

# **CONSTITUTION OF THE INTERNATIONAL SOCIETY ON ACOUSTIC EMISSION**

## **ARTICLE I - NAME**

A. The name of this organization shall be the International Society on Acoustic Emission.

B. The recognized abbreviation shall be ISAE as hereafter referenced in this document.

## **ARTICLE II - PURPOSE**

A. The ISAE is organized exclusively for scientific, technical and educational purposes worldwide, which shall be accomplished primarily by:

1. Advancing acoustic emission technology through timely exchange of technical information.
2. Defining and promoting standardized terminology in acoustic emission documentation.
3. Holding informal workshop meetings.
4. Promoting and/or organizing symposia-type technical sessions on acoustic emission.

5. Establishing technical interchange with other groups interested in acoustic emission and its applications.

### **ARTICLE III - MEMBERSHIP**

**A.** Members of the ISAE shall have at least one of the following qualifications:

1. Responsibilities that require close contact with research, development, testing, or applications of acoustic emission methods or systems.
2. Recent technical experience with the acoustic emission technique.
3. Educational background in the field of acoustic emission.

**B.** Upon written request, the applicant shall be qualified to be members of the ISAE. This request shall be sent to the secretariat of the ISAE by mail, fax, or e-mail at any time.

**C.** Members will be elected to the ISAE by the ISAE business meeting.

**D.** Potential members of the ISAE shall make written request for membership, using the form provided on the ISAE website, and send it to the secretariat of ISAE by mail, fax or e-mail at any time. When the applicant attends the meeting, within the next regularly scheduled business meeting of the ISAE, he/she will become a member. These

requests must be delivered to the secretariat of the ISAE in order to maintain a complete record of membership requests. The Executive Board at the next regular ISAE business meeting shall take up action on a membership request. A majority vote of the ISAE business meeting shall constitute approval for membership. The President of ISAE will issue the ISAE Certificate of the new member(s) within sixty days. The new member(s) will be notified by the secretariat within ninety days of the Executive Board's action. The tenure of the membership, if approved, will commence at the meeting at which the request was tendered.

E. A member who fails to attend three consecutive meetings will be considered inactive until he/she attends another meeting. A member not attending five consecutive meetings will be deleted from the mailing list.

F. Fellow shall be awarded to the ISAE members who have established a professional reputation in the field and a good record of attendance of WCAE and ISAE meetings, and recommended by the ISAE board.

#### **ARTICLE IV - MEETINGS, CONFERENCES AND TERMS**

A. Regular meetings of the ISAE shall be held at 18 to 30 month intervals, but no longer than 30 months. It shall be the duty of the Conference Chair to notify all members of the forthcoming meeting at least twelve months prior to the meeting.

**B.** The agenda for regular meetings will be formulated by the Conference Chair and approved by the Executive Board and shall include technical sessions, a business meeting and optionally a Primer on Acoustic Emission, which may also be considered if the site of the meeting warrants same. The name for the technical sessions is “**World Conference on Acoustic Emission** (and shall include the year, i.e., 2019)”. The World Conference on Acoustic Emission shall consist of: (1) presentations and discussions by members and guests, (2) scheduled period(s) for informal technical discussions, (3) invited speaker(s), and commercial displays.

**C.** Meeting location and thereby the Conference Chair will be chosen as follows:

1. At the end of each regular business meeting, offers to host the next meeting to be scheduled will be solicited. One offer will be accepted by a majority vote of the members present.
2. An ISAE member from the meeting location’s host organization shall fill the position of Conference Chair.
3. The Conference Chair, may at their option, delegate the Conference’s program development to their appointed Conference

Program Chair. Overall responsibility for the Conference will remain with the Conference Chair.

**D.** A term is the time period through two successive ISAE world conferences.

**E.** The official language of regular meetings of ISAE is English.

## **ARTICLE V - ORGANIZATION AND GOVERNMENT**

**A.** The government of the ISAE shall be by and for the ISAE. The number of members present shall constitute a quorum, provided that notices were sent at least twelve months prior to that meeting. Action on any voting issue shall require a simple majority of the members present at the meeting.

**B.** The Officers of the ISAE shall be as follows:

1. One Honorary President
2. One President
3. Five to Seven Vice-Presidents
4. One General Secretary
5. One to Three Associate General Secretaries
6. One Past-President\*
7. One Conference Chair\* or Co-chair(s)\*

8. One Secretary\*

9. One Treasurer\*

10. One Archivist\*

\*NOTE: Nonvoting Officers, these positions cannot be nominated by general membership.

**C.** Organizational responsibilities shall be vested in the officers of the ISAE. These officers shall be known collectively as the Executive Board and will consist of: Honorary President, President, Vice-Presidents, General Secretary, Associate General Secretaries, Immediate Past-President, Conference Chair, Secretary, Treasurer, and Archivist. It shall be the responsibility of the Executive Board to schedule, coordinate, plan, and organize activities, and, in general, to establish policies and procedures for submission to the ISAE's general membership for consideration during regular meetings. The Immediate Past-President, Conference Chair, Secretary, Treasurer and Archivist shall be non-voting members of the Executive Board.

