



The IGS Handbook

*Bylaws, Guidelines and
Rules of the IGS*

THE IGS HANDBOOK

BYLAWS, GUIDELINES AND RULES OF THE IGS

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PART 1

BYLAWS AND CHAPTERS

IGS BY LAWS

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Bylaws

Adopted at the constitutive meeting in Paris, on 10 November 1983 Formally registered in Geneva, Switzerland, on 28 June 1984

Amended at the General Assembly in Vienna, Austria on April 1986

Amended at the General Assembly in The Hague, The Netherlands, on 30 May 1990 Amended by postal ballot, Woerden, The Netherlands, on 17 July 1992

Amended by postal ballot, Woerden, The Netherlands in August 1993

Amended at the General Assembly in Singapore, September 1994

Amended by Postal Ballot in Easley, SC, USA September 1999

Amended by Postal Ballot in Easley, SC USA, September 2004

1.0 NAME

1.01 A Society is being instituted which will be managed according to the United States Civil Code relating to Associations and in accordance with these bylaws.

1.02 The Society shall be designated the International Geosynthetics Society. Its legal address shall be in the United States.

2.00 THE OBJECTIVES OF THE SOCIETY SHALL BE:

2.01 to collect, evaluate and disseminate knowledge on all matters relevant to geosynthetics including geosynthetics, related products and associated technologies.

2.01.01 to promote seminars, symposia, conferences, etc.

2.01.02 to publish or sponsor papers or books.

2.01.03 to maintain reference libraries and collections, which relate to the scientific and technological objectives of the Society.

2.02 to improve communication and understanding regarding geosynthetics and their applications.

2.02.01 to provide, through its meetings and published proceedings, a means of communication and understanding between designers, manufacturers and users of geosynthetics especially between the textile and civil engineering communities.

2.02.02 to establish liaisons with other bodies, which have or could, have interest in geosynthetics and their application.

2.03 to promote advancement of the state of the art of geosynthetics and their applications.

2.03.01 to encourage research and development in industry, universities, laboratories and other organizations.

2.03.02 to afford recognition of achievement in the advancement of the science and the practical use of geosynthetics.

2.03.03 to encourage academic institutions to provide courses on geosynthetics and their applications.

2.03.04 to encourage, through its members, the harmonization of geosynthetics test methods, equipment, and criteria.

2.04 The Society shall not become a commercial enterprise.

3.00 CONSTITUTION

3.01 The Society shall consist of individual members, corporate members and associate corporate members.

3.01.01 Members must be engaged in, or associated with, the research, development, teaching, design, manufacture or use of geosynthetic products or systems and their applications, or be otherwise interested in such matters.

3.01.02 Corporate members are companies, contractors, distributors, fabricators, laboratories, governmental institutions, universities, consultants, etc. For any ballot or General Assembly or Corporate Committee meeting, each corporate member shall designate one person to act as its official representative to the Society.

3.01.03 Associate corporate members are companies or institutions, which are nominated as an associate corporate member by an IGS corporate member. Associate corporate members remain as such for as long as the corporate member(s), to which they are associated, desire.

3.01.04 Existing or previous corporate members cannot become associate corporate members.

3.01.05 Individual and corporate members may be organized into geographical or national areas (Chapters).

3.01.06 Individual members will either be regular members, honorary members or student members.

3.02 Honorary Membership (life or annual) may be bestowed by Council upon a limited number of persons on the basis of: distinguished position, scientific achievement, outstanding service to the Society, or major contributions to the promotion of geosynthetics and their applications.

3.03 Membership into the International Geosynthetics Society will terminate upon resignation or dismissal.

4.00 ADMISSION TO AND RESIGNATION FROM THE SOCIETY

4.01 Admission

4.01.01 Application for membership shall be submitted in writing to the Secretary or to any Officer who will forward it to the Secretary. If the applicant is joining a Chapter as well as the Society, the application will be submitted to the Chapter and the Chapter will submit a master membership list to the Secretary.

4.01.02 The application should include adequate evidence of the applicant's eligibility for membership as well as agreement to pay the appropriate subscription fee. Qualifications for eligibility and admissions are as follows:

- a good general education with suitable scientific or technical qualifications or experience, and
- proof of engagement in the design, sale, or manufacture of geosynthetics, or
- proof of responsibility and experience for the selection, use, applications, or testing of geosynthetics, or
- proof or experience in teaching or conducting research on geosynthetics, or
- proof of interest in such matters.

4.01.03 The Council or its delegate will consider all applications for approval.

4.01.04 Membership in the Society will officially begin with the payment of the subscription fee or the approval by the Council whichever is the latest. Honorary members shall not be liable for membership subscription fees during the period of the Honorary Membership.

4.02 Resignation

4.02.01 Any member may resign at any time by written notice delivered to the President, the Secretary or the Treasurer.

4.02.02 Such resignation shall take effect on the date specified in the notice or at the termination of the current subscription period if no date is specified.

4.02.03 Such resignation shall not relieve the member from the obligation to pay the subscription fee for the year in which the resignation takes place.

4.03 Dismissal

4.03.01 Members who act counter to the aims and interests of the Society can be dismissed for cause by a majority decision of the Council. Members will also be dismissed for non-payment of the subscription fees.

4.03.02 Dismissal for cause cases must formally appear on the Agenda of the Council. The Secretary will automatically administer dismissal for non- payment.

4.03.03 Members being considered for dismissal must be afforded an opportunity to comment to and/or appear before the Council before it reaches its decision.

5.00 SUBSCRIPTION AND FINANCES

5.01 Subscription

5.01.01 The annual subscription fees shall be determined at each meeting of the General Assembly. Necessary changes from time to time may be recommended by the Council for approval by ballot.

5.01.02 An entrance fee can be levied and is not refundable. It cannot exceed a one- year membership subscription fee.

5.02 Payment of subscription

5.02.01 The annual subscription fee shall become due on the first day of January each year unless otherwise decided by the Council.

5.02.02 Any member whose payment is in arrears may be submitted to penalty charges as established by the Council, or, after due notice, be dismissed for non-payment.

5.02.03 Corporate members are required to pay the subscription fee for those associate corporate members associated with them.

5.03 Other income

5.03.01 In addition to entrance fees and subscription fees from members, the Society may receive income from:

- gifts, legacies, etc.,
- other activities such as sale of publications, sponsored conferences etc.

5.03.02 Other income may be used as a fund for financing awards for the Society, for promoting geosynthetics and their applications, or for any other purposes, which the Council may decide.

5.03.03 Other income funds shall be administered as required by the Council.

6.00 VOTES

6.01.01 Regular members and honorary members have one vote.

6.01.02 Corporate votes shall carry a weight of five in all General Assembly ballots and postal or electronic ballots held in lieu of General Assemblies. In all other meetings, they shall carry a weight of one, regardless of whether they attend as individuals or corporate representatives.

6.01.03 For any ballot or General Assembly or Corporate Committee meeting, each corporate member shall designate one person to act as its official representative to the Society.

6.01.04 Student members have no voting right.

6.01.05 Associate corporate members have one vote.

6.02 Proxy

6.02.01 Each member may appoint any other member present at a meeting to act as proxy. Notice of authority to act as proxy must be given in writing to the Secretary. No member shall represent more than five members by proxy.

7.00 GENERAL ASSEMBLY

7.01 General Assembly meetings

7.01.01 The Council shall hold an Ordinary General Assembly periodically, at a time and place decided by the previous Ordinary General Assembly or, in its absence. An Ordinary General Assembly shall be held concurrently with each International Conference.

7.01.02 An Extraordinary General Assembly may be convened at any time to transact special business.

7.01.03 The Secretary shall convene an Extraordinary General Assembly within four months upon request signed by one fifth of the member votes, or

7.01.04 The Secretary shall convene an Extraordinary General Assembly at the direction of the Council.

7.01.05 The Secretary shall give a least TWO months' notice of Ordinary or Extraordinary General Assemblies.

7.01.06 Except when acting in accordance with 7.01.03, the Council may decide by a 2/3 vote to utilize postal or electronic ballots of the members instead of calling an Extraordinary General Assembly.

7.02 Function of the Assembly

7.02.01 The business of an Ordinary General Assembly will include the debate on and the approval of reports by the President and Treasurer on the Council and Society's activities, the appointment of the Financial Committee, the approval of the Society's accounts, the approval of the subscription fees, and the election of the President, Vice-President each time the present Bylaws call for an election unless those officers are elected via postal or electronic ballot which is held coincident with a General Assembly.

It will include reports from Chapters, Committees, Meetings or persons, which the Council considers pertinent.

It sets the date and place of the next Ordinary General Assembly.

It fixes the maximum number of Honorary Members the Council may appoint.

7.02.02 The General Assembly decides, by vote, of actions to be taken by the International Geosynthetics Society, e.g., specifying time intervals for International Conferences, etc.

7.02.03 Any member may add an item to the agenda of the General Assembly by submitting a written statement to the Secretary 30 days prior to the opening of the General Assembly.

Additionally, any member may raise a point for discussion at the General Assembly.

7.03 Procedures and Voting at Assemblies

7.03.01 Only fully paid members and officially invited guests may attend General Assemblies. Only fully paid members may vote at General Assemblies.

7.03.02 No item of business shall be transacted at the Assemblies unless a quorum comprising 25% of votes is present or represented. In the event a quorum is not present or represented at a General Assembly, then the Council shall recall the General Assembly for a meeting within six months hence at which convening the quorum rules will be suspended. We need to be able to call a Special General Assembly immediately after closing a General Assembly that does not have a quorum.

7.03.03 Votes of the General Assembly shall be taken by a show of hands, except for personal matters, such as electing Officers or members of the Council in which case a secret vote by ballot shall be taken. A secret vote shall also be taken if demanded by not fewer than 20 votes of members of the Society who are personally present.

7.03.03.1 Ballots and votes of the General Assembly shall be carried by a simple majority of votes except for those on amendments to the bylaws and of dissolution, which must be decided by a 2/3 majority of votes, cast. In the event of any tie, whether on a show of hands or in an open ballot, the chairman may decide that the vote he/she has cast is the deciding vote.

7.04 The minutes of the General Assembly proceedings shall be sent to members of the council, and the IGS Chapter Presidents and sent to any other IGS member upon written request. A synopsis of the minutes of the General Assembly shall be published in the IGS News.

8.00 THE COUNCIL

8.01 Function of the council

8.01.01 The Council is responsible for the management of the Society in accordance with the bylaws and the recommendations of the General Assembly.

8.01.02 The Council decides upon the working program of the Society and supervises its finances. It sets the beginning and end of the fiscal year of the Society.

8.01.03 The Treasurer will present to the Council a statement of the previous fiscal year, accounts within four months of the end of each fiscal year.

8.01.04 In addition to the International Conference, the Council can organize or encourage symposia, conferences or exhibits not to conflict with International Conferences.

8.02 Structure of the Council

8.02.01 The Council shall consist of at least 10 and no more than 16 elected members. These are elected from the membership. The length of the term is the time period between two consecutive Ordinary General Assemblies held concurrently with an International Conference. Half of the elected members should be elected in conjunction with an Ordinary General Assembly held concurrently with an International Conference; the other half should be elected at the midpoint between those Ordinary General Assemblies. Before each vote, the Council shall decide the exact number of seats submitted to a vote. The votes that are held in conjunction with an Ordinary General Assembly shall be taken either at the General Assembly or by a postal or electronic ballot. The votes held at midpoint between Ordinary General Assemblies shall be taken by a postal or electronic ballot. All votes shall be secret

Each Council member is individually elected without regard of his/her corporate membership. Student members are not eligible to the Council.

8.02.02 The Council shall be broadly representative of the different sectors of the membership of the Society.

8.02.03 The Council may, at its discretion, co-opt onto the Council up to five persons of the Society, in addition to the elected members, for any of the following reasons:

- to ensure that the Council membership will be broadly representative of the different industrial, scientific, or national sectors of the Society;
- to fill an unexpected vacancy.

Such co-opted members shall enjoy the same right as elected members.

Co-opted members shall retire or stand for election at the second ballot after the date of co-option.

8.02.04 Members of the Council are not eligible for election to more than two consecutive terms of office. However, an officer will be allowed to complete his/her full term, as a Council member, despite other restrictions.

8.02.05 The newly appointed Officers and Council members shall take office within thirty days following the Ordinary General Assembly.

8.03 Council Procedure

8.03.01 Council shall pursue the objectives of the Society. Subject to these bylaws they may regulate their proceedings at their own discretion, and may act notwithstanding any vacancy in their body except as indicated in 8.03.02.

8.03.02 The Council requires a quorum to meet validly. This quorum shall comprise, at minimum, the President or the Vice-President, and the Secretary or the Treasurer of the Society, and four other Council members present or represented.

In the event that a Council meeting does not have a quorum, those members present may continue and the minutes of the proceedings of the meeting may be reviewed, approved and adopted by the Council in full quorum at a subsequent meeting.

8.03.03 Officers, elected members and co-opted members shall have equal rights and votes in Council.

8.03.04 Each member of the Council has one vote. Each member is entitled to vote by proxy for two other members.

8.03.05 In the event of any tie vote, whether on a show of hands or in an open ballot, the presiding officer may decide that the vote he has cast is the deciding vote.

Voting by secret ballot shall be used whenever requested by at least one third of the Council members that are present or represented.

8.03.06 Members who are unable to attend a Council meeting may send written comments or questions to the Secretary who will place the comments or questions on the agenda. Minutes of subsequent discussion shall be kept at the Secretary's discretion.

8.03.07 Minutes of the Council proceedings shall be forwarded to all Council members within two months of the meeting.

8.04 The Council meetings

8.04.01 The Council meets at least once each year.

8.04.02 The Secretary shall send to every member of the Council the agenda and the relevant documents of any Council Meeting at least one month in advance.

8.04.03 Emergency meetings may be called on two weeks' notice, upon request of the President and the Secretary or of one fourth of the Council members. They must be called to elect Officer(s) during the period between Ordinary General Assemblies. Council members may be consulted by postal or electronic ballot.

8.04.04 The time and place of each meeting will be determined at the previous meeting.

9.00 OFFICERS

9.01.01 The Officers of the Society shall be:

- One President
- One Vice-President
- One Immediate Past President
- One Secretary - One Treasurer

9.01.02 No more than one person from a given Organization may simultaneously be an officer of the IGS.

9.02 Election of Officers

9.02.01 The President and the Vice-President are elected by the Ordinary General Assembly or by postal or electronic ballot to serve until the next Ordinary General Assembly held concurrently with an International Conference.

During the Assembly meeting, their elections are held before the election of other Council members.

Through their election, they become automatically regular members of the Council as defined under 8.02.01.

9.02.02 The Treasurer is elected by the Council from the Council members, to serve until the next Ordinary General Assembly, held concurrently with an International Conference.

This election by the Council is held before the end of the International Conference, if applicable.

9.02.03 The President and Vice-President cannot be elected for two consecutive terms to the same office, except if they have been elected by an Extraordinary General Assembly or a Council meeting not held concurrently with an International Conference. The number of terms that the Treasurer and the Secretary can serve is not limited.

9.02.04 The Secretary is elected by the Council from the Council members, to serve until the next Ordinary General Assembly, held concurrently with an International Conference.

The election is held before the end of the International Conference if possible.

Alternatively, the Assembly may decide to appoint the Secretary as a paid Officer. He/she then has no voting right. He/she is chosen and can be dismissed by a 2/3 majority of the Council. The Council shall determine the conditions of the service of the paid Secretary.

9.03 Responsibility of Officers

9.03.01 The President will normally chair Council and General Assembly Meetings. In his/her absence, or at his/her request, the Vice-President shall act in his/her place. In the absence of both the President and the Vice-President, the Past President or the most senior member of the Council shall chair.

The responsibility of the Society will be committed by the joint signature of its President (or Vice-President) and one of the other Officers.

9.03.02 The Secretary shall conduct the correspondence and ordinary business of the Society, on behalf of the President, and shall prepare agenda for, and record minutes of all Council and General Assembly meetings.

The Secretary may be authorized by the Council to appoint and administer such paid staff as may be necessary.

9.03.03 The Secretary, the Treasurer, and the President are empowered to sign checks on behalf of the Society. The Council shall decide which signatures are sufficient.

9.03.04 The Treasurer shall keep proper books and accounts and prepare a balance sheet as well as income and expenditure statements for presentation to Council and General Assembly meetings.

