



RILEM BYLAWS

Art. 1.

These bylaws have been adopted by the General Council which, alone, shall have the right to change them, no conditions of quorum or majority being specified.

Art. 2.

The purpose of these bylaws is to define the operating procedure of RILEM and the rights and duties of Members and constituent bodies with respect to RILEM.

GENERAL COUNCIL

Art. 3.

An agenda of the annual meeting of the General Council should be sent to all the Members of this Council at least one month in advance. The agenda shall be prepared by the Secretary General and validated by the President, taking into account any suggestions which might have been made by any RILEM Member.

Art. 4.

Invited topical experts and persons representing the absent Members of the General Council may be designated. However, the Members of the General Council should make known to the Secretariat General one month in advance their intention to have as assistants one or more experts, define the role of each and obtain the agreement of the Bureau. The Bureau shall define the sessions in which these experts may participate. These experts do not have the right to vote.

Art. 5.

The Bureau may assume the initiative of inviting observers to certain meetings of the General Council.

Art. 6.

In general, voting shall be done by show of hands. The President may call for a secret ballot. The texts of the decisions and resolutions taken by the General Council shall be submitted for approval to all Members of RILEM within three months following the session.

Art. 7.

The President should aim at reserving sufficient time for free discussion of spontaneous suggestions made by the Members present.

BUREAU

Art. 8.

The Bureau normally meets twice a year.

Art. 9.

The notice of the Bureau meetings shall be sent out at least two months in advance, and the agenda and supporting documents one month in advance.

Art. 10.

Between the normal meetings of the Bureau, the Secretary General shall have the right to consult the Bureau through correspondence. The Secretary General shall be obliged to postpone the execution of a project submitted in this manner for Bureau approval if at least two Bureau Members desire its postponement either until the next normal meeting or until a special meeting takes place.

Art. 11.

The Bureau and the General Council Members shall receive once a year at least a month before the General Council meeting the accounts of the budgetary period in question, checked by the treasurer and a certified public accountant.

Art. 12.

The Bureau may vote the grant of a subsidy to the organizer of a meeting scheduled on the programme of RILEM activities.

Art. 13.

The Bureau has the right to choose the persons authorized to sign for the organisation.

Art. 14.

If there be a need for voting within the Bureau, it shall be done by simple majority, the vote of the President being decisive if there is an even number of opposing votes. In the voting process, each Member of the Bureau may have themselves represented by another Member of the Bureau. A Bureau Member may dispose of only one vote other than their own. The quorum shall consist of five Bureau Members.

Art. 15.

The General Council delegates to the Bureau the duty of dealing with matters of private and confidential nature. For this purpose, the Bureau is empowered to consult experts.

SECRETARIAT GENERAL

Art. 16.

The Secretariat General shall be domiciled in France. The Secretary General shall engage the staff of the Secretariat General and shall organize the work and define the functioning in accordance with the views of the Presidency. The Secretary General's salary shall be fixed jointly by the President, the Vice-President and the Treasurer.



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The Secretary General shall participate in the meetings of the General Council and the Bureau but without the right to vote. The Bureau may designate a Deputy Secretary General charged with assisting the Secretary General and with replacing them in case of absence. The Deputy Secretary General shall participate in the meetings of the General Council and the Bureau but without the right to vote.

STANDING COMMITTEES

Art. 17.

The Standing Committees are the Development Advisory Committee (DAC), the RILEM Youth Council (RYC), the Technical Activities Committee (TAC), the Educational Activities Committee (EAC), and the Boards of Editors of RILEM journals (BoEs), *Materials and Structures* and *RILEM Technical Letters*. They work as auxiliary bodies to the Bureau.

All Standing Committees' Members should be up to date with their fees' payment. They are appointed or renewed by Bureau upon Standing Committees' Chair or Bureau proposal.

Information on mandate renewals is available in the specific documents governing the Standing Committees.

The Secretary General is ex-officio Member of all the Standing Committees. The chairs of each Standing Committee are invited to participate in Bureau meetings. They do not have the right to vote in those meetings.