**D.** Operating Committees such as Nominating Committee and Awards Committee shall be established according to the requirement of ISAE in future. The Chair of these Committee(s) shall be appointed by the President, and may be drawn from the entire membership.

**E.** Technical Committees for some special area on acoustic emission shall be set up when minimum of five active members raise the proposal. The Chair of these Committee(s) shall be appointed by the President, and shall be drawn from amongst the active members who requested it.

**F.** A permanent standing Secretariat office of ISAE shall be established by Chinese Society for Non-destructive Testing (ChSNDT) and located at China Special Equipment Inspection and Research Institute (CSEI) in Beijing, China. ChSNDT and CSEI shall fund this office.

## **ARTICLE VI - DUTIES OF OFFICERS**

**A. Honorary President** - The Honorary President of the ISAE shall be an elected officer, shall act as Chair of the Nominating Committee, conduct the election, count the votes, and make the results known to the ISAE. The term of the position of Honorary President is not limited and maybe vacated by resignation or an election whereby another person is successful.

**B. President** - The President of the ISAE shall be an elected officer who shall be Chair of the Executive Board and shall also be a member of the Nominating Committee. He/She shall also act in place of the Honorary President nominated by him/her during their absence, and shall further

assist the Honorary President as required by carrying out their responsibilities. The period of Presidency is in one term of ISAE.

**C. Vice-Presidents** - The Vice-Presidents shall be elected officers who shall act in place of the President nominated by him/her during their absence; and shall further assist the President as required by him/her in carrying out their responsibilities; and shall promote the ISAE and World Conference on Acoustic Emission in their geographical and technical areas. The Vice-Presidents have the obligation to host a regular meeting of ISAE within the term of their office. Vice-Presidents may be in office for no more than two terms of ISAE at maximum.

**D. General Secretary** - The General Secretary shall be an officer selected by ChSNDT. He/She shall be responsible for all the operations of the Secretariat of ISAE, reviewing and approving the minutes of each business meeting. He/she shall also review and approve the revenue and disbursement of monies, maintaining a record of financial accounts and reporting the financial condition at the ISAE business meeting. The General Secretary has the obligation to host regular meeting of ISAE if there is not any offer to host next regular meeting. The term of the General Secretary is not limited.



**E. Associate General Secretaries** - The Associate General Secretaries shall be elected officer who shall act in place of the General Secretary nominated by him/her during his/her absence, shall further assist the General Secretary as required by him/her in carrying out his/her responsibilities, and shall promote the ISAE and World Conference on Acoustic Emission in his/her geographical and technical area. They also review the minutes of each business meeting. The term of an Associate General Secretary is not limited.

**F. Past-President** - Upon retirement as President of the ISAE, he/she will automatically become Past-President. He/she will act primarily as an advisor to the incumbent President and Honorary President. The Past-President shall serve as Chair of the Awards Committee. The Past-President shall also be a member of the Nominating Committee.

**G. Conference Chair** - The Conference Chair will assume this position by virtue of the fact his/her offer to host the next meeting was approved by vote of the membership. He/she shall be responsible for developing, organizing, and executing the ISAE meeting as approved by the Executive Board.

**H. Secretary** - The Secretary shall be an officer appointed by the General Secretary and approved by the Executive Board. He/she shall be

responsible for preparing and mailing notices, absentee ballots, and other correspondence of general interest to the ISAE; who will also take minutes during the business meeting and will prepare and distribute copies of such minutes to all of the ISAE members. He/she shall also be responsible for maintaining the website of ISAE. The term of the Secretary is not limited.

**I. Treasurer** - The Treasurer shall be an officer appointed by the General Secretary and approved by the Executive Board. He/she shall be responsible for maintaining a bank account for retention of the monies in the treasury of the ISAE and filing timely financial accounts records and documents. The term of Treasurer is not limited.

**J. Archivist** - The Archivist shall be an officer appointed by the General Secretary and approved by the Executive Board. He/she will retain all documents and information of importance for the permanent record of the ISAE. The term of Archivist is not limited.

## **ARTICLE VII - ELECTION OF OFFICERS**

**A.** The Honorary President, President and Immediate Past-President shall constitute a Nominating Committee for the elective offices of the Executive Board. Nominations for elective offices of President, Vice-President, General Secretary and Associate General Secretaries can

also be made from the floor or by letter and can only be made by active members.

**B.** Voting will take place during the business meeting.

**C.** The nominee for each office receiving a simple majority of votes cast shall be elected. Ties shall be resolved by run-off election. Members will be allowed to cast multiple votes for offices where more than one person may be elected, i.e., Vice-Presidents and Associate General Secretaries.