This he/she may delegate to the Secretary under his/her own control and responsibility.

9.03.05 The Treasurer shall be empowered to accept on behalf of the Society any donation or contribution from individuals or companies.

9.03.06 Expenses incurred by Officers or Council Members in carrying out their duties for the Society may be repaid by the Treasurer in accordance with the current state of funds in the Society accounts and within the rules outlined by the Council.

10.00 LOCAL BRANCHES (CHAPTERS)

10.01 The Society, through the Council, may support the organization of local branches of the Society, which shall be called Chapters. These Chapters may themselves be comprised of branches.

All members of Chapters shall be Society members.

Chapters, when established, shall take no actions that contravene IGS bylaws or policies.

11.00 COMMITTEES

11.01 Setting up of Committees

11.01.01 The Council may appoint Committees to undertake specific duties. The Committees report to, and function under the auspices of the Council.

11.01.02 The Council appoints the chairman of each Committee, preferably from within the Council. That chairman shall be responsible for arranging all Committee functions and proceedings.

11.02 Committee procedure

11.02.01 The appointed chairman and four members of the Committee (or half of its members), whichever is the lesser figure, shall comprise a quorum.

11.02.02 All voting members of a Committee must be members of the Society. All voting Committee members shall have the same voting rights.

11.02.03 A Committee may confer and act using postal, electronic and telecommunications services.

A Committee can set up a Task Force(s) for a limited period to undertake a specific task.

11.02.04 Guests may attend all Committee meetings of the Society with the agreement of that Committee chairman unless prior advice to the contrary is given by the Council.

11.02.05 Officers of the Society shall be ex-officio members of all Committees.

11.02.06 A record shall be kept of all attendees of any Committee meeting.

11.02.07 Minutes of all meetings will be kept. Copies of minutes and all documents issued shall be available to the members of the Committee and to the President and the Secretary of the Society.

11.02.08 The Council (or the General Assembly) must endorse committee recommendations before taking full effect. These can be adopted by postal or electronic vote upon decision by the Council.

12.00 LANGUAGE

12.01 The official language of the Society in its international dealings is English. The Council, by majority vote, may add another language, should such action fit the progress and development of the Society.

12.02 Chapters and Committees may use their own language for internal matters.

13.00 AMENDMENTS TO THE BYLAWS AND DISSOLUTION OF THE SOCIETY

13.01 Bylaws

13.01.01 No alteration or amendment of these bylaws shall be made except at an Ordinary, or an Extraordinary General Assembly or a postal or electronic ballot.

13.01.02 Amendments to the bylaws may be initiated by the Council or by a membership vote representing one fifth of the eligible voting members of the Society

13.01.03 Notice of proposed amendments shall be included with the notice and agenda of the General Assembly

13.01.04 In the event of any matter arising for which there is no provision in these bylaws, the Council may consider the matter and act at their discretion in the best interest of the Society.

13.02 Dissolution of the Society

13.02.01 A General Assembly may only decide dissolution of the Society.

13.02.02 Any proposal seeking to dissolve the Society shall be initiated by the Council or by a membership vote representing one fifth of the eligible voting members of the Society.

13.02.03 Notice of the proposed dissolution shall be included with the notice and agenda of the General Assembly.

13.02.04 In the event of a decision to dissolve, the General Assembly shall seek recommendations from the Council regarding the clearing of all debts and shall dispose of the assets of the Society.

Guidelines for Chapters

GUIDELINES OF THE INTERNATIONAL GEOSYNTHETICS SOCIETY REGARDING CHAPTERS

1. Establishment of a chapter
2. A proposal for the formation of a chapter shall be received by the Secretary of the IGS no later than two months prior to a planned council meeting. Discussion of the proposal will be automatically included in the agenda of that council meeting. However, no application for a new chapter will be approved by the IGS without prior settling of any problem, which could affect the IGS. For example; if the proposed chapter is known to be in dispute; or, if any controversial issue attends the chapter application.
3. Geographic area
4. A chapter shall invite and accept as their chapter members all IGS members in the given geographic area. The preferred geography associated with a chapter is a country. The geographic area can be a country, a portion of a country, or a group of neighboring countries. A chapter can also have affiliate members from other geographic areas.
5. The process
6. Interested parties meet and agree to form a chapter of the IGS. The first step is a proposal presented to the Council, which shall include letters of intent prepared by potential chapter members, and proposed bylaws.
7. Letters of intent
8. A chapter can be established by the Council of the IGS if 20 or more members of the IGS (or a total of 20 individuals who are currently or agree to become members of the IGS) in the considered geographic area agree in writing to establish a chapter and accept the proposed bylaws of the chapter.
9. Chapter Bylaws The bylaws can be prepared and the draft is submitted to the IGS. After IGS officer review and subsequent amendments by the prospective chapter, the bylaw draft will be approved by the IGS Council. Applicable portions of chapter bylaws shall be in agreement

with IGS bylaws and the IGS policy regarding chapters. The bylaws of a new chapter should not conflict with any other IGS chapter or the IGS.

10. When the IGS approved bylaw draft is formally adopted by the chapter, the IGS will receive:
 - a. a formal copy of the bylaws
 - b. the minutes of the meeting in which the new chapter adopts the bylaws and forms the chapter
 - c. a list of members
 - d. a list of officers
 - e. funds sufficient to establish that the new chapter dues are fully accounted for
11. Note: some new chapter members may already be members of the IGS and have paid dues prior to chapter formation. Others may be newly joining the IGS with the chapter formation. The IGS secretariat will assist the chapter officers in determining the funds required.
12. Membership
13. Chapter bylaws shall state, among other items, that membership is open to all individuals qualified to be IGS members in the considered geographic area. A chapter cannot accept members who are not members of the IGS. A member of the IGS can be member of only one chapter, but can be an affiliate member of an unlimited number of chapters. The chapter does not necessarily include all IGS members who reside in the geographical area of the chapter. Specifically, it is the policy of the IGS that an individual can belong to the IGS without membership in a chapter and if a member of the IGS does not wish to join a chapter, the chapter cannot require him to do so. A chapter may have Chapter Company members who are engaged in the design, sale, manufacture, specification, research and development, or use of geosynthetics or an organization that serves the geosynthetics industry, e.g. as an industry association. A Chapter Company member is not automatically an IGS Corporate Member. IGS Corporate Membership is independent of chapter affiliation.
14. In certain special circumstances the IGS council may approve the formation of a chapter with 15 IGS members and 1 corporate member, or 10 IGS members and 2 corporate members. It is expected that these special circumstances will be reduced through growth of the chapter. These special cases will not alter the independent relationship between the IGS and the corporate members. The special cases are intended to alleviate problems attendant to situations in which commitment to geosynthetics and the IGS is very strong

but due to very small populations it has proven impossible to recruit the critical 20-member mass. A caution is urged on those considering application for special circumstances to develop sound planning on workload distribution and the succession of office responsibility in the formation and management of a chapter of the IGS.

15. Chapter name

16. The name of a chapter should include a reference to the IGS. A new chapter cannot adopt the same name as any existing IGS chapter.

17. The name of a chapter does not imply recognition by the IGS of the political regime or the name of the country where the chapter is established.

18. Membership dues

19. **Chapters are required to remit an annual membership fee** to the IGS based on the number of chapter members. At the time of this guideline (September 2006), IGS chapters pay \$US30 per member/year to the IGS. A chapter may collect an additional annual membership fee from each member in order to assist with the activities of the chapter. Alternatively, the IGS can directly invoice each chapter member \$US45 (i.e. the annual IGS membership fee without any rebate to the chapter). By collecting IGS membership dues on behalf of the IGS, the benefit to a chapter is a funding of \$US15 per member to support local activities.

20. Activities of chapters

21. Activities and decisions of chapters must be in conformance with the bylaws and policies or guidelines of the IGS. A statement to that effect shall be included in the chapter bylaws.

22. Termination

23. The IGS Council can terminate a chapter at any time if the activities and decisions of the chapter are not consistent with the bylaws and policies of the IGS.

GUIDELINES FOR NATIONAL GEOSYNTHETICS GROUPS

According to the bylaws of the IGS the only mechanism to form local activity groups of the IGS are “Chapters”. To form a chapter requires a minimum number of members (see Guidelines for Chapters – article 4). The advantage of this rule is that it ensures that there is a critical mass of persons committed to the success of the Chapter. The disadvantage is that there are many countries where the minimum membership requirement will be difficult to achieve in the near term and possibly never. However, there may be a strong interest or activity in a country (without a Chapter) that is consistent with the mandate of the society. Furthermore, a number of IGS members in that country may be clearly identifiable as the leaders of this interest/activity. The IGS needs to encourage and recognize the efforts of these individuals, ensure that their efforts are co-

coordinated with IGS initiatives including regional activities, and assist the group to evolve to Chapter status as membership numbers permit.

IGS members may form a new class of IGS member groups. The national group will be called “The XXXXX Geosynthetics Group of the IGS” where XXXXX is the name of the country. The group will meet the following requirements:

1. There is no existing IGS chapter in the country.
2. A minimum of three IGS members resident in a single country.
3. All members of the group shall be IGS members.
4. A chair or similar designated person by the group who will be the point of contact between the group and the IGS.
5. Conduct activities of the group consistent with the bylaws of the IGS (however, no bylaws are required to form the group).
6. Report annually to IGS Council on the activities of the group and the Regional Activity committee.
7. Operate with the objective of evolving into a chapter.
8. Upon reaching the minimum membership requirement the group shall be required to apply for IGS Chapter status.

The advantages to the group:

1. Recognized as an identifiable group with a designated group leader.
2. The group will be able to present itself to other IGS members in that country as a sanctioned group of the IGS and as an information conduit to and from the IGS.
3. Use the IGS logo and the title “The XXXXX Geosynthetics Group of the IGS” in its communications and at local geosynthetics events.
4. The group will be encouraged to participate in regional IGS events.

The advantages to the IGS:

1. Groups of individuals will be encouraged to continue good works in their country, participate in regional IGS activities, and to be identified as the group responsible for these activities.
2. A group can be viewed as an “embryonic” chapter and where membership numbers permit, the group would be encouraged to evolve into a chapter.
3. Geosynthetics Groups of the IGS are not eligible for an IGS rebate from individual membership dues or corporate members, or any other IGS chapter benefits. The Geosynthetics Group will not have the same voting rights as an IGS Chapter in any regional activity decisions.

The IGS Officers will grant “Geosynthetics Group of the IGS” status to the group when all conditions for this category are met. The status of the IGS Geosynthetics Group will be reviewed by the Officers and Council

at an interval not greater than three years. Based on this review the IGS Officers and Council may decide to discontinue the Group or require that they apply to become a Chapter.

Guidelines for Chapter Bylaws

GUIDELINES FOR CHAPTER BYLAWS

Guidelines for IGS Chapters Bylaws

Preliminary Remarks

This guide has been drafted in order to facilitate the adoption of bylaws by Geosynthetics organizations applying for Chapter recognition. This model document intentionally mirrors the bylaws of the IGS and includes suggestions and recommendations. The model can be altered to serve the needs of the chapter as long as the final product meets the requirements of the IGS for a chapter.

The final version of any Chapter(s) bylaws and any subsequent amendments has to be agreed by IGS.

1. Name

1.1. The official name shall be ... [reference to IGS must be included in the title]. It shall be referred to herein as ... [short name of the chapter] The scope of this Chapter is ... [describe the geographical area]. The legal address shall be in... [describe the town or restricted area].

1.2. The Chapter shall be a Chapter of the International Geosynthetics Society.

2. The objective of the [short name of the chapter] shall be:

2.1. to collect, evaluate and disseminate knowledge on all matters relevant to geosynthetics.

2.1.1.promote seminars, symposia, conferences, etc.

2.1.2.publish or sponsor papers or books.

2.1.3.maintain reference libraries and collections which relate to the scientific and technological objectives of the ... [short name of the chapters] ... and/or

2.2. to improve communication and understanding regarding geosynthetics and their applications, especially between the textile and civil engineering communities.

2.3. to promote advancement of the state of the art of geosynthetics and their applications.

2.3.1. encourage, coordinate and/or sponsor research and development in industry, universities, laboratories and other organizations.

2.3.2. afford recognition of achievement in the advancement of the science and the practical use of geosynthetics.

2.3.3. encourage academic institutions to provide courses on geosynthetics and their applications.

2.3.4. encourage, through its members, the standardization of geosynthetics test methods, equipment and criteria.

2.4. The ... [short name of the chapter] ... shall not become a commercial enterprise.

2.5. The ... [short name of the chapter] ... shall not act counter to the aims, purposes and decisions of the IGS.

3. Membership

3.1. The ... [short name of the chapter] ... shall consist of individual members [if the new Chapter chooses, chapter company members], honorary members, and affiliate members.

3.1.1. Individual members must be engaged in, or associated with, the research, development, teaching, design, manufacture or use of geosynthetics and their applications, or be otherwise interested in such matters.

3.1.2. If the new Chapter chooses to have chapter company members: Chapter company members must be companies, contractors, distributors, fabricators, laboratories, governmental institutions, universities, consultants, etc. who are engaged in or associated with, the research, development teaching, design, manufacture or use of geosynthetics products or systems and their applications, or be otherwise interested in such matters. Each corporate member shall designate one person to act as its official representative to the chapter.

3.1.3. All members must be members of the IGS.

- 3.2. Honorary membership [life or annuals may be bestowed by the ... [short name of the chapter] ... upon a limited number of persons on the basis of: distinguished position, scientific achievement, outstanding service to the ...[short name of the chapter] ... or major contributions to the promotion of geosynthetics and their applications. Honorary members of the IGS who otherwise qualify as individual members of the ... [short name of the chapter]... shall automatically become honorary members of the ... [short name of the chapter] ... Election to honorary membership will be by majority vote of the... [short name of the chapter] ...
 - 3.3. Membership in the ... [short name of the chapter] ... will terminate upon resignation or dismissal.
 - 3.4. All classes of membership, except affiliates, must reside or be employed within the geographical bounds of the ... [short name of the chapter].
 - 3.5. Affiliate members are members whose geographical residence or employment is outside the geographical limits of the ... [short name of the chapter] ... but who otherwise qualify as members.
4. Admission to and resignation from the ...[short name of the chapter].
 - 4.1. Admission
 - 4.1.1. Application for membership shall be submitted in writing to the
 5. General Secretary of the ... [short name of the chapter]... or to any of its Officers who will
 6. forward it to the
 7. General Secretary. It can also occur through applying directly to the Secretary of the IGS.
 - 7.1.1. The application should include adequate evidence of the applicant's eligibility for membership as well as agreement to pay the appropriate subscription fee.
 - 7.1.2. Qualifications for eligibility and admissions are as follows
 - 7.1.2.1. For individual members:
 - 7.1.2.1.1. a good general education with suitable scientific or technical qualifications or experience, and individual membership in the IGS. - engagement in the design, sale, or manufacture of geosynthetics, or
 - 7.1.2.1.2. responsibility and experience for the selection, use, applications or testing of geosynthetics, or
 - 7.1.2.1.3. experience in teaching or conducting research on geosynthetics or interest in such matters.
 - 7.1.2.2. For Chapter Company members (if applicable)

- 7.1.2.2.1. registered corporation within the geographical region of the chapter.
- 7.1.2.2.2. engaged in the design, sale, manufacture, specification, research and development, or use of geosynthetics, or
- 7.1.2.2.3. organization serving the geosynthetics industry, e.g. as an industry association.

7.1.3. *(Note: A Chapter Company member is not automatically an IGS Corporate Member.)*

7.1.3.1. For honorary members:

- 7.1.3.1.1. qualification as an individual member, and - election by the ... [short name of the chapter] ... or - election by the IGS.

7.1.4. All applications will be considered for approval by the...[short name of the chapter] ... or the IGS

7.1.5. Members in good standing of the IGS living or working in... [short name of the chapter] ... automatically qualify to enroll as members of the ... [short name of the chapter]...

7.1.6. Membership in the... [short name of the chapter] ... will officially begin with the payment of the subscription fee or the approval by the ... [short name of the chapter] ... or the IGS, whichever is the latest. Honorary members shall not be liable for membership subscription fees during the period of the honorary membership.

7.2. Resignation

7.2.1. Any member may resign at any time by written notice delivered to the

8. President or the Secretary of the Chapter or of the IGS.

8.1.1. Such resignation shall take effect on the date specified in the notice or at the termination of the current subscription period if no date is specified.

