General, in collaboration with the President, is vested with the responsibility of sending the Member Organisations the list of the candidates to host the next BBAA Colloquium and to serve as its Chair, and of ensuring that the elections are held through a postal or e-mail ballot involving the Delegates of the Member Organisations, in accordance with the composition of the General Assembly. The candidature securing the highest number of votes shall be nominated. In the event of a tie vote, the President shall cast the deciding ballot. If possible, such votation should be completed before the BBAA Colloquium four years in advance of the Colloquium for which the votation is carried out.

7.24 In the event that the Executive Board is not in possession of an acceptable proposal to host the next BBAA Colloquium, or in case of vacancy of the host country or of the Chair of the BBAA Colloquium, it will remain the responsibility of the Executive Board, on behalf of the General Assembly, to establish, by invitation, a suitable host country and the Chair of the next BBAA Colloquium.

7.25 The Chair of the BBAA Colloquium is vested with the responsibility of organising, during that Colloquium, appropriate assemblies of the participants, and/or meetings of the Advisory Board and/or meetings of the Scientific Committee, aimed at reviewing and approving the general policies for BBAA Colloquia. The Chair of the BBAA Colloquium is also vested with the responsibility of reporting to such meetings the indications received on that Colloquium from the previous General Assembly.

7.26 The Chair of the next BBAA Colloquium is vested with the responsibility of reporting to the next General Assembly the general policies reviewed and approved at the previous BBAA Colloquium.

### **Other Meetings**

7.27 In addition to the International Conference, the Regional Conferences, the CWE Symposium and the BBAA Colloquium, Member Organisations as well as Groups and Societies in the broad field of wind engineering are encouraged to organise other International, Regional and National Conferences, Meetings, Symposia, Colloquia and Workshops. The Chairs are invited to inform the Executive Board of such activities. The Executive Board shall provide a minimum level of co-ordination between different activities.

## **Art. 8 PRESIDENT**

8.1 The President has the following duties:

(a) to foster the aim of the Association;

- (b) to act on behalf of the Association in accordance with policies and procedures approved by the General Assembly;
- (c) in collaboration with the Secretary General, to be responsible for the conduct of the affairs of the Association;
- (d) to preside at the meetings of the General Assembly and of the Executive Board, and to ensure that their minutes are duly taken and forwarded to the Secretary General; and
- (e) to respond to matters, other than those in 11.4, that may arise between two General Assembly meetings.

8.2 The President cannot be a Regional Co-ordinator, a Regional Representative, the Secretary General, the Chair of the International Conference, of a Regional Conference, of the CWE Symposium or of the BBAA Colloquium.

8.3 The term of office of the President shall normally be from the end of the International Conference where he/she is elected to the end of the next International Conference. A President is not eligible for more than two consecutive terms.

8.4 In case the President is unavailable temporarily his/her duties are assumed by the Immediate Past President.

## **Art. 9 REGIONAL CO-ORDINATORS**

9.1 Each Region shall designate one Regional Co-ordinator.

9.2 A Regional Co-ordinator has the following duties:

- (a) to foster the aim of the Association among Member Organisations within that Region;
- (b) to act as the President's representative in that Region; and
- (c) to preside at the meeting of the Regional Assembly and to ensure that its minutes are duly taken and forwarded to the Secretary General.

9.3 A Regional Co-ordinator cannot be the President, the Regional Representative, the Secretary General, the Chair of the International Conference, of the Regional Conference, of the CWE Symposium or of the BBAA Colloquium.

9.4 The term of office of each Regional Co-ordinator shall normally be from the end of the Regional Conference where he/she is elected to the end of the next Regional Conference. A Regional Co-ordinator is not eligible for more than two consecutive terms.

9.5 In case the Regional Co-ordinator is unavailable, his/her duties are assumed by the Regional Representative of the same region.

## **Art. 10 REGIONAL REPRESENTATIVES**

10.1 Besides the Regional Co-ordinator, each Region shall designate one Regional Representative.

10.2 A Regional Representative cannot be the President, the Regional Co-ordinator, the Secretary General, the Chair of the International Conference, of the CWE Symposium or of the BBAA Colloquium.

10.3 The term of office of each Regional Representative shall normally be from the end of the International Conference where he/she is elected to the end of the next International Conference. A Regional Representative is not eligible for more than two consecutive terms.