Each Chair of a Standing Committee appoints a Deputy-Chair to assist them.

Each Standing Committee has a secretary among the staff of the Secretariat General and can appoint one of its members to assist the secretary.

Each Standing Committee shall submit a report to the Bureau twice a year (Spring meetings and Annual Week Bureau meetings) and an annual report to the General Council.

The Standing Committees are authorized to set up sub-committees for their routine activities, or short-term task groups, whose members shall be members of RILEM and the Chair of the sub-committee shall be appointed by the Chair of the Standing Committee and should report to the committee.

The Standing Committees act at the request of the Bureau and can also take the initiative of developing and managing activities in their field of competence.

Development Advisory Committee (DAC)

Art. 17a.

The Development Advisory Committee advises the Bureau on development policies, management of RILEM, promotion of activities, and international relations.

RILEM Youth Council (RYC)

Art. 17b.

The RILEM Youth Council has the role of increasing enrolment and participation of young and emerging researchers in RILEM.

Technical Activities Committee (TAC)

Art. 17c.

The Technical Activities Committee advises the Bureau on the policies which determine the technical development of RILEM and related activities. Its purpose is also to ensure a balanced progression along the various directions of this development and to formulate proposals to the Bureau.

Educational Activities Committee (EAC)

Art. 17d.

The Educational Activities Committee promotes RILEM educational activities worldwide. This may involve onsite and online activities.

Board of Editors *Materials and Structures* (BoE MS)

Art. 17e.

The Board of Editors maintains the quality, integrity, and reputation of the journal.

Board of Editors *RILEM Technical Letters* (BoE RTL)

Art. 17f.

The Board of Editors maintains the quality, integrity, and reputation of the journal.

All details concerning Standing Committee Chairs and Members, including numbers, mandates and missions are outlined in documents referred to as BUR236 (DAC mission), BUR377 (RYC mission), BUR126 (TAC mission), BUR196 (EAC mission), BUR184 (BoE MS) and BUR379 (BoE RTL).

OFFICERS

Art. 18.

The Members of the Bureau and the Standing Committees, as well as the TC Chairs and the TC Deputy Chairs serve as RILEM Officers.

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DEVELOPMENT MEETING

Art. 19.

The purpose of the Development Meeting is to share information, ensuring that all Officers are aware of the Association's activities, and to foster collaboration between all Standing Committees.

All details concerning DEV meetings are outlined in the document referred to as BUR378 (DEV Guidelines).

TECHNICAL COMMITTEES

Art. 20.

The General Council may institute technical committees and working groups for the study of specific scientific and technical problems.

Art. 21.

The Chair, the Deputy Chair and the Members of Technical Committees shall be members of RILEM (Individual Members or staff members of Corporate Members). New and inactive TC Members are considered as Observers, until the TC Chair decides they can become TC Members. Individuals that are not Members of RILEM can participate in TC meetings as Observers, at the discretion of the TC Chair.

Art. 22.

The General Council appoints the Chair of a Technical Committee or gives the Bureau the duty to do so after consultation with the Technical Activities Committee.

Art. 23.

All plans for new committees and groups shall be communicated to the Technical Activities Committee by the TAC Secretary.

The originator must prepare:

1. the terms of reference,
2. a programme,
3. a list of TC Members who agreed to participate should the proposal be approved,
4. a tentative timetable for the work, indicating the minimum target time for the completion of the work,
5. the expected achievements (deliverables) with at least one RILEM output.

When this material is ready, the General Council will make a formal decision based on a joint recommendation from the Technical Activities Committee and the Bureau.

The Committee (or group) will have to submit bi-annual progress reports on its activities to the Technical Activities Committee and to the Secretariat General.

The TC Committee Chair, with the agreement of the Bureau and of the Technical Activities Committee, shall have the option of setting up within their committees one or several working groups whose field of activity may be limited to a special study or extended to the entire field assigned to the committee.

Art. 24.