8.1.2. Such resignation shall not relieve the member from the obligation to pay the subscription fee for the year in which the resignation takes place.

9. *(Note: In the experience of the IGS most resignations take the form of non- payment of dues)*

9.1. Dismissal from the [short name of the chapter].

9.1.1. Members who act counter to the aims and interest of the... [short name of the chapter] ... or of the IGS can be dismissed from the Chapter by a majority decision of the ... [short name of the chapter] ... or by the IGS. Members may also be dismissed for non-payment of the subscription fees due to the Chapter.

9.1.2. Dismissal for cause cases must formally appear on the Agenda of a ... [short name of the chapter] ... meeting. The General Secretary may automatically administer dismissal for non-payment.

10. The names of the individuals involved in dismissal cases and the supporting reason must be sent for information to IGS within a month of the decision.

10.1.1. Members being considered for dismissal must be afforded an opportunity to comment to and/or appear before the ... [short name of the chapter]... before it reaches its decision.

10.1.2. Any member of the ... [short name of the chapter] ... has a right of appeal to the IGS Council against dismissal for cause. The .. [short name of the chapter] ... action is suspended pending the IGS decision.

11. Subscription and Finances

11.1. Subscription

11.1.1. The fee payable to the IGS is decided by the IGS according to its bylaws. The annual subscription fees for the ... [short name of the chapter] ... shall be determined at each General Meeting of the Chapter.

11.1.2. Necessary changes from time to time may be recommended by the Executive Committee for approval by ballot.

11.1.3. An entrance fee can be levied and is not refundable. It cannot exceed a one-year membership subscription fees.

11.1.4. The subscription fee may differ for the different classes of membership, i.e. for individual, chapter company and affiliate members.

11.2. Payment of subscription

11.2.1. The annual subscription fee for members shall become due on the first day of January each year unless otherwise decided by the ... [short name of the chapter]...

11.2.2. A chapter can elect that subscription fees paid by members joining during the second half of any year shall be levied at half the annual rate.

12. *(Note: This is not the case for IGS dues and does not alter the obligation for payment of dues to the IGS by the chapter or the member)*

12.1.1. Any member whose payment is in arrears may be subject to penalty charges as established by the Executive Committee or, after due notice, be dismissed for non-payment.

12.1.2. Subscription fees shall be paid by all individual, chapter company and affiliate members.

12.2. Other income

12.2.1. In addition to entrance fees and subscription fees from members, the ... [short name of the chapter]... may receive income from gifts, legacies, etc., other activities, such as sale of publications, sponsored conferences, etc.

12.2.2. Other income may be used as a fund for financing awards for the ... [short name of the chapter], for promoting geosynthetics and their applications, or for any other purposes which the ... [short name of the chapter] ... may decide.

12.2.3. Other income funds shall be administered as required by the Treasurer under the auspices of the Executive Committee.

13. Votes

13.1. Allocation of votes

13.1.1. Individual and honorary members shall have one vote. Affiliate members have no voting rights.

13.1.2. [If applicable: Chapter company members shall have ... [for decision of the new Chapter in discussion with IGS] ... vote(s).]

14. *(Note: The IGS allows five (5) votes per corporate member.)*

14.1.1. For any ballot or General Assembly or Chapter Company Committee meeting, each chapter company member shall designate one person to act as its official representative to the chapter.

14.2. Proxy

14.2.1. Each member may appoint any other member present at a meeting to act as his/her proxy. Notice of authority to act as proxy must be given in writing to the General Secretary. No member shall represent more than five members by proxy.

15. General meetings

15.1. General meetings

15.1.1. The Executive Committee shall hold a General Meeting periodically, at a time and place decided by the previous General Meeting or, in its absence. A copy of the agenda and of the minutes is sent to the Secretary of the IGS.

15.1.2. An Extraordinary General Meeting may be convened at any time to transact special business. The General Secretary shall convene an Extraordinary

15.1.3. General Meeting within [x, maximum 2] months upon the request signed by one fifth of the member votes, or at the direction of the Executive Committee.

16. 01.03 The General Secretary shall give at least two months' notice of Ordinary or Extraordinary General Meetings.

17. 7.01.04 Except when acting in accordance with 7.01.02, the Executive Committee may decide to utilize postal or electronic ballots of the members instead of calling an Extraordinary General Meeting. 3

17.1. Function of the Meeting

17.1.1. The business of a General Meeting will include the debate on and the approval of: reports by the President and Treasurer, the Executive Committee on chapter activities, the appointment of auditors, the approval of the ... [short name of the chapter] ... accounts, the approval of the subscription fees, and the election of officers for next term of office.

17.1.2. The General Meeting agenda will include reports from committees, meetings or persons, which the Executive Committee considers pertinent.

17.1.3. The General Meeting sets the date and place of the next General Meeting.

17.1.4. The General Meeting fixes the maximum number of Honorary members the
18. ... [short name of the chapter] ... may elect.

18.1.1. The General Meeting decides, by vote, actions to be taken by the ... [short name of the chapter]...e.g. specifying time intervals for Conferences, etc.

18.1.2. Any member may add an item to the agenda of the General Meeting by submitting a written statement to the General Secretary 30 days prior to the

opening of the General Meeting. Additionally, any member may raise a point for discussion at the General Meeting.

18.2. Procedures and Voting at the General Meeting

18.2.1. Only fully paid members and officially invited guests may attend the General Meeting. Only fully paid individual, chapter companies and honorary members may vote at the General Meeting.

18.2.2. No item of business shall be transacted at the General Meetings unless a quorum comprising [x % of votes: between 20 % and 51 %, depending on the size, etc. of the new Chapter] is present or represented. In the event a quorum is not present or represented at a General Meeting, then the Executive Committee shall recall the General Meeting within 2 weeks hence, at which convening the quorum rules will be suspended.

19. *(Note: In the experience of the IGS, a high quorum requirement will prevent effective meetings. and the IGS recommends a quorum of 25% or less.)*

19.1.1. Votes of the General Meeting shall be taken by a show of hands, except for personal matters, such as electing officers, in which case a secret vote by ballot shall be taken. A secret vote shall also be taken if demanded by no fewer than 25 % of members of the ... [short name of the chapter]...who are present or represented. 7 .03.04 Ballots and votes of the General Meeting shall be carried by a simple majority of votes except for those amendments to the bylaws and of dissolution which must be decided by a 2/3 majority of the votes cast. In the event of any tie, on a show of hands, the side of the chairman's vote casts the deciding vote.

19.2. Members can request the minutes of any General Meeting.

20. The Professional Manager

21. Remark: Any Chapter may decide to contract a manager to manage its affairs. This is neither compulsory nor always necessary. Chapters may wish to include the following provisions into their bylaws.

22. 01 The ...[short name of the chapter] ... may contract with a professional person or Organization, selected by the Executive Committee and approved by the General Meeting to manage its affairs.

22.1. The Professional Manager shall/can (as applicable) be paid a fee for its services, such fee to be negotiated by the Executive Committee and approved by the General Meeting.

22.2. This item should describe the length and periodicity of the manager=s term of office and contract.

23. Officers

23.1. The officers of the ... [short name of the chapter] ... shall be

23.1.1.1. one President,

23.1.1.1.2. one President-elect OR one Vice-President,

23.1.1.1.3. one General-Secretary, - one Treasurer

23.2. Election of officers

23.2.1. The first President shall be elected at the first General Meeting following approval of the bylaws by the IGS and formally setting up the ... [short name of the chapter]. He/she will be elected for a term of office of [x] years. The subsequent Presidents are elected at the end of each President's term.

24. [If there is a President-elect, the first President-elect will be elected at the subsequent General Meeting and will succeed the president at the end of his/her term. The next and following President-elect will be elected at the end of the Presidents term.]

25. [Alternately, if there is no President-elect: the Vice-president is elected at the same time as the President for the same length of term.]

26. The Treasurer and Secretary [if there is no professional manager] shall be elected at the first General Meeting following approval of the bylaws and formally setting up the ... [short name of the chapter]. They are elected for a term of [x] years.

26.1.1. No officer can serve for more than two consecutive terms of office

27. *(Note: The IGS permits either or both the Secretary or the Treasurer to serve unlimited terms to ensure continuity of administration.)*

27.1. Responsibility of Officers

28. 9.03.01 The President will normally chair General Meetings and Executive Committee meetings. In his/her absence, or at his/her request, the President- elect or Vice President shall act in his/her place. In the absence of both the President and the Vice-President [or the President-elect] the Past President or the Treasurer, respectively, shall chair.

29. 9.03.02 The General Secretary shall conduct the correspondence and ordinary business of the ... [short name of the chapter] ... on behalf of the President, and shall prepare the agenda for, and record minutes of all Executive Committee and General Meetings.

30. 9.03.03 The General Secretary and the Treasurer are empowered to sign checks on behalf of the ... [short name of the chapter]. For amounts exceeding [... to specify ...] the additional signature of the President or of his/her substitute shall be required. The new Chapter may delete [this procedure].

31. 9.03.04 The Treasurer or his/her appointed agent (the professional manager) shall keep proper books and accounts and prepare a balance sheet as well as income and expenditure statements for presentation to General Meetings.

32. 9.03.05 The Treasurer shall be empowered to accept on behalf of the ... [short name of the chapter]... any donations, contribution from individuals or companies.

32.1. The Executive Committee will decide upon the working program of the

33. ...[short name of the chapter] ... and supervise its finances. The Executive Committee sets the beginning and end of the fiscal year of the ... [short name of the chapter.]

33.1. The Treasurer will present to the Executive Committee a statement of the previous fiscal year accounts within four months of the end of each fiscal year.

33.2. The Executive Committee can organize or encourage conferences, symposia or exhibits, which should not conflict with the official conferences of the IGS.

33.3. Expenses incurred by officers in carrying out their duties for the ...[short name of the chapter] ... may be repaid by the Treasurer in accordance with the current state of funds in the ... [short name of the chapter] ... accounts.

34. Executive Committee

34.1. The Executive Committee of the ... [short name of the chapter] ... shall be comprised of the officers of the [short name of the chapter] ... plus the immediate Past President.

34.2. The ... [short name of the chapter]... may decide to add other members to the Executive Committee.

35. Committees

35.1. Committee Appointments

35.1.1. The Executive Committee may appoint committees to undertake specific duties. The committees report to and function under the auspices of the Executive Committee.

35.1.2. The President appoints the chair of each committee. That committee chair shall be responsible for arranging all committee functions proceedings.

35.2. Committee Procedure

- 35.2.1. The appointed chair and four members of the committee_[or half of its members], whichever is the lesser figure, shall comprise a quorum.
- 35.2.2. All members of a committee must be members, in any class, of the ... [short name of the chapters] ... All committee members except affiliate members, shall have the same voting rights.
- 35.2.3. A committee may confer and act using postal telecommunications services.
- 35.2.4. A committee can set up (a) Task Force(s) for a limited period to undertake a specific task.
- 35.2.5. Guests may attend all committee meetings of the ... [short name of the chapter] ... with the agreement of that committee Chair, unless prior advice to the contrary is given by the Executive Committee.
- 35.2.6. Officers of the ... [short name of the chapter] ... shall be ex-officio members of all committees. Any officer can renounce this right.
- 35.2.7. A record shall be kept of all attendees of any Committee Meeting.
- 35.2.8. Minutes of all meetings will be kept. Copies of minutes and of all documents issued will be sent to the members of the committee and to the President and the General Secretary of the ... [short name of the chapter].
- 35.2.9. Committee recommendations must be endorsed by a General Meeting before taking full effect. These may be adopted by postal or electronic vote.

36. Language

- 36.1. The official language of the new chapter is [...]. However, in its relations with the IGS and for all documents to be forwarded to the IGS, the official language will be English.
- 36.2. Committees may use languages for internal matters, other than the official language of the ... [short name of the chapter] ...if and only if all members of that committee who are present agree.

37. Amendments to the bylaws and dissolution of the ... [short name of the chapter] ...

37.1. Bylaws

- 37.1.1. No alteration or amendment of these bylaws shall be made except at a General or Extraordinary General Meeting.
- 37.1.2. Amendments to the bylaws may be initiated by the Committee or one half of the member's votes of the ... [short name of the chapter].
- 37.1.3. Notice of proposed amendment shall be included with the notice and agenda of the General Meetings.
- 37.1.4. Notice of proposed amendments must be sent in advance to the IGS. No amendment is final unless agreed by the IGS.
- 37.1.5. In the event of any matter arising for which there is provision in these bylaws, the Executive Committee may consider the matter and act at their discretion, in the best interest of the... [short name of the chapter].
- 37.2. Dissolution of the... [short name of the chapter].
 - 37.2.1. Dissolution of the ... [short name of the chapter] ... may only be decided by a General Meeting of the ... [short name of the chapter] ... subject to approval by IGS or result from a decision of the IGS Council.
 - 37.2.2. Any proposal seeking to dissolve the... [short name of the chapter] ... shall be initiated by a quarter of the membership of the chapter or by a quarter of the members of the IGS Council.
 - 37.2.3. Notice of the proposed dissolution shall be included with the notice and agenda of the General Meeting. (Note: In the case of the IGS Council taking this initiative, advance notice of at least three months will be given to the ... [short name of the chapter].)
 - 37.2.4. In the event of a decision to dissolve, the General Meeting shall seek recommendations from the Executive Committee regarding the clearing of all debts and shall dispose of the assets of the ... [short name of the chapter].

GUIDELINES OF THE INTERNATIONAL GEOSYNTHETICS SOCIETY REGARDING INTERNATIONAL CONFERENCES

1. There shall be an International Conference on Geosynthetics approximately every four years. On request, alternative titles (e.g. "t^{he} International Conference on Geosynthetics") may be adopted provided that the subtitle makes it clear that the conference includes natural fibers, geotextiles, geomembranes and related products and that this subtitle be prominent in all materials relating to the conference. The IGS Officers must approve details concerning the proposed title and subtitle.
2. The location and date of International Conferences on Geosynthetics shall be selected by the IGS.
3. The International Conferences on Geosynthetics shall be numbered in sequential order (first, Paris, France, 1977; second, Las Vegas, USA, 1982; third, Vienna, Austria, 1986; fourth, The Hague, Netherlands, 1990; fifth, Singapore 1994, sixth Atlanta, Georgia, USA 1998, seventh, Nice, France 2002, eighth, Yokohama, Japan 2006). Only international conferences formally approved and supported by the IGS are entitled to that sequential number.
4. There shall be a sponsoring organization bearing full financial responsibility for each International Conference on Geosynthetics.
5. The organizing committee for each International Conference on Geosynthetics shall function under the auspices of the IGS. All printed material, such as letterhead, bulletins, brochures, announcements, and proceedings, should indicate that the conference is organized under the auspices of the IGS.
6. The organizing committee for each International Conference on Geosynthetics shall agree on a timetable with the IGS.
 - a. If an exhibition is organized in connection with an International Conference on Geosynthetics, this must be decided and organized in consultation with the IGS. The IGS corporate members will be offered a reduced exhibition space price. This price shall be less than 80% of the price paid by non-corporate members.
 - b. The IGS corporate members will be given a first choice for booth site selection over non-corporate members in each category of booth size.
 - c. The priority among corporate members will be, where achievable, after the principle of seniority in corporate membership, as indicated in the list of corporate members in the IGS Directory.