## **Art. 11 SECRETARY GENERAL AND SECRETARIAT**

11.1 The Secretariat of the Association is the office of its Secretary General. It consists of the Secretary General and administrative and clerical persons engaged by the Secretary General.

11.2 The Secretary General is appointed by the President, in consultation with and on terms agreed by the Executive Board. The Secretary General cannot be the President, a Regional Co-ordinator, a Regional Representative, the Chair of the International Conference, of a Regional Conference, of the CWE Symposium or of the BBAA Colloquium.

11.3 The Secretary General is directly responsible to the President.

11.4 The functions of the Secretary General are:

- (a) to administer the Secretariat;
- (b) to maintain the records and the web site of the Association;
- (c) to receive and to distribute the documents of the Association;
- (d) in collaboration with the President, to be responsible for the conduct of the finances of the Association and for all fiscal and legal requirements imposed by the country wherein is established the Secretariat;
- (e) to provide an annual accounting of the funds and of the budget of the Association;
- (f) to invite each Member Organisation, one year before the International Conference, to submit its nomination of an Individual Member for the next President or Regional Representative, having first ascertained that its nominee is willing to serve if elected;
- (g) to invite each Member Organisation, one year before the Regional Conference, to submit its nomination of an Individual Member for the next Regional Co-ordinator, having first ascertained that its nominee is willing to serve if elected;
- (h) to invite each Member Organisation, one year before the International Conference, one year before the Regional Conferences, one year before the CWE Symposium and one year before the BBAA Colloquium, to submit its proposal to host the Conferences and a proposal for an Individual Member of that Organisation to serve as Conference Chair, having first ascertained that its nominee is willing to serve if elected;
- (i) to receive nomination(s) and proposal(s), and to send each Member Organisation and the Executive Board a list of all the candidates on which the General Assembly the Regional Assemblies, the Member Organisations and the Executive Board shall be asked to vote;
- (j) in collaboration with the President, to prepare and to distribute the Agenda and the Minutes of the meetings of the Executive Board and of the General Assembly;
- (k) in collaboration with the Regional Co-ordinators, to prepare and to distribute the Agenda and the Minutes of the Regional Assemblies; and
- (l) in collaboration with the President, to give the support of the Association to Conferences in the broad field of wind engineering and in similar fields, when such support is requested.

11.5 The term of service of the Secretary General expires with the office of the President.

## **Art. 12 EXECUTIVE BOARD**

12.1 The Executive Board consists of the following members:

- (a) the President;
- (b) the Immediate Past President;
- (c) the Chair of the International Conference;
- (d) the three Regional Co-ordinators;
- (e) the three Regional Representatives;
- (f) the Chair of the CWE Symposium;
- (g) the Chair of the BBAA Colloquium;
- (h) the Secretary General; and
- (i) Consultative Members co-opted by the President, namely:
  - (i.1) the Editor of the Official Journal of the Association;
  - (i.2) the Chairs of the Regional Conferences; and
  - (i.3) suitably qualified persons.

12.2 The Secretary General and the Consultative Members may not move resolutions or vote.

12.3 The President is the Chair of the Executive Board.

12.4 The functions of the Executive Board are:

- (a) to transact the business of the Association in accordance with decisions and policies approved by the General Assembly;
- (b) to decide on admissions, withdrawals, suspension and termination of memberships;
- (c) on behalf of the General Assembly, to accept the proposal by a Member Organisation of hosting the next CWE Symposium and of approving its nominated Chair;
- (d) on behalf of the General Assembly, to accept the proposal by a Member Organisation of hosting the next BBAA Colloquium and of approving its nominated Chair;
- (e) to assist Member Organisations in host countries in the planning of the next International Conference, Regional Conferences, CWE Symposium and BBAA Colloquium;
- (f) to fill any vacancy in the Executive Board, except the Past President, that may occur between International Conferences; and
- (g) to fill any vacancy in the Host Countries or in the Chairs of the next International Conference, Regional Conferences, CWE Symposium and BBAA Colloquium;
- (h) to fill any vacancy in Committees or work groups established by the General Assembly, the Regional Assemblies or the Executive Board itself.