**D.** The election of officers, whose term(s) are being completed, shall be held at every business meeting with elected officials taking office at the conclusion of that meeting.

**E.** Should a vacancy develop on the Executive Board, the President shall appoint a replacement to fill the vacancy, subject to approval of the remaining Board voting members. In the event the Honorary President's seat becomes vacant, the President will assume the position until the new Honorary President is elected in the next meeting. In the event the President's seat becomes vacant, the Honorary President will assume the position until the new President is elected in the next meeting.

## ARTICLE VIII - PUBLICATIONS

**A. Website** – The website, [www.TheISAE.org.cn](http://www.TheISAE.org.cn), shall be registered and maintained by Secretariat of ISAE. The contents of the website will include public information of the ISAE and relevant information on acoustic emission, and the internal information of membership such as list of members, minutes of business meetings and pictures of business meetings and technical conferences.

**B. Minutes** – The Secretary of ISAE shall send the draft minutes of each business meeting to all Officers of the ISAE by e-mail on file for review after 30 days of the business meeting held. The Officer should send back their comments to the Secretary of ISAE within two weeks. The Secretary of ISAE shall send the final minutes of business meeting to the member's e-mail address on file after 60 days of the business meeting held.

**C. List of Members** - A list of all members shall be established by the Secretary of ISAE and published in the membership column of ISAE website (password protected). A list of new members approved at each meeting shall be included in the minutes of that meeting. The list shall include title, name, company affiliation, address and e-mail address of each member.

**D. Proceedings of Conferences** – The proceedings of fully approved papers in both hard copy and CD copy shall be made available to each attendee at a World Conference on Acoustic Emission. The publication and distribution of the proceedings of the conference shall be the responsibility of the Conference Chair. One copy of each proceeding shall be sent to the Acoustic Emission Collection, Grainger Engineering Library, University of Illinois at Urbana-Champaign. c/o: Mary C. Schlembach, Engineering Physics & Astronomy Librarian  
154 Grainger Engineering Library Information Center, 1301 West Springfield Ave. Urbana, IL 61801 Email: [schlemba@illinois.edu](mailto:schlemba@illinois.edu)

Fully approved papers are ones that have been Peer Reviewed and accepted by the Peer Review Committee. The Peer Review Committee will be established by the Conference Chair in conjunction with the Conference Program Chair.

E. Journal – The official publication is the Journal of ISAE.

## **ARTICLE IX - FINANCES**

**A.** There shall be no dues or financial obligations of the members other than their personal expense incurred in attending meetings and registration fees as approved by the Executive Board.

**B.** The registration fees of the Honorary President are waived for each meeting and conference. The Conference Chair will be allowed to waive the registration fees of some retired acoustic emission experts, subject to the approval of the General Secretary.

**C.** No part of the net earnings or funds of the ISAE shall inure to the benefit of or be distributable to its members, officers, or other private persons, except that the Executive Board shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in Article II.

**D.** In the event of dissolution of the ISAE, the Executive Board shall, after paying or making provisions for the payment of all of the liabilities of the ISAE, dispose of all the assets of the organization in such manner as to be commensurate with the purposes of the ISAE, or to other organizations established and operated exclusively for scientific and/or educational purposes.

## **ARTICLE X - AMENDMENTS**

This *Constitution* may be amended at any time using the following procedure:

**A.** Any active member may propose an Amendment to the *Constitution*. Proposed amendments shall be submitted in writing to the Executive Board no later than six months prior to a business meeting.

**B.** The proposed amendment shall be considered in an open discussion during the next regular ISAE business meeting.

**C.** Following this discussion, a two-thirds majority of members present shall be required for adoption of the proposed amendment.

**D.** In the event that a reorganization or affiliation of the ISAE is sought, a motion giving the details of the proposed change and a vote on it is required at a regular meeting of the ISAE. The motion and vote will be subject to the conditions set forth in this Section of the *Constitution*. The motion will then be placed before the active membership by mail ballot and, in order to be adopted requires the approval of at least two-thirds of the returned ballots, provided that at least a majority of the ballots sent are returned.

## **ARTICLE XI - BYLAWS**

**A.** The Executive Board is responsible for establishing and maintaining *Bylaws* to administer the operation of the ISAE.

**B.** Any active member may recommend amendments to these Bylaws by submitting them to the Executive Board at least six months in advance of a regular business meeting.

**C.** Amendments will be presented at regular business meetings of the ISAE for ratification by a majority of the attending members.

## **ARTICLE XII - PARLIAMENTARY AUTHORITY**

The current Robert's Rules of Order shall govern all instances not covered by this Constitution or Bylaws.

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Current revision of the Constitution was approved at the 5<sup>th</sup> ISAE business meeting in Guangzhou, China on November 6, 2019.