- d. An exhibition space (minimum 15 m²) in a prominent location together with an approved booth structure shall be offered to the IGS free of charge. A reasonable standard of lighting, carpeting, booth furniture and cleaning will also be provided free of charge.
7. The exhibition fee at the International Conference on Geosynthetics shall include a charge, as a compensation for the help, support and standing of the IGS. The amount of this charge shall be equal to 10% of the total exhibition space payment. Subject to the approval of the IGS, the exhibition may be awarded by concession to an external organization (e.g. a professional exhibit organizer operating at arm's length from the conference organizer). If this is done, then the IGS shall receive 20% of the total concession payment.
 - a. In both of the organizational options, the payment to the IGS from the exhibition activity shall not be less than US\$25,000.
 - b. The charge collected by the organizers of the exhibition on behalf of the IGS shall be paid not later than 120 days after the exhibition is held.
8. A reduced registration fee shall be offered to IGS individual members. The difference between this fee and the fee for nonmembers shall be at least 80% of the annual individual IGS membership fee. The same reduced registration fee shall be offered to five members of the personnel of each IGS corporate member.
9. The registration fee at an International Conference on Geosynthetics shall include a charge, as compensation for the help and support of the IGS. The amount of this charge is to be 10% of the full or part conference fee (excluding function costs). Irrespective of the registration fee the IGS charge shall not be less than \$40 per full delegate or pro rata for part participation.
 - a. The charge collected by the organizers of the conference on behalf of the IGS shall be paid not later than 120 days after the conference is held.
10. A General Assembly of the IGS shall be held during each International Conference on Geosynthetics. The organizing committee of the conference shall provide a room for the General Assembly within the premises of the conference, and shall include four hours for the General Assembly in the schedule of the conference. No other event should be scheduled concurrently to the IGS General Assembly, unless agreed by the IGS Council. The room provided for the General Assembly shall be made available to the IGS two hours prior to the General Assembly.
11. The organizing committee of the conference shall provide rooms for the meetings of the officers and council of the IGS at the event. Typically, this is one officers meeting

and one council meeting immediately preceding the event and one council meeting immediately following the event.

12. Papers printed in the proceedings and/or presented in technical sessions, as well as discussions, shall be of a non-commercial nature. Papers should not include any promotion for products, services, or companies. There should be no use of brand names or company names in the paper titles. When brand names have to be used in a paper, a given brand name should only appear once and then be replaced by a symbol. Exceptions to this rule should be agreed specifically by the conference organizing committee. The authors of a paper should be identified by their name, title, affiliation, and country.
13. The selection of the speakers at the opening session and the nature of their presentation shall be of a non-commercial nature. The IGS officers shall approve the selection of opening session speakers and shall be responsible for informing such speakers of the IGS policy of non-commercialism in presentations. The IGS shall be invited to appoint a representative to deliver opening remarks at the conference.
14. IGS considers it important that the International Conference on Geosynthetics should provide an opportunity for as many individual presentations as possible from a broad cross-section of the profession. For this reason, the number of invited papers is to be limited. Unless otherwise approved by the IGS Officers, there can be a maximum of four invited papers or presentations (e.g. keynote lectures by guest speakers). The number of general reporters is not limited. Membership in the IGS shall be taken into consideration in the selection process of session chairmen and general reporters. The IGS reserves the right to decide that, at a given conference, the percentage of session chairs and general reporters who are IGS members be higher than a minimum percentage, to be fixed by case, up to 66%.
15. Except for invited papers and the general reports, a committee reviewing abstracts shall select all papers at an International Conference on Geosynthetics. This committee shall be made of at least four persons whose combined area of expertise covers the various subjects to be discussed at the conference. The Council of the IGS shall approve the composition of this committee. National or regional chapters may be requested by the IGS Council to participate in the selection of papers for an International Conference on Geosynthetics submitted from the geographic area covered by the chapter. For example, if an International Conference were to be held in North America, the IGS may request that the North American Chapter be represented on the selection committee. Decisions regarding the final approval of papers should rest with the Organizing Committee. Membership in the IGS shall be taken into consideration in the selection process of papers. This rule shall be publicized in the call for papers.
 - a. Considering the fact that the number of papers is limited, the IGS reserves the right to decide that, at a given conference, the percentage of papers which have

at least one author who is an IGS member be higher than a minimum percentage, to be fixed case by case, up to 66%. The minimum percentage, if any, shall be publicized in the call for papers.

16. All papers presented at an International Conference on Geosynthetics shall be printed in proceedings given to all registered attendees and available for purchase. The quality of the hardback binding, paper quality and printing shall be approved by the IGS. All papers should be original. Publication and/or public distribution of papers prior to the conference is not authorized. Reproduction of conference papers in journals or magazines after the conference (either in original language or translated) can be authorized by the publisher who has been given the proceedings copyright by the conference organizing committee.
17. Both parties, the IGS and the Organizing Committee, shall conduct their negotiation and duties in good faith. In the event of any dispute between the parties with regard to the reasonableness of the performance of their responsibilities and obligations the matter shall be referred to arbitration by a single arbitrator. The cost of any such arbitration shall be borne by the parties equally.
18. Presentation slides shall not contain company logos or other corporate identification except in a final slide expressing appreciation for support to the author/presenter by the company or a group of companies.
19. The organizers of the conference will insure that all presentation documents stored on conference computers (typically for the purpose of facilitating presentation) shall be deleted from those computers at the conclusion of the presentation.
20. The organizers of the conference will insure that the IGS logo is prominently displayed in all publications, proceedings and documentation concerning the event.
21. The organizers of the conference will establish links between the conference website and the IGS website, specifically with the purpose of encouraging and facilitating conference attendees to join the IGS.
22. The documents listed on the following page (s) shall be provided to the IGS by the organizers of International Conferences on Geosynthetics as far as it is legally possible and compatible with the corporate policy of the professional organizations involved in the organization of the conference. These documents will be stored by the IGS Secretariat and made available to the organizers of future International Conferences on Geosynthetics.
23. These documents should be sent to the IGS Secretariat progressively, as they become available. Accordingly, they are listed below in approximate chronological order.

Original document presented for approval to the IGS Council in Milan October 1991 and subsequently amended in the light of the comments and suggestions from Council members and the IGS Chapter Advisory Board.

These documents should be sent to the IGS Secretariat progressively, as they become available. Accordingly, they are listed below in approximate chronological order. Wherever possible announcements, bulletins and other advertisements should be presented to the Secretary of the IGS in draft form for editing and approval by the officers.

- a. Ten copies of all bulletins announcing the conference and the exhibition, and a memorandum indicating how many bulletins were printed and, if appropriate, offering suggestions for improvement.
- b. Copies of mailing lists used to send bulletins, along with a memorandum giving information on how the mailing lists were obtained and including any appropriate comment.
- c. Copies of the press releases and call for papers sent to journals and magazines. Copies of excerpts of announcements and call for papers which were published in journals and magazines, solicited or not.
- d. List of addresses of journals and magazines to which press releases and call for papers were sent.
- e. Ten copies of the instructions to authors of papers and ten copies of the forms on which papers were typed, along with a memorandum indicating how many forms were printed and suggesting improvements, if appropriate. See Appendix II of this document for examples of conference guidelines for authors.
- f. Ten copies of the forms used by the paper review committee to evaluate the abstracts, along with a memorandum describing the procedures followed by the paper review committee and suggesting improvements, if appropriate.
- g. Ten copies of the information brochures sent to potential exhibitors and documents sent to exhibitors.
- h. Ten copies of the program of the conference and other information leaflets distributed to attendees at the beginning of the conference, and a memorandum indicating how many copies were printed and offering suggestions for improvement.
- i. A document indicating registration fees, exhibition fees, and fees for other functions.
- j. A calendar of the main operations and publications, and related comments.
- k. Three copies of the Proceedings of the Conference
- l. A document describing the conference hall and indicating the size of the rooms used for every session and function, including the IGS General Assembly, along with any appropriate comment.
- m. A document describing the exhibition hall and indicating the number and size of booths.
- n. List of attendees to the conference, including their addresses if legally possible.
- o. List of exhibitors with their addresses if legally possible.
- p. Budget of the organization of the conference, and related comments.
- q. A memorandum providing general comments and advice to the organizers of future international conferences. This documentation shall be provided not later than one year after the conference date.

Original document presented for approval to the IGS Council in Milan October 1991 and subsequently amended in the light of the comments and suggestions from Council members and the IGS Chapter Advisory Board.

APPENDIX 1 Data from the First, Second, Third, Fourth and Fifth

International Conferences on Geosynthetics is included here. Information and data concerning the Sixth, Seventh and Eighth conferences is included in articles published in the IGSNews. Archived issues of the IGSNews are posted on the IGS website.

The first International Conference of Geosynthetics took place in Paris, France, in April 1977. The organization started 18 months before that date. The four-member organizing committee included E. Leflaive (Chairman, France), M. Sotton (France), A. McGown (United Kingdom), and J. Nieuwenhuis (Netherlands). The conference was sponsored by Ecole Nationale des Ponts et Chaussees (one of the major French schools of civil engineering) through its

Continuing Education Department. Review of abstracts to select papers was made by the four above listed members of the organizing committee. All topics related to geotextiles were considered, however, there was no paper related to geotextiles associated with geomembranes. Written papers were in English, French, or German. The number of attendees was 560, approximately one half from France, one half from abroad. The conference lasted three days; 58 papers were presented, all in plenary sessions. Simultaneous translations were provided in English, French and German. A small exhibition, open during intermissions, featured approximately 20 exhibitors. Approximately 1500 copies of the proceedings have been sold (including copies given to the attendees).

The Second International Conference on Geosynthetics took place in Las Vegas, USA, in August 1982. The organization started 27 months before that date. The executive committee of the organizing committee included: J-P Giroud (Chairman), J. R. Bell (Chairman Technical Program), S. M. Warner (Secretary General), L. E. Murch, J. E. Fluet, A. Arman, G. Raumann and A. I. Johnson (all from USA). E. Leflaive (Chairman of the Organizing Committee of the First Conference) was corresponding member. The conference was sponsored by the Industrial Fabrics Association International (a trade association the membership of which includes most North American manufacturers of industrial fabrics, including geotextiles). In addition, six cooperating organizations helped promote the conference. Review of abstracts to select papers was made by a technical committee of seven members, four of whom belonged to the abovementioned executive committee. All topics related to geotextiles were considered, including geotextiles associated with geomembranes. Written papers were in English or French. The number of attendees was 725, approximately one half from the United States, one half from abroad.

The conference lasted five days including four days of technical sessions and one full day devoted to the exhibition; 168 papers were accepted and printed in the proceedings and approximately 90% of them were presented in three concurrent sessions (approximately 10% of the scheduled speakers did not attend the conference). Simultaneous translations were provided in English and French. The exhibition, open one evening plus a full day, featured approximately 70 exhibitors. A total of 4000 copies of the proceedings were printed.

The Third International Conference on Geosynthetics took place in Vienna, Austria, in April 1986. The executive committee of the organizing committee included: H. Brandl (Chairman), H. Schneider (Secretary General), H. Narbesshuber, and F. Petrovic, all from Austria; R. Floss and H. Murray from Germany; C. Schaerer from Switzerland (representative of the International Geotextile Society); and J-P Giroud, from USA, Chairman of the Organizing Committee of the Second Conference. The Austrian National Committee of the International Society of Soil Mechanics and Foundation Engineering sponsored the Vienna Conference. In addition, three co-operating organizations helped promote the conference. Review of abstract was done by a technical committee. All topics related to geosynthetics (even those not associated with geosynthetics) were included. All papers were in English but could also be published in French or German. The conference

lasted five days and included an exhibition. Papers were presented in English, French and German.

The timetable for the organization of the Third Conference was slightly more compressed than the timetable indicated above because the location, Vienna, was selected only in November 1983, (i.e. 15 months after the Las Vegas Conference). The location of the Fourth International Conference on Geosynthetics, The Hague, was selected at the Vienna Conference (April 1986). This allowed an early publication of Bulletin No 1 and more time for preparation.

The Fourth International Conference on Geosynthetics took place in The Hague, The Netherlands. First activities relating to the organizing of the Conference were taken 54 months before the conference date, (i.e. the preparation of the "Bid Document" on behalf of the IGS Council). The real work started in earnest 36 months before the conference. The organizing committee (OC) comprised 11 members, two of which were external to The Netherlands; C. Schaerer (Past President of the IGS), and H. Schneider, (Secretary General of the Third International Conference). The Scientific Committee, whose main task was the first review of the (405) received Abstracts, consisted of 28 well known experts from 11 countries spanning four continents. The final paper selection was performed by a six-man Paper Selection Committee (PSC) whose membership consisted of, R. Floss (Germany), R. A. Jewell (UK), R. M. Koerner (USA), E. Leflaive (France), K. van Harten (Chairman of the OC, NL) and G. den Hoedt (Secretary General NL). The PSC preference contained: 96 papers for presentation in 3 concurrent sessions during 3 days (of which 92 were presented). 42 posters (accomplished 34) 168 one page "summery communications" in the Proceedings (121 achieved publication). Although English was the main conference language simultaneous translation was provided in French and German. The number of conference participants was 688 from 50 countries, not including 110 accompanying persons and 400 one-day-visitors who attended the exhibition and one conference session.

The Technical Exhibition accommodated 60 exhibitors, covering an area of 1,800 m² net booth space. The exhibition was open continuously during 32 days (first half day during and after the opening activities and the subsequent three scientific session days.) On the 5th day of the conference, the delegates and their accompanying guests could enjoy the unusually fine Dutch weather during three technical excursions, which included a sightseeing tour. Complete details of the 4th International Conference can be found in the "Final Report" issued by the Secretary General (Gert den Hoedt) 28th March 1991.

A description of the Fifth International Conference on Geosynthetics will be added when received from the organizers.

A typical timetable for the organization of an International Conference on Geosynthetics is as follows:

- 36 months: First meeting of the organizing committee;
- 24 months: Bulletin No 1;
- 13 months: Deadline for abstracts;

- 11 months: End of abstract review and notification to select authors;
- 8 months: Bulletin No 2;
- 4 months: Deadline for papers;
- 2 months: Bulletin No 3;
- 0 month: Conference

GUIDELINES OF THE INTERNATIONAL GEOSYNTHETICS SOCIETY REGARDING REGIONAL CONFERENCES ON GEOSYNTHETICS

*Revised November, 2014 – Fumio Tatsuoka and approved by IGS Council
– Accra, Ghana Editorial Revisions and Formatting – E Peggs, IGS
Secretary*

Reviewed IGS Officers – Adopted 2014-06-20

1. Proposal & Organization

- a. Regional conferences are held under the auspices of the IGS. This can be done on the initiative of one of the following bodies: a chapter or group of chapters of the IGS, or an independent organizing committee. The appropriate Regional Activities Committee (European, Asian, Pan-American, and African) will lend oversight, review and recommend approval or not for regional conferences.
- b. The body taking the initiative is expected to send a proposal to the IGS at least four years before the date of the proposed conference.
- c. The proposal shall include, as a minimum, a letter from the proposing committee outlining the structure of the event and: (i) freeing the IGS and its chapters from financial and other responsibilities; (ii) indicating that printed materials such as bulletins, brochures, announcements, and proceedings will state that the conference is organized under the auspices of the IGS (the IGS logo should be displayed prominently); (iii) stating that a representative of the IGS will be invited to deliver opening remarks at the conference; and (iv) including a clear statement identifying that accepted papers will be peer reviewed or abstract reviewed.
- d. If a Regional Conference is initiated by the IGS Council, and if there is a chapter or a group of chapters of the IGS in the country or region, the IGS Council, through the Regional Activities Committee, should offer that/those chapters the opportunity to participate in the organization of the conference.
- e. If a chapter or a group of chapters of the IGS initiates the conference, the chapter or group of chapters will be automatically involved in the organization of the conference and/or the coordination between the IGS and the Organizing Committee.
- f. The IGS Council will not entertain proposals for regional conferences conflicting with an International Conference on Geosynthetics or with another national or regional conference being organized under the auspices of the IGS or the IGS chapter in the considered country or region. It shall be the normal IGS policy to approve only one regional conference every two or more years within a given country or region. Any organization desiring any exception to this rule shall petition the IGS Council who shall give due consideration to the petition.

- g. A Conference Advisory Committee (CAC) should be organized promptly after approval of the conference by the IGS Council. The CAC is expected to be chaired by the chairperson of the relevant regional activities committee and vice-chaired by the chairperson of the conference organizing committee. The CAC is also expected to include prominent members of the corresponding IGS Regional

Activities Committee and the Organizing Committee as well as other members such as the chairperson of the immediately preceding IGS regional conference in the concerned region.

- h. The Organizing Committee shall consult the CAC regarding appointment of the Technical Chair for the Conference. In addition, the CAC should be regularly consulted on relevant policies, including the paper selection and review process, proceedings, language, selection of key role persons, organization of the technical program, and promotion of the conference. To this end, CAC meetings shall be held on relevant opportunities from early in the organization process.
- i. The Organization Committee shall provide a progress report of the conference to the IGS Council for presentation during Council meetings that are held during the organizing process.