12.5 The Executive Board shall normally meet during each International Conference, before the meeting of the General Assembly. In addition, it is recommended that the Executive Board may meet at least every year at the call of the President. During the interval between subsequent meetings, the Executive Board shall function through correspondence and postal or e-mail ballot.

12.6 Unless otherwise provided for in the By-laws, a majority vote of the voting members of the Executive Board is required to approve any matter put to vote. The President shall cast the deciding ballot in the event of a tie vote.

12.7 Any vacancy occurring among the President, the three Regional Co-ordinators and the three Regional Representatives in between the meetings of the General Assemblies and of the Regional Assemblies will be filled by the Executive Board, via a postal or e-mail ballot conducted by the Secretary General.

## **Art. 13 GENERAL ASSEMBLY**

13.1 The Association is governed by the General Assembly.

### **Composition**

13.2 The General Assembly consists of:

- (a) the Delegates of Member Organisations who may move resolutions and may vote;
- (b) the members of the Executive Board, who may move resolutions but may not vote, unless otherwise provided for in the By-laws; and
- (c) Consultative Members co-opted by the President, who may not move resolutions or vote; namely:
  - (c.1) the Editor of the Official Journal of the Association;
  - (c.2) the Chairs of the Regional Conferences; and
  - (c.3) suitably qualified persons.

13.3 Each Member Organisation is normally represented by one Delegate at the General Assembly. A different number of Delegates may be decided by the General Assembly, depending on the activity and the number of Individual Members of each Organisation.

13.4 Each Member Organisation shall designate its Delegate(s) to represent it in the General Assembly. In the absence of its Delegate(s), a Member Organisation may be represented at the General Assembly by Deputy Delegate(s), communicated to the Secretary General or to the President before the beginning of the General Assembly.

### **Powers and duties of the General Assembly**

13.5 The powers and duties of the General Assembly are:

- (a) to review and approve Association policies and procedures;
- (b) to elect the President and the three Regional Representatives;
- (c) to select the venue of the next International Conference and nominate its Chair;
- (d) to amend these By-laws; and
- (e) to decide on dissolution of the Association.

### **Meetings**

13.6 The General Assembly shall be held approximately every four years, at the venue of the International Conference.

13.7 Member Organisations shall submit to the Secretary General, not less than four months before a General Assembly, any item which they wish to have placed on the Agenda. Two months before the meeting, the General Secretary, in consultation with the President and on terms agreed by the Executive Board, shall send the Agenda to all Member Organisations.

13.8 The Agenda of the General Assembly will normally cover the following items:

- (a) minutes of the previous meeting; matters arising;
- (b) admission, withdrawal, suspension and termination of memberships;
- (c) appropriation account and budget for preceding period;
- (d) reports of the Executive Board;
- (e) business raised by the President, by the Executive Board and by Delegates;
- (f) selection of the venue and nomination of the Chair for next International Conference;
- (g) report(s) from Organising Committee(s) for forthcoming Conferences;
- (h) election of the next President;
- (i) election of the next three Regional Representatives;

- (j) reports of Committees;
- (k) items submitted after preparation of Agenda, subject to agreement of the President; and
- (l) any other business.

13.9 The General Assembly is presided over by the President.

### **Quorum and voting**

13.10 The quorum for the valid constitution of the General Assembly is one-half of the Delegates. If the quorum is not present, and thus the General Assembly cannot be convened, the business scheduled for that meeting shall be conducted through correspondence and postal or e-mail ballot within six months of the International Conference.

13.11 All Delegates present are eligible to vote on any matter, except for the election of the three Regional Representatives for which each Delegate is eligible to vote for only the Representative of his/her Region.

13.12 Unless otherwise provided for in the By-laws, a majority vote of the Delegates present with the faculty of voting shall be required to approve any matter put to vote. The President shall cast the deciding ballot in the event of a tie vote.

13.13 Voting shall normally be by a show of hands. However, for the election of the President and of the three Regional Representatives, for the selection of the venue of the next International Conference and of its Chair, and for other matters specified at the time by the President, voting shall be by secret ballot.

### **Elections of the President and of the three Regional Representatives; selection of venue for the next International Conference and of its Chair**

13.14 The President shall present the list of the candidates, compiled by the Secretary General, on which the General Assembly will be asked to vote for the election of the President and of the three Regional Representatives as well as for the selection of venue for the next International Conference and of its Chair. Any Delegate present may propose additional candidates.