The Chair of a Technical Committee may designate the Chairs of these working groups. They may meet at their Chair's initiative; they cannot make decisions but may only present views and transmit them to the TC Chair under which they are working. The TC Chair holds ultimate authority over all decisions and activities pertaining to the Technical Committee.

Art. 25.

Apart from the Standing Committees and Technical Committees, the General Council can set up special committees of undetermined duration on subjects of common interests to several technical committees which require long-term action. The Technical Activities Committee shall supervise these special committees for which it shall propose specific rules and procedures: number of Members, terms of office, etc.

The Members of special committees shall be individual Members or staff members of Corporate Member of RILEM; their Chairs are appointed by the General Council.

Art. 26.

The documents drawn up by a Technical Committee or a special committee can be:

- . technical recommendations;
- . state-of-the-art reports;
- . technical reports;
- . educational material;
- . any other documents.

The rules for adopting, publishing and distributing TC documents are defined in various Guidelines approved and revised by the Technical Activities Committee.

All publications are published as RILEM documents with the approval of the Technical Activities Committee.

Art. 27.

It is up to the Chair to call the Members of their committees into session.

The committees shall endeavour to hold one plenary meeting per year as a minimum.

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SYMPOSIA

Art. 28.

The Technical Activities Committee shall facilitate the organizing of international symposia as one way of accomplishing the technical programme of RILEM.

Art. 29.

The term "symposium" covers several types of events on scientific and technical subjects. These are defined, with their practicalities, in the event submission form annex available on the RILEM Website.

Art. 30.

The decision to co-sponsor a symposium lies with the Technical Activities Committee. The principal criterion of decision is that a symposium be recognized as the appropriate format to deal with subjects which fall within the priority objectives of the technical programme of RILEM. Any proposal formulated shall indicate the type of symposium, the objectives, the person responsible for the organisation, the outline of the organisation, the members of the Scientific Committee, and the dates and place and shall include a draft programme and an agreement to comply with the provisions laid down in the Annex of the Event Submission Form. The proposal shall be studied by the Technical Activities Committee.

Art. 31

Upon acceptance of a symposium proposal, the organizer must adhere to the co-sponsorship conditions outlined in the Annex of the Event Submission Form.

Art. 31.

The financial responsibility for the symposium is left entirely in the hands of the organizers. Where a financial contribution from the participants is requested, a substantial reduction must be given to RILEM Members (only for RILEM events. This rule does not apply to co-sponsored events).

REPRESENTATION OF RILEM

Art. 32.

The President and the Secretary General have a permanent mandate to represent RILEM on all occasions. The RILEM Presidents and the Secretary General can delegate one or more of the RILEM Members to represent RILEM.

ENQUIRIES

Art. 33.

The Secretariat General can undertake enquiries at the request of its members.

In agreement with the person requesting the enquiry, the Secretary General shall decide upon the diffusion to be given to the results.

PUBLICATIONS

Art. 34.

The main publications of RILEM include:

- * a periodical under the title: *Materials and Structures*
- * an open access journal: *RILEM Technical Letters*
- * symposia proceedings;
- * state-of-the-art reports;
- * annual reports and technical reports

RILEM retains copyright to all its publications, unless specified otherwise.

In general, all RILEM publications shall be made available to all RILEM Members.

CHARGES

Art. 35.

The RILEM Members are subject to annual fees payable on January 1st of every year. Invoices are issued annually in September, prior to the Membership year. Regular reminders are sent throughout the year until payment is made. The amount of these fees for each Membership category shall be set each year by the General Council.

Art. 36.

Upon request and within limits set by the Bureau, the Secretary General is entitled to adjust Membership fees of Members from low GDP countries, on an individual basis.

Art. 37.

The fees are payable in Euro. The new Members shall pay the fees for the current budgetary period if they are admitted before the 1st of June of the year. Otherwise, they are required to pay a half year Membership fee.

BENEFITS OF MEMBERSHIP

Art. 38.

The amount of each Membership category will be approved by the General Council and listed on the website.