2. IGS Member Considerations

- a. A reduced registration fee shall be offered to IGS Individual Members. The difference between this conference registration fee and the fee for non-members shall be at least 50 % of the annual Individual IGS Membership fee (e.g. if the IGS Membership fee is \$45 then the discount to IGS Members for conference registration should not be less than \$22.50). The same reduced registration fee shall be offered to five representatives of each IGS Corporate Member. It is expected that the fee for IGS Student Members would be as low as possible, normally at cost.
- b. A donation to the IGS by the organizing committee of the conference is neither mandatory nor precluded. Each case shall be addressed independently.
- c. If the conference includes an exhibition, complimentary exhibition space in a prominent location shall be offered to the IGS. The IGS Corporate Members will be offered a reduced exhibition price. This price shall be less than 80% of the full price. The Corporate Members will be given priority for booth site selection in each category of booth size. However, if a conference is sponsored by an organization, which already gives priority to certain categories of exhibitors, IGS Corporate Members will be given the same priority as the most favored category. The priority among Corporate Members will be granted according to their seniority in Corporate Membership, as indicated in the list of Corporate Members in the IGS Directory. The charge for exhibition should include the conference registration fee for at least one person.

3. Technical Program Considerations

- a. In order for a regional conference to be granted the title “held under the auspices of the IGS”, the proceedings of the conference must contain a description of the paper review process used to select papers for publication, e.g. “papers were peer reviewed by experts with knowledge of the subject topics”, or, “papers were accepted based on review of abstracts submitted to the technical committee”.
- b. Presentation slides shall not contain company logos or other corporate identification except in an opening slide and a final slide expressing appreciation for support to the author/presenter by the company or a group of companies.

The organizers of the conference will ensure that all presentation documents stored on conference computers (typically for the purpose of facilitating presentation) be deleted from those computers at the conclusion of the presentation.

- c. The organizers of the conference will ensure that the IGS logo is prominently displayed in all publications, proceedings and documentation concerning the event.
- d. The official language of the conference must be English for the written version of the papers. However, presentations may be presented in another language, and in this case, simultaneous translation into English must be provided in all plenary sessions and it is recommended in the rest of the sessions. The slides used in oral presentations should be preferably in English, or at least in English and in another language.

4. Obligations to the IGS

- a. The conference Organizing Committee will provide a complimentary copy of the conference proceedings, to the Secretariat of the IGS for the Society archives.
- b. The conference Organizing Committee will ensure that the IGS logo is prominently displayed in all publications, proceedings and documentation concerning the event.
- c. IGS presence involving meetings of the IGS officers, council and/or various committees shall be held during each Regional Conference on Geosynthetics. The conference Organizing Committee shall provide at least one room for IGS meetings within the premises of the conference throughout the conference. In addition, meeting rooms should be provided immediately preceding or following the conference in case of meetings of the IGS Officers and/or Council.
- d. If the conference includes an exhibition, the exhibition fee at the Regional Conference on Geosynthetics shall include a charge, as a compensation for the help, support and standing provided by the IGS. The amount of this charge shall be 10 % of the total exhibition space income, while not exceeding 30,000 US\$. This fee is to support IGS expenses regarding participation of Council representative(s) in the Organizing Committee as well as support provided in the planning of the

exhibition. The charge collected by the organizers of the exhibition on behalf of the IGS shall be paid not later than 120 days after the exhibition is held.

- e. IGS Officers (5) and the Secretariat Manager (1) should receive complimentary registration to the conference.
- f. If the conference includes an exhibition, complimentary exhibition space in a prominent location, shall be offered to the IGS.
- g. The conference Organizing Committee will establish links between the conference website and the IGS website, specifically with the purpose of encouraging and facilitating conference attendees to join the IGS.
- h. The conference Organization Committee shall appoint a member to write a postconference report for publication in the IGS News. That report should be delivered to the IGS Secretary no less than 90 days after the conclusion of the conference.

GUIDELINES OF THE INTERNATIONAL GEOSYNTHETICS SOCIETY REGARDING NATIONAL CONFERENCES ON GEOSYNTHETICS

National conferences may be held under the auspices of the IGS. This can be done on the initiative of one of the following bodies: a chapter of the IGS, or an independent organizing committee. If requested, the appropriate Regional Activities Committee (European, Asian, North American or South American) will lend oversight, review and recommend approval for national conferences

If the conference is initiated by the IGS Council, and if there is a chapter or a group of chapters of the IGS in the considered area, the IGS Council through the regional activities committee should offer the chapter or group of chapters the possibility of participating in the organization of the conference or the coordination between the IGS and the organizing committee.

If a chapter or a group of chapters of the IGS initiates the conference, the chapter or group of chapters will be automatically involved in the organization of the conference and/or the coordination between the IGS and the organizing committee.

The body taking the initiative should send a proposal to the IGS Council at least three? years before the date of the proposed conference.

The proposal shall include, among others, a letter from the organizing committee: (i) freeing the IGS and its chapters from financial and other responsibilities; (ii) indicating that printed material such as bulletins, brochures, announcements, and proceedings will state that the conference is organized under the auspices of the IGS; (iii) stating that a representative of the IGS will be invited to deliver opening remarks at the conference; and (iv) a clear statement identifying that accepted papers will be peer reviewed or abstract reviewed.

A reduced registration fee shall be offered to IGS individual members. The difference between this fee and the fee for nonmembers shall be at least 50% of the annual individual IGS membership fee. The same reduced registration fee shall be offered to five members of the personnel of each IGS corporate member. Under no circumstances shall there be a differential I in fees applied to members of the IGS other than an early registration discount.

A donation to the IGS by the organizing committee of the conference is neither mandatory nor precluded. Each case shall be addressed independently.

The IGS Council will not entertain proposals for national conferences conflicting with an International Conference on Geosynthetics or with another national or regional conference being organized under the auspices of the IGS. It shall be the normal IGS policy to approve only one national or regional conference every two or more years within a given country or region. Any organization desiring any exception to this rule shall petition the IGS Council who shall give due consideration to the petition.

Membership in the IGS shall be taken into consideration in the selection process of papers. This rule shall be publicized in the call for papers. Considering the fact that the number of papers is limited, the IGS reserves the right to decide that, at a given conference, the percentage of papers which have at least

one author who is an IGS member be higher than a minimum percentage, to be fixed case by case, up to 66%. The minimum percentage, if any, shall be publicized in the call for papers.

Membership in the IGS shall be taken into consideration in the selection process of session chairmen and general reporters. The IGS reserves the right to decide that, at a given conference, the percentage of session chairmen and general reporters who are IGS members be higher than a minimum percentage, to be fixed case by case, up to 66%.

If the conference includes an exhibition, free exhibition space in a prominent location, shall be offered to the IGS. The IGS corporate members will be offered a reduced exhibition price. This price shall be less than 80% of the full price. The corporate members will be given priority for booth site selection in each category of booth size. However, if a conference is sponsored by an organization, which already gives priority to certain categories of exhibitors, IGS corporate members will be given the same priority as the most favored category. The priority among corporate members will be according to seniority in corporate membership, as indicated in the list of corporate members in the IGS Directory.

A copy of the conference proceedings, if any, shall be provided at no charge to the Secretariat of the IGS by the Conference Organizing Committee.

In order for a regional conference to be granted the title “held under the auspices of the IGS” or “held with the support of the IGS” the proceedings of the conference must contain a description of the paper review process used to select papers for publication, e.g. “papers were peer reviewed by experts with knowledge of the subject topics”, or, “papers were accepted based on review of abstracts submitted to the technical committee”.

Presentation slides shall not contain company logos or other corporate identification except in a final slide expressing appreciation for support to the author/presenter by the company or a group of companies.

The organizers of the conference will insure that all presentation documents stored on conference computers (typically for the purpose of facilitating presentation) shall be deleted from those computers at the conclusion of the presentation.

The organizers of the conference will insure that the IGS logo is prominently displayed in all publications, proceedings and documentation concerning the event.

The organizers of the conference will establish links between the conference website and the IGS website, specifically with the purpose of encouraging and facilitating conference attendees to join the IGS.

IGS FUNDING OF GEOSYNTHETIC EVENTS AS A MEANS OF SUPPORTING CHAPTERS AND SUPPORTING THE DEVELOPMENT OF CHAPTERS

The principle of the temporary provision of IGS funds for the support of chapter activities has been articulated and placed in practice as is in evidence in Australia and in North America.

The idea is the provision of seed money for new chapter formation.

The IGS may support activities that lead to chapter formation.

Rules which apply:

1. The principle is the supply of seed money which must be paid back. This money would be dedicated to organizing an event for information dissemination or education, for example a reporting session on an IGS International Conference, such as a Post Yokohama Conference.

2. A suitable delay (2 years, maybe only 1 year?) after the International Conference will be required.

Care must be exercised so as to not conflict with an IGS Regional or National Conference.

3. The IGS will require a clear program and financial plan which will be assessed for viability.

4. A IGS council member must be involved, with the responsibility to guide the group to chapter status.

5. Additionally, a plan must be presented to create a chapter. A solution must be found to fund the event, fund the chapter and anticipate repayment of the loan. A realistic understanding of the ability to pay is essential. Under these circumstances an IGS loan is a possibility.

6. In case part of the money cannot be paid back (which must be overseen by the IGS council member), IGS will require that a full report is made to the council by the subject council member.

7. The IGS will create a budget item for the costs of these activities, travel of the IGS council member and losses in the organization.

8. Proposals would be made through the appropriate Regional Activities Committee
Chapter loan request procedure.

(version 2003 09 23)

1. Introduction: This procedure applies to the Chapters who request financial help either:
9 for starting the activities; 9 or for the realization of an important action in the frame of the official goals of IGS. (Ref. IGS Council decision Milan, 2003 March 28)

2. Requirements

2.1. Request shall be made by an existing Chapter in good standing with the IGS (dues paid);

2.2. The project shall be clearly described showing in detail (max 2 pages): 9 which activities are planned; 9 how the chapter intends to manage them (resources, etc.) what will be the controlling systems, etc.; 9 which are goals the Chapter intends to reach; 9 the financing plan including the internal (Chapter) participation, the IGS requested loan and eventually other

sponsors; *Note: for a loan lower than \$ 10,000 the description of the activities planned and a short information on the financing plan are sufficient.*

- 2.3. The project shall follow IGS rules of ethics;
 - 2.4. If accepted the IGS support shall be mentioned in all official documents;
 - 2.5. In case of conferences, the rules of IGS shall apply (including discounted fees to IGS members for support).
 - 2.6. The interest on the loan for the support given by IGS, has to be defined. For the starting Chapters this interest will be 0% if the repayment is made on time.
 - 2.7. The timeframe of reimbursement of the loan shall not exceed 1 year after payment by IGS.
3. Documents to be provided
 - 3.1. Official request to IGS from the Chairman & the Treasurer of the Chapter stating clearly their engagement and their responsibility for the loan contract; the Chapter treasurer shall be financially responsible for the period of the loan until the repayment is finalized. 3.2. Detailed description of the project (see § 2.2);
 - 3.2. Precise reimbursement plan in the agreed timeframe signed by the Chairman & the Treasurer of the Chapter. The reimbursement plan shall show how the Chapter will obtain the funds for repayment. In case of a loan greater or equal to \$ 10 000, the Chapter shall bring a guarantee.
4. Procedure for acceptance
 - 4.1. the decision is based on the following criteria:
 - 4.1.1.the documents provided are complete;
 - 4.1.2.the project fulfils the goals of IGS;
 - 4.1.3.all requirements § 2 are fulfilled;
 - 4.1.4.the Chapter has no history of bad (delayed) payment with IGS;
 - 4.2. the decision is taken by the officers of IGS in the frame of the allocated budget of the year; *Note: 9 the total amount of yearly funding of the Chapters is proposed by the Treasurer in the budget and approved by the IGS Council; 9 if the amount of requests exceeds the corresponding budget, the Treasurer shall make a proposal to the council; 9 in any case the loan acceptance is not guaranteed and is the decision of the IGS council, which may at any time stop this procedure (e.g. based on the finance situation of IGS).*
5. Reports and follow-up

The chapter shall send a short report including an evaluation of the project when finalized (1-page maximum). In case of a high level of loan (e.g. \$ 10 000), IGS officers may appoint an IGS member to supervise the financial side of the event. The Chapter shall bring to him on request and without delay all information needed.
6. Payment of the loan by IGS

In case of a high level of loan (e.g. \$ 10 000), the payment by IGS may be in several times, based on a required timeframe.
7. Governing law / arbitration

All disputes that may arise shall be settled exclusively by arbitration to be held in USA in accordance with the law of USA.

GUIDELINES OF THE INTERNATIONAL GEOSYNTHETIC SOCIETY REGARDING EVENTS OF VARIOUS NATURES

The IGS is prepared to cooperate with the organizers of technical events related to geosynthetics such as: conferences, symposia, seminars, workshops, short courses, training courses, technical exhibitions, experimental applications, and test projects.

The cooperation of the IGS is limited, in general, to granting the organizing committee of the Event the right to present the Event was held "with the support of the IGS". This does not exclude other forms and levels of IGS cooperation from being considered.

In order to grant its support to an Event, the IGS must be fully informed of the aims, scope, programs, participation, and sources of funds for the Event. The organizing committee of the Event must send to the IGS Secretary, a proposal including this information at least six months prior to the date of the Event.

Events held "under the auspices of the IGS" are primarily the International Conference on Geosynthetics and Regional Conferences on Geosynthetics, which are addressed in two separate guidelines. However, the IGS may agree that other Events be held "under the auspices of the IGS" under certain conditions. International events organized by the IGS chapters will be primary candidates for being granted the IGS auspices. Any event that includes a collection of technical papers must satisfy the conditions listed below in order to be granted the title "under the auspices of the IGS" or "with the support of the IGS".

- 1) The conference must include Geosynthetics
- 2) The conference must allow the international participation (paper authorship and attendance) of IGS members.
- 3) Announcement concerning the event must be made at least 6 months in advance of the event to all the IGS members. [Publication on the IGS website is sufficient]
- 4) The preferred language is English.
- 5) There must be a reduced fee for the IGS members.
- 6) In the event of a corresponding exhibit the IGS corporate membership will enjoy a discounted fee.
- 7) There shall be a speech by an IGS representative in the opening session.
- 8) An opportunity should be given to the IGS to make suggestions concerning the organization of the event.

The IGS will decide on a case by case basis, the level and extent of the IGS involvement in an Event to be presented as "held under the auspices of the IGS". Depending on the type of Event, the IGS involvement may include: suggestions to the Organizing Committee, right to deliver

an official speech, access to the Event's information, right to participate in the dissemination of the Event's results, etc.

The IGS will decide, on a case by case basis if the conditions exist for suggesting a donation to the IGS by the organizing committee of the Event organized "with the support" or "under the auspices" of the IGS.

If the Event includes an exhibition, free exhibition space in a prominent location, shall be offered to the IGS.

A copy of the Event proceedings, if any, shall be provided at no charge to the Secretariat of the IGS by the Conference Organizing Committee.

In order for a technical event to be granted the title "held under the auspices of the IGS" or "held with the support of the IGS" the proceedings of the conference must contain a description of the paper review process used to select papers for publication, e.g. 1. papers were peer reviewed by experts with knowledge of the subject topics, or, 2. papers were accepted based on review of abstracts submitted to the technical committee.

Presentation slides shall not contain company logos or other corporate identification except in a final slide expressing appreciation for support to the author/presenter by the company or a group of companies.

The organizers of the conference will insure that all presentation documents stored on conference computers (typically for the purpose of facilitating presentation) shall be deleted from those computers at the conclusion of the presentation.

The organizers of the conference will insure that the IGS logo is prominently displayed in all publications, proceedings and documentation concerning the event.

The organizers of the conference will establish links between the conference website and the IGS website, specifically with the purpose of encouraging and facilitating conference attendees to join the IGS.

IGS HANDBOOK PART 2 DOCUMENT F

Adopted by the officers, January 2007 at the Geosynthetics 2007 Conference, Washington DC.

IGS financial responsibility concerning conferences and exhibitions.

The IGS Handbook has the following clause in the guidelines for International Conferences:

1. There shall be a sponsoring organization bearing full financial responsibility for each International Conference on Geosynthetics.

This principle applies equally to Regional, National and other events. Noting that the organizers (an IGS Chapter) of a recent International event suffered financial losses there may be arguments in favor of the IGS providing financial relief. The view expressed is that the organizers are executing the goals and objectives of the IGS and a specific focus is provided by the question: Who is responsible when the IGS encourages the organizers to expand the program or to include an added feature, for example a training course?