13.15 The candidate receiving a majority vote of the Delegates present shall be nominated. When more than two choices are available and none of the choices receives a majority of the votes on the first ballot count, the choice receiving the fewest votes shall be deleted, and a second ballot conducted. The procedure shall be repeated successively until one of the choices receives a majority of the votes. In the event of a tie vote for any office, the President shall cast the deciding ballot.

13.16 In the event that, due to lack of quorum or for other reasons, the General Assembly has not been convened, it shall be the duty of the Secretary General to ensure that the elections of the President and of the three Regional Representatives as well as the selection of venue for the next International Conference and of its Chair are held through postal or e-mail ballot and that the process be completed within six months of the International Conference. In such an event, to save time, the candidatures securing the highest number of votes shall be nominated and the requirement in 13.15 of obtaining a majority of votes shall be waived. In the event of a tie vote for any office, the President shall cast the deciding ballot.

### **Postal or e-mail ballot**

13.17 For matters deemed by the Executive Board as requiring interim action by the General Assembly, decision may be taken by postal or e-mail ballot. Unless otherwise provided for in the By-laws, approval of a resolution by postal or e-mail ballot will require the affirmative vote of majority of votes cast, provided that the total votes cast is equal to at least one-half of the eligible voters.

## **Art. 14 REGIONAL ASSEMBLIES**

### **Composition**

14.1 Each Regional Assembly consists of:

- (a) the Delegates of Member Organisations of that Region, as defined in 13.3, who may move resolutions and may vote;
- (b) the Regional Co-ordinator, who may move resolutions but may not vote, unless otherwise provided for in the By-laws;
- (c) the Regional Representative, who may move resolutions but may not vote, unless otherwise provided for in the By-laws;
- (d) the Chair of the Regional Conference, who may not move resolutions or vote, unless otherwise provided for in the By-laws; and
- (e) other persons invited by the Regional Co-ordinator, who may not move resolutions or vote, namely:
  - (e.1) members of the Executive Board; and
  - (e.2) suitably qualified persons.

14.2 Each Member Organisation shall designate its Delegate(s) to represent it in a Regional Assembly. In the absence of its Delegate(s), a Member Organisation may be represented at the Regional Assembly by Deputy Delegate(s), communicated to the Secretary General or to the Regional Co-ordinator before the beginning of a Regional Assembly.

### **Powers and duties of the Regional Assembly**

14.3 The powers and duties of a Regional Assembly are:

- (a) to recommend Association policies with particular regard for that Region;
- (b) to recommend Association procedures to the next meeting of the General Assembly;
- (c) to elect the Regional Co-ordinator; and
- (d) to select the venue of the next Regional Conference and nominate its Chair.

### **Meetings**

14.4 A Regional Assembly shall be held approximately every four years, at the venue of the Regional Conference.

14.5 Member Organisations shall submit to the Secretary General, not less than four months before a Regional Assembly, any item which they wish to have placed on the Agenda. Two months before the meeting, the General Secretary, in consultation with the Regional Co-ordinator and on terms agreed by the Executive Board, shall send the Agenda of each Regional Assembly to all Member Organisations of that Region.

14.6 The Agenda of the Regional Assembly will normally cover the following items:

- (a) minutes of the previous meeting; matters arising;
- (b) reports of the Regional Co-ordinator;

- (c) business raised by the Regional Co-ordinator, by the Regional Representative and by Delegates;
- (d) selection of the venue and nomination of the Chair for next Regional Conference;
- (e) report(s) from Organising Committee(s) for forthcoming Conferences;
- (f) election of the next Regional Co-ordinator;
- (g) reports of Committees;
- (h) items submitted after preparation of Agenda, subject to agreement of the Regional Co-ordinator; and
- (i) any other business.

14.7 The Regional Assembly is presided over by the Regional Co-ordinator.

### **Quorum and voting**

14.8 The quorum for the valid constitution of the Regional Assembly is one-half of the Delegates of that Region. If the quorum is not present, and thus the Regional Assembly cannot be convened, the business scheduled for that meeting shall be conducted through correspondence and postal or e-mail ballot within six months of the Regional Conference.