The organizers are responsible. Either the organizers must accept the responsibility or refuse the opportunity to arrange the event or add the feature, or require that the IGS council formally accept the financial responsibility in writing for the additional program. Without written contractual agreement the IGS cannot be held financially responsible for the reasons articulated below.

The IGS does not have the financial resources and is not and cannot be the primary financial responsible party. The IGS officers and council do not have the authority and consequently the IGS does not have the ability to assume or execute on such responsibilities. The IGS cannot manage the event and therefore cannot assume responsibility for profit and loss of the event.

The business unit that is and must be financially responsible is the local organization that organizes the event. This is the model that has been practiced in IGS supported international, regional and national events since the founding of the IGS. The local organization is able to organize at the locality of the event and oversee the income and expenditures.

This in no way means that the IGS is not responsible for the intellectual impact of the event. The IGS lends its image to the event and the IGS guides the organization of the event through the officers and council and draws upon reference to previous success.

The IGS recognizes that that each organizing group is unique. In some cases, the prime mover is a professional event manager. In others it is a strong partnership between a professional organization and the chapter. A representative reference is cooperation between NAGS and IFAI in the United States. In other cases, the organizer is a chapter whose personnel are for the most part volunteers. Because the conduct of an International event is a significant challenge to a chapter and is likely to stress the chapter's management and finances, the IGS encourages chapters to partner with a professional organizer when arranging an International event.

FINANCIAL RESPONSIBILITIES OF THE IGS AND OF CONFERENCE ORGANIZERS

Considerations concerning financial responsibilities of the IGS, conference organizers and the policies governing the granting of auspices and support to various conferences, exhibits and events.

1) The differentiation between the several types of events that may apply for IGS auspices and support should be made clear. According to the IGS Handbook the policies are as follows:

Support

In order to grant its support to an Event, the IGS must be fully informed of the aims, scope, programs, participation, and sources of funds for the Event. The organizing committee of the Event must send to the IGS Secretary, a proposal including this information at least six months prior to the date of the Event. The IGS assumes no responsibility for the event.

Auspices

Events held "under the auspices of the IGS" are primarily the International Conference on Geosynthetics which is held every four years and is addressed elsewhere in the IGS Handbook by a guideline. National and Regional Conferences on Geosynthetics are also held "under the auspices of the IGS". These events are addressed elsewhere in the IGS Handbook in two separate guidelines. Unless specifically addressed by jointly signed contract between organizers and the IGS, the IGS assumes no responsibility for the event and particularly no financial responsibility.

The IGS may agree that other Events be held "under the auspices of the IGS" under certain conditions. Events organized by the IGS chapters will be primary candidates for being granted the IGS auspices.

Any event that includes a collection of technical papers must satisfy the conditions detailed below in order to be granted the title "under the auspices of the IGS". For any event "held under the auspices" of the IGS or "with the support" of the IGS, the IGS requires a recognition of IGS members in the form of a reduced registration fee and for IGS Corporate members who are exhibitors the recognition is to be in the form of: 1) priority in selecting sites and 2) a discount on fees

The IGS will decide on a case by case basis, the level and extent of the IGS involvement in an Event to be presented as "held under the auspices of the IGS". Depending on the type of Event, the IGS involvement may include: suggestions to the Organizing Committee, right to deliver an official speech, access to the Event's information, right to participate in the dissemination of the Event's results, etc. The IGS assumes no responsibility for the event and particularly no financial responsibility.

The IGS will decide, on a case by case basis if the conditions exist for suggesting a donation to the IGS by the organizing committee of the Event organized "with the support" or "under the auspices" of the IGS. For the

International, Regional and National events that are to be held "under the auspices of the IGS" the organizers will provide to the IGS free exhibition space in a prominent location. A copy of the Event proceedings, if any, shall be provided at no charge to the Secretariat of the IGS by the Conference Organizing Committee.

In order for a technical event to be granted the title “held under the auspices of the IGS”, or “held with the support of the IGS” the proceedings of the conference must contain a description of the paper review process used to select papers for publication, e.g. 1. papers were peer reviewed by experts with knowledge of the subject topics, or, 2. papers were accepted based on review of abstracts submitted to the technical committee.

IGS Regional events

Typically, the IGS does not place a financial burden on IGS regional events, although the IGS reserves the right to do so. It is the general intent of the IGS that regional events benefit chapters or coalitions of chapters.

Excerpts from the IGS Handbook guidance on regional events.

“The proposal shall include, among others, a letter from the organizing committee: (I) freeing the IGS and its chapters from financial and other responsibilities;”

“A reduced registration fee shall be offered to IGS individual members. The difference between this fee and the fee for nonmembers shall be at least 50% of the annual individual IGS membership fee. The same reduced registration fee shall be offered to five members of the personnel of each IGS corporate member. Under no circumstances shall there be a differential in fees applied to members of the IGS other than an early registration discount.”

“A donation to the IGS by the organizing committee of the conference is neither mandatory nor precluded. Each case shall be addressed independently.”

There is a written agreement between the several American chapters that GenAmerica’s 2008 will provide some income to the several chapters involved based on the amount of input (work) from each chapter. This agreement recognizes both degree of effort put forth by a chapter and degree of financial risk assumed by a chapter.

Chapter contribution recognition

IGS International events (e g 8th ICG) are typically the product of efforts by a chapter. The IGS makes a special recognition and profound appreciation for those organizations and especially the chapters that have hosted the International Conferences of the IGS and the IGS especially acknowledges the important financial contributions to the IGS that have been made by the conferences and their organizers.

| | | |
|--------------------------|--------------------------------------|----------------------------|
| Wolfelt | The Third International Conference | Vienna, Austria |
| The Dutch Chapter | The Fourth International Conference | The Hague, The Netherlands |
| South East Asian Chapter | The Fifth International Conference | Singapore, Singapore |
| NAGS/IFAI | The Sixth International Conference | Atlanta, GA USA |
| The French Chapter | The Seventh International Conference | Nice, France |
| The Japanese Chapter | The Eighth International Conference | Yokohama, Japan |
| The Brazil Chapter | The Ninth International Conference | Brazil |

THE IGS HANDBOOK PART 2 DOCUMENT 2G

GUIDELINES OF THE INTERNATIONAL GEOSYNTHETICS SOCIETY REGARDING INTERNATIONAL CONFERENCES AND THE INTERNATIONAL PAPER SELECTION COMMITTEE (IPSC)

The organizing committee of the concerned ICG should organize an International Paper Selection Committee (the IPS committee) in consultation with the IGS President at least three years before the conference.

1. It is recommended that the IPS committee should consist of the following members:
 - Chairperson from the organizing committee of the concerned ICG.
 - Other relevant members from the organizing committee of the concerned ICG.
 - One representative appointed by the IGS council (e.g. the IGS president* or one of the IGS officers or a member of the IGS Council).
 - Four or five specialists who are well-known in Geosynthetics Engineering practice or research, and who are geographically well distributed.

** The IGS president, the officers and the council of the IGS are directly responsible for the success of the ICGs and are likely to have direct experience with the organization and conduct of an ICG. The organizers of the ICG are encouraged to employ all the resources the IGS offers.*
2. The IPS committee will be involved in the decision regarding the schedule and method to collect paper abstracts, the review of submitted paper abstracts and the decisions on the acceptance of the paper.
3. The IPS committee will provide input on the schedule and method to collect and review full papers; and the decision on their acceptance.
4. The IPS committee will provide input on the conference proceedings, including the format of the proceedings and a decision on the publication of post-conference volume.
5. The IPS committee will provide input on the number and themes of the keynote lectures and selections of the keynote lecturers.
6. The IPS committee will participate in the organization of the technical sessions, including the appointment of the chairpersons and the general reporters (if relevant) of respective technical sessions.

7. At least one IPS committee meeting should be held on the occasion of a regional IGS conference held immediately before the ICG; and at least one other IPS committee meeting should be held at the venue of the ICG. This meeting should be held well in advance of the ICG. The conference organizers will support* the IPS committee members attending the latter meeting.

**The following policies were practiced by the 7th and 8th ICGs (Nice and Yokohama).*

Nice: The support to the IPS committee members was provided by covering the hotel accommodation expense for two meetings in France as well as for attending the 7ICG. The registration fee of the 7ICG was exempted.

Yokohama: The support to the overseas IPS committee members was provided by covering the hotel accommodation expense and part of the traveling expense for two meetings held in Yokohama and Kyoto. The registration fee of the 8ICG was exempted.

The Giroud Lecture.

The Giroud lecture is presented at the International Conference. The lecturer is selected by the Council of the IGS. Nominations are accepted from the officers, the council and the membership at large.

The selection process will consist of consecutive ballots until a majority is accorded to the winning candidate.

In the event of multiple candidacies in the first round and no candidate achieving a majority of ballots cast, the two candidates receiving the highest number of votes in the first round survive to the second round.

GUIDELINES OF THE INTERNATIONAL GEOSYNTHETICS SOCIETY REGARDING REGIONAL CONFERENCES WHEN THERE IS A SPECIAL CONDITION IN WHICH THE IGS HAS A FINANCIAL RESPONSIBILITY.

There can be Regional Conferences on Geosynthetics approximately every four years, ideally occurring at a 2-year interval from the IGS International Conferences which take place on a 4-year cycle. The result of this suggested scheduling is conferences organized every two years alternating back and forth between one International event and one or more Regional events. Other than the title International Conference on Geosynthetics, which is reserved to the IGS, there is no prohibition for Regional conferences to organize themselves as multi national or international events. It is recommended that the conference subtitle makes it clear that the conference includes natural fibers, geotextiles, geomembranes and related products and that this subtitle be prominent in all materials relating to the conference.

The location and date of Regional Conferences on Geosynthetics shall be suggested by the organizers, recommended by the regional committee and approved by the IGS council.

Regional Conferences are recommended to adopt a unique numbering pattern such as EuroGeo 1, EuroGeo 2 etc or Geosynthetics Asia 2000, Geosynthetics Asia 2004 or GeoAmericas 2008, etc

There shall be a sponsoring organization bearing full financial responsibility for Regional Conferences on Geosynthetics.

The organizing committee for each Regional Conference on Geosynthetics shall function under the auspices of the IGS. All printed material, such as letterhead, bulletins, brochures, announcements, and proceedings, should indicate that the conference is organized under the auspices of the IGS.

The organizing committee for each Regional Conference on Geosynthetics shall coordinate on a timetable with the IGS.

- i. If an exhibition is organized in connection with a Regional Conference on Geosynthetics, this must be decided and organized in consultation with the IGS. The IGS corporate members will be offered a reduced exhibition space price. This price shall be less than 80% of the price paid by noncorporate members.
- ii. The IGS corporate members will be given a first choice for booth site selection over non-corporate members in each category of booth size. iii. The priority among corporate members will be, where achievable, after the principle of seniority in corporate membership, as indicated in the list of corporate members in the IGS Directory.

- iv. An exhibition space (minimum 15 m²) in a prominent location together with an approved booth structure shall be offered to the IGS free of charge. A reasonable standard of lighting, carpeting, booth furniture and cleaning will also be provided free of charge.

The exhibition fee at the Regional Conference on Geosynthetics shall include a charge, as a compensation for the help, support and standing of the organizers for example the several chapters of the IGS. The amount of this charge shall be equal to 10% of the total exhibition space payment. Subject to the guidance of the IGS, the exhibition may be awarded by concession to an external organization (e.g. a professional exhibit organizer operating at arm's length from the conference organizer). If this is done, then the organizing agencies (chapters) shall receive 20% of the total concession payment.

- v. In both of the organizational options, the payment to the organizing agencies (chapters) from the exhibition activity shall not be less than US\$25,000.
- vi. The charge collected by the organizers of the exhibition on behalf of the organizing agencies (chapters) shall be paid not later than 120 days after the exhibition is held.

A reduced registration fee shall be offered to IGS individual members. The difference between this fee and the fee for nonmembers shall be at least 80% of the annual individual IGS membership fee. The same reduced registration fee shall be offered to five members of the personnel of each IGS corporate member.

The registration fee at a Regional Conference on Geosynthetics shall include a charge, as compensation for the help and support of the IGS. The amount of this charge is to be 10% of the full or part conference fee (excluding function costs). Irrespective of the registration fee the organizing agencies (chapters) charge shall not be less than \$40 per full delegate or pro rata for part participation.

- vii. The charge collected by the organizers of the conference on behalf of the organizing agencies (chapters) shall be paid not later than 120 days after the conference is held.

Papers printed in the proceedings and/or presented in technical sessions, as well as discussions, shall be of a non-commercial nature. Papers should not include any promotion for products, services, or companies. There should be no use of brand names or company names in the paper titles. When brand names have to be used in a paper, a given brand name should only appear once and then be replaced by a symbol. Exceptions to this rule should be agreed specifically by the conference organizing committee. The authors of a paper should be identified by their name, title, affiliation, and country.

The selection of the speakers at the opening session and the nature of their presentation shall be of a non-commercial nature. The IGS shall be invited to appoint a representative to deliver opening remarks at the conference.

IGS considers it important that the Regional Conferences on Geosynthetics should provide an opportunity for as many individual presentations as possible from a broad cross-section of the profession. For this reason, the number of invited papers should be limited. There should be a maximum of four invited papers or presentations (e.g. keynote lectures by guest speakers). The number of general reporters is not limited. Membership in the IGS shall be taken into consideration in the selection process of session chairmen and general reporters. The IGS recommends that the percentage of session chairs and general reporters who are IGS members be higher than 50%.

Except for invited papers and the general reports, a committee reviewing abstracts shall select all papers at a Regional Conference on Geosynthetics. This committee shall be made of at least four persons whose combined area of expertise covers the various subjects to be discussed at the conference. National or regional chapters may be requested by the organizing agencies (chapters) to participate in the selection of papers for a Regional Conference on Geosynthetics submitted from the geographic area covered by the chapter.

For example, if a Regional Conference were to be held in North America, the IGS suggests that the North American Chapter be represented on the selection committee. Decisions regarding the final approval of papers should rest with the Organizing Committee.

Membership in the IGS shall be taken into consideration in the selection process of papers. This rule shall be publicized in the call for papers.

- viii. Considering the fact that the number of papers is limited, the IGS recommends that, at a given conference, the percentage of papers which have at least one author who is an IGS member be higher than a minimum percentage, to be fixed case by case, up to 66%. The minimum percentage, if any, shall be publicized in the call for papers.

All papers presented at a Regional Conference on Geosynthetics shall be printed in proceedings given to all registered attendees and available for purchase. The quality of the hardback binding, paper quality and printing shall be approved by the organizing agencies (chapters). All papers should be original. Publication and/or public distribution of papers prior to the conference is not authorized. Reproduction of conference papers in journals or magazines after the conference (either in original language or translated) can be authorized by the publisher who has been given the proceedings copyright by the conference organizing committee.

All parties, The IGS, Chapters and the Organizing Committee, shall conduct their negotiation and duties in good faith. In the event of any dispute between the parties with regard to the reasonableness of the performance of their responsibilities and obligations the matter shall be referred to arbitration by a single arbitrator. The cost of any such arbitration shall be borne by the parties equally.

Presentation slides shall not contain company logos or other corporate identification except in a final slide expressing appreciation for support to the author/presenter by the company or a group of companies.

The organizers of the conference will insure that all presentation documents stored on conference computers (typically for the purpose of facilitating presentation) shall be deleted from those computers at the conclusion of the presentation.

The organizers of the conference will insure that the IGS logo is prominently displayed in all publications, proceedings and documentation concerning the event.

The documents listed on the following page (s) shall be provided to the organizing agencies (chapters) as far as it is legally possible and compatible with the corporate policy of the professional organizations involved in the organization of the conference. These documents can be stored by the IGS Secretariat and made available to the organizers of future Regional Conferences on Geosynthetics.

These documents should be sent to the IGS Secretariat progressively, as they become available. Accordingly, they are listed below in approximate chronological order.

These documents should be sent to the IGS Secretariat progressively, as they become available. Accordingly, they are listed below in approximate chronological order.

- a) Ten copies of all bulletins announcing the conference and the exhibition, and a memorandum indicating how many bulletins were printed and, if appropriate, offering suggestions for improvement.
- b) Copies of mailing lists used to send bulletins, along with a memorandum giving information on how the mailing lists were obtained and including any appropriate comment.
- c) Copies of the press releases and call for papers sent to journals and magazines. Copies of excerpts of announcements and call for papers which were published in journals and magazines, solicited or not.
- d) List of addresses of journals and magazines to which press releases and call for papers were sent.
- e) Ten copies of the instructions to authors of papers and ten copies of the forms on which papers were typed, along with a memorandum indicating how many forms were printed and suggesting improvements, if appropriate. See Appendix II of this document for examples of conference guidelines for authors.
- f) Ten copies of the forms used by the paper review committee to evaluate the abstracts, along with a memorandum describing the procedures followed by the paper review committee and suggesting improvements, if appropriate.
- g) Ten copies of the information brochures sent to potential exhibitors and documents sent to exhibitors.
- h) Ten copies of the program of the conference and other information leaflets distributed to attendees at the beginning of the conference, and a memorandum indicating how many copies were printed and offering suggestions for improvement.
- i) A document indicating registration fees, exhibition fees, and fees for other functions.
- j) A calendar of the main operations and publications, and related comments.
- k) Three copies of the Proceedings of the Conference
- l) A document describing the conference hall and indicating the size of the rooms used for every session and function, including the IGS General Assembly, along with any appropriate comment.
- m) A document describing the exhibition hall and indicating the number and size of booths.
- n) List of attendees to the conference, including their addresses if legally possible.
- o) List of exhibitors with their addresses if legally possible.
- p) Budget of the organization of the conference, and related comments.
- q) A memorandum providing general comments and advice to the organizers of future international conferences. This documentation shall be provided not later than one year after the conference date.

The IGS Training Course

The IGS supports the conduct of training courses and it is expected that the conduct of the IGS Training Course will generate interest in the IGS, geosynthetic engineering and the use of geosynthetics. The officers and council recognize that the IGS has limited financial resources however the IGS can and will provide certain financial support to the conduct of training courses under the following conditions: 1. The training course will assist the formation or the establishment of a new chapter. 2. The organizers of the training course can prepare a viable financial plan for the event. 3. A competent partner is found to contribute to the organization of the event. 4. The IGS expense is in compliance with the budgeted funds for the period (year) the course will be conducted.

In other words; where no chapter exists or where a new chapter is beginning to function: the training course is expected to assist the chapter, or to support the organizers of a chapter.

In the preparation of the financial plan for the event, the organizers (chapter) are encouraged to consider an application for an IGS loan. An IGS loan can provide seed money to facilitate the organization of the event and establish a financial base for the event.

The IGS will support the traveling expense for one IGS lecturer provided there is a competent partner to organize the event. The IGS is responsible for and retains responsibility for the content of the training course. The competent partner is typically a corporate member (or team of corporate members) of the IGS or an established academic institution with faculty that are IGS members. The organizers are required to supply meeting room(s), organize the presentation and publication of advertising and promotional materials, and publish the information and proceedings in either cd or printed form or both. IGS member(s) are to make the presentation.

The education committee will establish criteria for selection of the lecturer(s). The education committee (under the guidance of the council) is charged with the creation of the course and controls the content of the course. In the event of additional lecturers, the other lecturers shall agree to comply with the IGS presentation guidelines.

In the event of an established organization conducting regional and international conferences, the IGS will make the materials available and encourage the use of the IGS course. However, there will be no financial exposure of the IGS, no financial contribution by the IGS and no responsibility of the IGS for the financial results of the event.

Note: When this policy was adopted in 2007, lecturer travel expenses for a training course are expected to fall under \$1,000.00 per event and the IGS expects that such financial support will be limited to two events per budget period (\$2,000.00 per year). The anticipated IGS loan exposure per year is \$10,000.00 (\$5,000.00 each for two events).

PRINCIPLES AND GUIDELINES FOR THE IGS NEWSLETTER

1) PURPOSE AND GOALS

The objectives of IGS News are to:

- a) promote the collection and dissemination of information relating to the development and use of geosynthetics
- b) act as a conduit for informing the IGS membership of the decisions and actions taken by the IGS officers and council
- c) notify members of activities organized with the support of or under the auspices of the IGS
- d) encourage participation in and report on activities organized with the support of or under the auspices of the IGS
- e) keep IGS members informed of the activities of IGS chapters, members, and corporate members
- f) promote the development of the state of the art with respect to geotextiles, geomembranes and related products by informing members of publications, research projects and the activities of technical committees and to promote cooperation in these activities; and
- g) encourage the publication of scientific or technical papers in the official Journal of the IGS and in conferences organized with the support or under the auspices of the IGS.

2) EDITORIAL PROCEDURE AND POLICY

The Council shall appoint an Editorial Board consisting of at least six present or past members of Council and up to two additional members who have not been members of Council. The Council shall appoint the Chairman of the Editorial Board. The Editorial Board will be revised every four years.

Council shall appoint an Editor and Associate Editor(s) for a 2-year term (renewable). The term of the Editor and Associate Editor will begin on January 1 of odd numbered years (1989, 1991 etc.). Council should make the appointment of the Editor at least 6 months prior to the new term. In the event that an Editor or Associate Editor does not wish to have his/her appointment renewed, they should normally notify the Chairman of the Editorial Board at least 9 months in advance of the expiration of his/her term.

The Editor and Associate Editor(s) are responsible for collecting and editing material for publication in IGS News. The Associate Editor will actively search for information and will forward all information available to him/her to the Editor by the 16th day of the month preceding the March, July and November issues (respectively).

The Editor will forward all material submitted for publication to a Review Board consisting of the President and Secretary of the IGS, the Chairman of the Editorial Board and the Associate Editor for comments and approval prior to publication.

The Editor shall be responsible for recommending which material will be included in each issue of IGS News. These recommendations and all copy to be included in an issue must be approved by at least two members of the Review Board prior to publication. When the copy available for a given issue exceeds the space available, preference will be given (in order of priority) to items relating to: (i) the functioning of the IGS; (ii) the activities of the IGS; (iii) Corporate Profiles; (iv) the activities of the Chapters of the IGS; and (v) News of members.

When the available copy exceeds the space available, the Editor shall have the right to limit any article or contribution to a maximum of 500 words. The Editor's decision to limit space for any contribution can only be overruled by a unanimous decision of the Review Board.

The Editor and Review Board will review all material with a view to being fair to the author and fair to other members of the IGS.

All members of the IGS have the right to have letters to the Editor published in the IGS News. Letters less than 200 words in length will be published in the forthcoming issue of the IGS News without editing provided that: (i) they are signed by the author(s); and (ii) the author(s) are IGS members in good standing; and (iii) the Editor decides that the letter is not libelous or commercial in nature. Any decision by the Editor not to publish a letter must be approved by at least three members of the Review Board. Letters of less than 200 words which are critical of the officers, the Editor, the Associate Editor, the Council, the committees of Council and/or their decisions must be published unless they are judged by the Editor or the Review Board to be libelous or of a commercial nature. The author will be advised of any decision not to publish together with the reason for that decision. Letters exceeding 200 words in length may be published provided the Review Board approves them. Letters exceeding 200 words in length which are not approved by the Review Board will be returned to the author with a request to shorten the letter to 200 words or less.

Any author(s) submitting material to the IGS News has the right to appeal any decision of the Editor and Review Board to Council. The Council's decision will be final.

The Editorial Board is responsible for: (i) reviewing each published issue of the IGS News and providing comments and suggestions to the Editor; and (ii) actively searching for information for inclusion in the IGS News and forwarding this information to the Editor. The Editorial Board will normally meet every four years in association with the International Conference.

3) CONTENT

IGS News will solicit and publish news relating to geosynthetics from around the world. This news will include:

- a) Items relating to the functioning and the activities of the IGS, including information from:
 - i) the IGS officers

- ii) the IGS Council
 - iii) the IGS committees
 - iv) the IGS chapters, and
 - v) the regional or local organizations, not yet being chapters of the IGS
- b) Items relating to the IGS members:
- i) corporate members
 - ii) individual members
- c) Items relating to non-members where they are judged to be of interest to the IGS membership.
- d) Items relating to technology transfer:
- i) Conferences
 - ii) Seminars
 - iii) Courses
 - iv) Publications, including:
 - (1) Books
 - (2) Journals
 - (3) Proceedings of local conferences or other meetings
 - (4) Theses or reports on projects where the use of geosynthetics and related products was an essential part of the project.
- e) Items relating to research:
- i) New test methods
 - ii) Development of design procedures
 - iii) Research projects
- f) Items relating to standards and regulations:
- i) New standards
 - ii) New codes
 - iii) New regulations
- g) Items relating to innovations and new developments:
- i) New products
 - ii) New construction methods
 - iii) New projects

Information should be presented in a clear and concise way, illustrated (where possible) by photographs.

Material submitted to the IGS News should be sent to the Editor as soon as it is available. Guidelines for the preparation and presentation of contributions are listed in the following section.

4) GUIDELINES FOR SUBMISSION OF MATERIAL FOR PUBLICATION IN IGS NEWS

The IGS News is the vehicle for bringing news relating to geosynthetics from around the world to the attention of members of the IGS. The Editor relies on members of the IGS to provide all news. Information should be sent as soon as it is available.

Information should be provided in a punchy and concise way and, where possible, should be illustrated by photographs. When the information is provided in the form of an article, it should preferably be less than 500 words long and, where possible, should include a photograph. Photographs should preferably be black and white, glossy prints and should include a subtitle. When people are shown in a photograph, they should be identified by name and position (e.g. top row second from left).

The Newsletter does not publish scientific papers and authors of papers are encouraged to submit their material to one of the official Journals of the IGS (Geotextiles and Geomembranes or Geosynthetics International).

The following guidelines are intended to provide members with an indication of the type of information that members are requested to send to the Editor:

- a) The officers and council (usually the secretary) will generally provide items concerning the functioning of the IGS. The secretary of the chapter will normally provide items concerning chapters.
- b) Items concerning individual members: When individual members are changing position within a company or change company, receive an award, are promoted, etc., the member is requested to provide relevant information to the Editor.
- c) Items concerning corporate members: When companies change their activities or staff, bring out new products, change name or location, or merge with other companies, the company is invited to provide the Editor with appropriate details.
- d) Items concerning new developments: Any member (individual or corporate) is invited to send details regarding new developments (including research, new products, new construction techniques, interesting projects, etc.) to the Editor.
- e) Items concerning future conferences: when announcing future conferences, seminars, or courses, the following information should be itemized (in point form):
 - i) title
 - ii) location
 - iii) date
 - iv) contact name and address
 - v) date of the call for papers
 - vi) closing date for submission of abstracts
 - vii) outline of topics to be discussed
 - viii) information on exhibitions

- f) Items concerning past conferences: Reports on a recent conference, seminar or course will generally be in the form of an article and should give information concerning the title, location, date, organizers, keynote presentation, the number of participants, number of countries represented, number of participating companies and organizations, and a short survey of the topics covered and important findings that were reported. In general, articles should not exceed 500 words.

- g) Items concerning publications. The following information should be provided:
 - i) Books: Author, Title, Publisher, and Number of pages
 - ii) Journals and newsletters: Journal name, Author, Vol., No., Pages
 - iii) Standards: Reference number, Title

GUIDELINES FOR TECHNICAL PAPERS

Technical Papers Published in Cooperation with the IGS

Guidelines of the International Geosynthetics Society (IGS)

The following guidelines are applicable to all technical papers published in cooperation with the IGS, which includes papers published in official journals of the IGS (such as "Geotextiles and Geomembranes or Geosynthetics International") and in proceedings of conferences organized under the auspices or with the support of the IGS.

The following guidelines are intended to prevent commercialism in these papers.

1. Commercial names (company names, product names, brand names, etc.) should not be used in titles of publications (papers, manuals, books, reports, etc.). However, authors should clearly be identified with their position and affiliation.
2. Publications should not include promotion for a product.
3. If products need to be identified in a paper, the brand name can only be used once in the paper. In other places in the paper, the product may be referred to by a symbol, or generically.
4. Exception to these rules must be agreed specifically by the IGS representative on the editorial board, if any, of the considered publication.

GUIDELINES FOR CHAPTERS

On any IGS Chapters' letterhead papers:

- the indication of the chapter should be at the top of the letterhead
- the indication that the chapter is part of IGS should be written in the letterhead, just below the chapter's own identification
- the lettering referring to IGS should not be bigger than the lettering referring to the chapter
- the type style (font) to be used is being left to the decision of the chapter
- if the IGS logo is used, it should be put on the right of the letterhead and its largest dimension (diagonal) should be less than 20 mm. The Secretary of the IGS can provide artwork for the IGS logo.
- the sentence which is to be written on IGS letterhead ("dedicated to the scientific and engineering development of geotextiles, geomembranes, related products and associated technologies") is not mandatory for chapters' letterhead; it can, if used, be put at any location on the stationery
- regarding language, it is recommended to refer as much as possible to "International Geosynthetics Society" in English; and
- the acronym IGS should be used without dots between the letters (IGS, not I.G.S.).

GUIDELINES FOR REFERENCE TO THE IGS

There should be no period between the letters of the acronym IGS (i.e., the acronym should be written IGS, not I.G.S).

Also it is preferable to refer to "the IGS" instead of "IGS", e.g., "President of the IGS" is preferred to "President of IGS".

BENEFITS TO IGS MEMBERS

PREAMBLE

Below is a list of direct, tangible benefits that IGS members are invited to enjoy. However, it should be remembered that the main benefit, above all others enjoyed by IGS members, is to belong to, and be heard by, a professional group that works for proper organization of the discipline of (geosynthetics). IGS leadership and authority has made possible the international conferences on geotextiles, geomembranes, and related products at regular intervals, which is clearly a benefit to IGS members and to the entire profession.

1. Benefits for All Members

1.1. Membership Card: Each member receives a membership acknowledgment letter or a receipt. Chapters may issue a membership card that may be detached and carried by the member. This card can be reissued each year after membership is renewed. In the absence of chapter membership, the Secretariat issues receipts and will prepare membership cards upon request.

1.2. Membership Directory: A directory of IGS members, the "IGS Directory",) is published every year in electronic form (CD. It includes:

- a list of all members, organized by country, at a given date (typically October 30) with addresses as well as telephone, email and telefax numbers: Telex numbers will also be published if supplied.
- a list of corporate members;
- a list of benefactors;
- a list of council members, officers, committee chairmen, etc.;
- a brief description of the organization of the IGS;
- a list of chapters and the names of their officers;
- information on IGS NEWS, the IGS newsletter, including names and addresses of editor and correspondents;
- a description of benefits to members; and
- several items of archival interest, such as dates of past IGS General Assemblies and International Conferences on Geotextiles, list of past events organized under the auspices or the support of the IGS, list of past Council members (including the founding committee), etc.

The IGS Directory is not available to nonmembers. It is available to individual members, corporate members and benefactors as indicated in Sections 2.1, 3.1, and 4.1.

1.3. Free access to the electronic publications of the two Official IGS Journals “Geotextiles and Geomembranes” and “Geosynthetics International”

1.4 Information on IGS

Each member can request and receive copies of IGS bylaws, minutes of general assemblies and council meetings, guidelines regarding conferences and chapters, rules for candidacies and votes, pamphlets, publications and etc.

1.5 Newsletter

The newsletter, IGS NEWS, is published three times a year and is distributed electronically, on the IGS web site< at no charge to all members. The newsletter may also be distributed at no charge to selected nonmembers if it can help promote the IGS.

1.6 Registers and Compilations

The IGS will continue to undertake the production of documents compiling or surveying various activities of interest for the profession. A first example is the "Geotextile Testing Inventory" prepared by C. van den Berg and B. Myles and published by the IGS. Other examples are the pamphlets containing the "List of Symbols" and the "Code of Practice".Most current is the Guide to Geosynthetics Specifications

The IGS cooperates with organizations presently working on publications, surveys and/or products surveys.

1.7 Central Ordering System for Publications

The IGS publishes (in the IGS News) a list of selected publications, which is available through the IGS secretariat.

1.8 Discounts

A price reduction is offered to all IGS members for purchases of any documents, directories, and publications issued by the IGS (e.g., the Geotextile Testing Inventory is presently sold for \$60 to IGS members and \$90 to nonmembers). The price paid by IGS members is less than 80% of the price paid by nonmembers. It is also possible that other publications may be offered through the IGS at a discount price.

2. Benefits Specific to Individual Members

In addition to the benefits mentioned above, the individual members of the IGS receive the following benefits.