14.9 A majority vote of the Delegates present shall be required to approve any matter put to vote. The Regional Co-ordinator shall cast the deciding ballot in the event of a tie vote.

14.10 Voting shall normally be by a show of hands. However, for the election of the Regional Co-ordinator, for the selection of venue of the next Regional Conference and of its Chair, and for other matters specified at the time by the Regional Co-ordinator, voting shall be by secret ballot.

### **Election of the Regional Co-ordinator; selection of venue for the next Regional Conference and of its Chair**

14.11 The Regional Co-ordinator shall present the list of the candidates, compiled by the Secretary General, on which the Regional Assembly will be asked to vote for the election of the Regional Co-ordinator and for the selection of venue of the next Regional Conference and of its Chair. Additional candidatures may be proposed by any Delegate present.

14.12 The candidate receiving a majority vote of the Delegates present shall be selected. When more than two choices are available and none of the choices receives a majority of the votes on the first ballot count, the choice receiving the fewest votes shall be deleted, and a second ballot conducted. The procedure shall be repeated successively until one of the choices receives a majority of the votes. In the event of a tie vote, the Regional Co-ordinator shall cast the deciding ballot. In the event of a tie vote for the election of the next Regional Co-ordinator, when the Regional Co-ordinator is considered for re-election, the Regional Representative shall cast the deciding ballot.

14.13 In the event that, due to lack of quorum or for other reasons, the Regional Assembly has not been convened, it shall be the duty of the Secretary General to ensure that the election of the Regional Co-ordinator as well as the selection of venue for the next Regional Conference and of its Chair are held through postal or e-mail ballot and that the process be completed within six months of the Regional Conference. In such an event, to save time, the candidatures securing the highest number of votes shall be nominated and the requirement in 14.12 of obtaining a majority of votes shall be waived. In the event of a tie vote, the Regional Co-ordinator shall cast the deciding ballot. In the event of a tie vote for the election of the next

Regional Co-ordinator, when the Regional Co-ordinator is considered for re-election, the Regional Representative shall cast the deciding ballot.

#### **Art. 15 COMMITTEES**

15.1 To further the aim of the Association, the General Assembly, the Executive Board or the President may establish Committees or work groups for specific tasks. To further specific aims of the Association concerning one Region, its Regional Assembly or its Regional Co-ordinator may establish analogous Committees.

15.2 The Authority establishing a Committee shall provide the terms of reference and its composition including the name of the Chair of that Committee. Unless specifically extended, appointments of Committees expire at the end of the next General Assembly or of the next Regional Assembly, where appropriate.

15.3 A Committee shall report to the Authority which established that Committee.

#### **Art. 16 OFFICIAL JOURNAL**

16.1 The official journal of the Association is the Journal of Wind Engineering and Industrial Aerodynamics. The initials JWEIA may be used as the abbreviated name of that Journal.

#### **Art. 17 OFFICIAL WEB SITE**

17.1 The official Internet address of the web site of the Association is [www.iawe.org](http://www.iawe.org).

#### **Art. 18 AWARDS**

18.1 Senior Awards and Junior Awards may be awarded at each International Conference, in accordance with policies laid down by the General Assembly.

18.2 In agreement with the policies laid down by the General Assembly, the Executive Board is vested with the responsibility of carrying out the procedures and the operations aimed at the conferment of the IAWA Awards at the next International Conference.

#### **Art. 19 AMENDMENTS TO THE BY-LAWS**

19.1 Only the General Assembly can decide amendments to the By-laws.

19.2 Amendments to the By-laws may be proposed by any Member Organisation or by the Executive Board. Amendments proposed by a Member Organisation shall be sent in writing to the Secretary General sufficiently in advance of the General Assembly to have them included as an item on the circulated Agenda.

19.3 Adoption of any amendment to the By-laws shall require a majority vote of the Delegates eligible to vote. This applies both for the ballot in the General Assembly and for postal or e-mail ballot.

## **Art. 20 DISSOLUTION**

20.1 Only the General Assembly may decide to dissolve the Association. Dissolution resolution shall be supported by at least two-thirds of the Delegates eligible to vote.

20.2 In the event of the dissolution of the Association, its assets shall be ceded to an international charitable organisation approved by the General Assembly.