2.1. Priority at Conferences

Membership in the IGS is taken into consideration in the selection process of papers for conferences organized under the auspices of the IGS. This rule shall be publicized in the call for papers of all conferences organized under the auspices of the IGS. Considering the fact that the number of papers is limited, the IGS reserves the right to decide that, at a given conference, the percentage of papers which have at least one author who is an IGS member be higher than a minimum percentage, to be fixed case by case, up to 66%. The minimum percentage, if any, shall be publicized in the call for papers of the relevant conferences.

Membership in the IGS is taken into consideration in the selection process of session chairmen and general reporters of conferences organized under the auspices of the IGS. The IGS reserves the right to decide that, at a given conference, the percentage of session chairmen and general reporters who are IGS members be higher than a minimum percentage, to be fixed case by case, up to 66%.

2.2. Discounts at Conferences

A reduced registration fee is offered to IGS individual members at all international, regional, or national conferences organized under the auspices of the IGS. The price reduction offered to IGS individual members shall be at least 50% of the annual individual IGS membership fee.

2.3 IGS Award

Every four years, awards may be granted by the IGS to IGS individual members for special achievements (preferably accomplished within five (5) years preceding the year of the award). Special achievements include: publications, research work, fieldwork, development of new products, special efforts for the IGS, etc.

One of these awards, the "Young IGS Member Award", is granted to an IGS member less than 36 years of age. The other awards, the "IGS Awards", will be granted regardless of age.

3. Benefits Specific to Corporate Members

In addition to the benefits available to all members as listed in Section 1, the corporate members of the IGS receive the following benefits.

3.1 IGS Directory

Corporate members are listed twice in the IGS Directory: (i) by country, like individual members; and (ii) in a list reserved for corporate members. The list of corporate members has high visibility in the Directory. In this list, the various firms are ranked by chronological order of continuous corporate membership.

please note that when a company withdraws its company membership it is excised from the list. Accordingly, the corporate membership list presents and recognizes continuous membership.

3.2 Newsletter

Current corporate members are listed in alphabetical order in every IGS newsletter.

3.3 Priority at Exhibits

At all exhibits organized under the auspices of the IGS or related to conferences organized under the auspices of the IGS, the corporate members will be given priority for booth site selection over non- corporate members in each category of booth size. However, if a conference is sponsored by an organization, which already gives priority to certain categories of exhibitors, these exhibitors may be given the same priority as IGS corporate members. The priority among corporate members will be according to seniority in corporate membership, as indicated in the list of corporate members in the IGS Directory.

3.4 Discounts at Exhibits

At all exhibits organized under the auspices of the IGS or related to conferences organized under the auspices of the IGS, the corporate members are offered a reduced price. This price is less than 80% of the price paid by non-corporate members.

3.5 Discount on Advertising Rates

The IGS negotiates reduced advertising rates for its corporate members in magazines and technical journals, which wish to be approved as "An Official Journal of the IGS".

3.6 Discounts at Conferences

A reduced registration fee is offered to five members of the personnel of each IGS corporate member at all international, regional, or national conferences organized under the auspices of the IGS. This reduced registration fee is the same as the reduced registration fee for individual members.

3.7 Discounted Subscriptions

IGS corporate members pay a reduced fee for a maximum of one subscription to magazines and technical journals with which the IGS signs an agreement. This reduced subscription fee is the same as the reduced subscription fee for individual members.

3.8 IGS Logo

All corporate members receive a logo (diameter 300 mm), which they can use at exhibits. In addition, they are authorized to use the IGS logo and announce their corporate membership status in promotional literature with the following two conditions:

- the logo shall not be larger than 30 mm; and
- if an initial date for corporate membership date is indicated (e.g., "corporate member since 19.."), the date shall be the year of the beginning of continuous corporate membership, as indicated in the IGS Directory.

Artwork for logos is available on request from the secretary of the IGS

3.9 Certificate

Every year, corporate members receive a formal certificate suitable for display depicting the IGS logo and recognizing their corporate status for that year.

4. Benefits Specific to Benefactors

Benefactors (who are not necessarily members of the IGS) enjoy the benefits indicated in Section 1 and in Section 2 or 3, as appropriate, if they are members of the IGS. In addition, the benefactors of the IGS receive the following benefits.

4.1. IGS Directory

Benefactors are listed twice in the IGS Directory (in addition to their listing as member if they are also member): (i) by country, like individual members; and (ii) in a list reserved for benefactors. In this list, the various benefactors are ranked by chronological order of continuous benefactor status.

4.2. IGS Logo

Benefactors are authorized to use the IGS logo and announce their benefactor status in promotional literature with the following two conditions:

- the logo shall not be larger than 30 mm; and
- if an initial date for benefactor status is indicated (e.g., "benefactor since 19.."), the date shall be the year of the beginning of continuous benefactor status.

Artwork for logos is available on request from the secretary of the IGS

IGS AWARDS RULES

Revised 2013 - F. Tatsuoka

For promotion of advances in the scientific and engineering development of geosynthetics, related products and associated technologies.

1. PURPOSE OF THE IGS AWARDS

The aim of the IGS Awards is to encourage producers, users, consultants, and scientists to perform special achievements in the field, of manufacturing, application and knowledge of geosynthetics, and related products and associated technologies.

Awards will be made for the recognition of achievements completed and/or the validity of which has been demonstrated during a minimum period of four years preceding the year of the award. However, elements for which an individual would have been awarded previously could not be considered in the entry.

The IGS Awards will be presented to individuals or groups of individuals who made an outstanding contribution to the development and use of geosynthetics, related products or associated technologies, through their scientific and technological work. For example an award can be given for design and construction of a structure; publication of a technical document (paper, book, article, manual); completion of a research program; development of new products and techniques.

2. ENTRY CATEGORIES

Entries may be in any of the following categories:

- a) products;
- b) testing and testing equipment;
- c) instrumentation, monitoring, and performance evaluation;
- d) design and design methods;
- e) construction and construction methods;
- f) fundamental aspects;
- g) any combination of the above; and
- h) others.

3. TYPES OF AWARDS

There will be two types of awards:

The Young IGS Member Achievement Award for IGS members who are less than 36 years of age on December 31 of the last year of the four-year period considered for the award; and:

The IGS Award (regardless of age).

If a group is a candidate for the Young IGS Member Achievement Award, all members of the group should satisfy the age requirement for the Young IGS Member Achievement Award. If this requirement is not satisfied, the entire group is disqualified for the Young IGS Member Achievement Award. If a candidate, individual or group, satisfies the age requirement for the Young IGS Member Achievement Award, the entry submitted by this candidate will be considered for both Awards (unless requested otherwise by the candidate). However, a candidate may only receive one award in a given year.

4. CANDIDATES

All members of IGS are eligible for IGS awards except the President of IGS and the members of the Awards Committee.

Candidates must be members of the IGS. If a group is a candidate, all members of the group must be members of the IGS; if this requirement is not satisfied, the entire group is disqualified. If a company is a candidate, this company must be a corporate member of the IGS. A company cannot be a candidate for the Young IGS Member Achievement Award. The deadline for candidates to be members of the IGS is June 30 of the last year of the four-year period considered for the award.

IGS members are encouraged to become candidates by providing a written submission to the IGS Secretariat in accordance with Section 5. Any IGS member except the members of the Awards Committee may also make nominations. The Publications Committee, Education Committee, Corporate Members Committee and the IGS Chapters will be invited to make nominations. All candidates will be treated equally (i.e. irrespective of whether they make a personal submission or are nominated). There is no restriction in the number of awards an individual can receive. There is no time restriction between two periods of eligibility, which can correspond to two consecutive 4 years periods. However, Awards can only be given to the same individual provided that they are attributed for two different bodies of work.

The Awards Committee will not be advised as to the name(s) of the individual/group making the submission/nomination (i.e. the method of candidature is confidential).

5. NOMINATION OF CANDIDATE

Typewritten nominations of candidates should be typed in English on plain paper (not letterhead).

The nomination should clearly state:

A clear statement of the contribution of the candidate that is to be considered (e.g. if a product provides a clear definitions of the product; if a paper(s) or book give the full reference of the paper(s)/book; if a report, a full reference to the report; if a construction method a clear description of the method and any references, etc.),

A statement indicating the originality, and significance of the candidate's contribution to the discipline (i.e. in the field of geosynthetics, related products and/or associated technologies).

Candidates who have been nominated will be contacted by the IGS Secretary to obtain, their agreement to be a candidate; proof of age if the nomination is for the Young IGS Members Achievement Award;

Six copies of relevant materials (e.g. reports, papers etc. as indicated in Section 6), which will be needed by the Awards Committee.

6. ENTRY REQUIREMENTS

Candidates or groups of candidates, on plain paper (not letterhead) must submit typewritten entries. The entry must preferably be typed in English. The entry must not be folded.

In case all documents submitted in the entry are not in English, the candidates shall prepare a document in English, listing the elements included in the entry and stating the significance of each of those elements.

Each submission shall include six identical copies of the entry (e.g., each copy should contain a photocopy of illustrations, however, if there are photographic prints, each copy should include photographic prints, or clear color photocopies of the print.

The candidates must be conscious that not only the content but also the way data are presented in the entry will be evaluated. Entries that would not fulfill a minimum editorial quality could be sent back to the candidates for improvement before the entry can be evaluated, or rejected.

Where appropriate each entry shall include:

For entries that include or are represented by published articles:

Clear copies of the articles including full reference (list of authors, location and date of publication, etc.);

Any supporting justification considered necessary to present the significance of the entry. For example; an assessment of the eligibility of the entry, mentioning the originality of the work, the importance of the work (impact on the industry), important dates in the development of the work, completion of the work and other demonstrations of its validity.

In addition, if appropriate a description or explanation presenting the significance of the technological advances of the discipline

An abstract/executive summary in a maximum of 25 lines. Photographs or other illustrations if appropriate

For entries other than published articles (e.g. products, reports, design or construction method, etc.):

Any supporting justification considered necessary to present the significance of the entry. For example; an assessment of the eligibility of the entry, mentioning the originality of the work, the importance of the work (impact on the industry), important dates in the development of the work, completion of the work and other demonstrations of its validity.

In addition, if appropriate a description or explanation presenting the significance of the technological advances of the discipline

An abstract/executive summary in a maximum of 25 lines. Photographs or other illustrations if appropriate

If a design or construction method is submitted the method should be shown to have been used in actual projects.

Several related publications may be submitted together as one submission provided there is an accompanying explanation of the relationship between the publications and the contribution of the total submission to the advancement of the discipline. In the case of a coherent series of publications the last one should have been published in the four years prior to the year in which the award shall be given.

The Awards Committee, at its discretion, may require a statement indicating that the information given is true and complete in all material aspects, and that the decisions of the jury (awards committee) will be accepted.

7. IGS AWARDS COMMITTEE

The Awards Committee will comprise five regular members including its chairman (who is appointed by the officers of the IGS). The members of the committee shall be selected so as to represent a broad cross-section of the discipline. The members of the Awards Committee will be selected for their technical expertise.

The officers of IGS will appoint the Awards Committee, during the twenty-four months preceding the conference during which the awards will be given.

At least one regular member of the Awards Committee will be a member of the IGS Council.

The officers of the IGS appoint one of the regular members of the Awards Committee as a vicechairman/secretary. His/her functions are to:

Substitute for the chairman when he/she is not available;

Assist the chairman for the organization of the work of the Awards Committee and the relationship with the IGS Secretary;

Prepare the agenda of the Awards Committee meetings; and write the minutes of the awards Committee meetings.

A maximum of five substitute members will be appointed as substitutes for unavailable regular members.

The Secretary of the IGS or his/her representative appointed by the IGS Council attends all meetings of the Awards Committee as an observer and coordinator.

The Awards Committee will be asked to contact all corporate members in due time to prompt them to apply for IGS awards. This will ensure that a balance will remain between awards given to academics and to corporate members.

8. SUBMISSION DATE

The entry must be received at the IGS Secretariat no later than the date decided by the Council and published in IGS News. The deadline date should be between twelve and eighteen months before the date of the next international conference. The IGS will not be responsible for delays in postal delivery.

9. PROCEDURE

Upon receipt of an entry, the IGS Secretary or his/her representative will acknowledge its receipt in writing or by e-mail or telefax.

The entry will be given a registration number.

The IGS Secretary or his/her representative has a duty of secrecy vis-a-vis the Awards Committee transactions and awards issues.

The Awards Committee is free to ask the advice of experts or referees about any matter concerning the entries.

The Awards Committee will review entries and decisions regarding the Awards will be taken by scoring points. If, in the judgment of the Awards Committee, no application for a type of award is of sufficient merit, this type of award will not be granted. A maximum of five IGS achievement awards and two Young IGS Member Achievement Awards will be granted for each four-year period.

In case of emergency, if one of the regular members of the Awards Committee becomes unavailable and no designated substitute member is available, a new substitute member can be appointed by the chairman of the Awards Committee, with the approval of the President of the IGS. Similarly, the President of the IGS can appoint a member of the IGS Council to fulfill the tasks of the IGS Secretary or his/her representative within the Awards Committee, if, and as long as, the IGS Secretary or his/her representative is unavailable.

The quorum for meetings of the Awards Committee is five members. However, in cases where the emergency procedure cannot be implemented, a quorum of four members may be accepted.

Any substitute member who substitutes a regular member remains a member of the Awards Committee until the end of the procedure, in lieu of the regular member he/she substituted.

Decisions of the Awards Committee about the allocation of the Awards will be submitted to the President of the IGS or to his/her delegate for final review within one week of the decision of the Committee. Comments from the President of the IGS or his/her delegate must be sent to the chairman of the Awards Committee within three weeks of the Committee's decision. The Awards Committee then has six weeks to alter or maintain its decisions. The decisions will then be final and will not be subject to further discussion or appeal.

The successful candidates will be notified within three weeks of the final decision of the Awards Committee.

The results will be kept secret until the Awards are presented or until an appropriate time, to be decided by the IGS Officers.

There is duty of secrecy for all members of the Awards Committee, the President and the Secretary of the IGS or his/her representative, as to the entries and the discussions which led to the Committee's decisions, and, when applicable, to the results of their decisions.

10. SECRETARIAT AND COMMUNICATION

The Secretary of the IGS or his/her representative is the sole and effectively responsible person for collecting the entries and distributing them to members of the Awards Committee. He/she is also in charge of all relationships regarding awards outside the Awards Committee (contacts with candidates, IGS members, the press, etc.). He/she monitors the procedure used within the Awards Committee.

11. IGS AWARDS

The award will consist of a specially commissioned medal and a diploma.

The award will generally be presented at, or in connection with, the IGS General Assembly. On a case by case basis, the IGS Council may decide to organize an award ceremony at another time.

The winning entries will also be featured at the IGS booth at the exposition of the IGS International Conference. They will also be publicized in the IGS News, and through special press releases.

The decision to give an IGS Award cannot be considered as an endorsement by the IGS of the subject of the entry, be it a product or a procedure. The recipient or recipients of an IGS Award cannot use it for commercial or any other purposes where any suggestion is being made or where there could be a perception that the IGS endorses the product or the procedure, or their development and applications.

For further inquiries, please write, telephone, or send e-mail to the IGS Secretariat.

IGS Secretariat Manager

1934 Commerce Lane, Suite 4

Jupiter, Florida 33458
USA

Tel +1 561 768 9489 Fax +1 561 828
7618

igssec@geosyntheticssociety.org

12. DUTIES OF AWARDS RECIPIENTS

Successful candidates (recipients of awards) are invited (expected) to prepare a one-page article on his/her/their work for publication in the IGSNews

GUIDELINES FOR IGS CHAPTERS AWARDS

In the case an IGS chapter should decide to establish its own award, the following guidelines would apply:

1. Any IGS chapter is entitled to create and distribute its own award.
2. Such award must be restricted to the chapter's geographic area, i.e.; it should not have an international character.
3. The IGS must be informed of the chapter's intention to set up its own award and the rules of the Chapter Award must be sent to the IGS. Such rules have to be consistent in their spirit with the IGS Awards Rules. For example, a selecting committee, nominated by the chapter's officers, has to evaluate entries and allocate the awards.
4. The announcement of any allocated Chapter Award should be separated by a period of 6 months from the IGS Award announcement.
5. The form and design of the Chapter Award should differ from the IGS medal and diploma. If the IGS logo is to be used for the Chapter Award, then the design of the Chapter Award has to be approved by the IGS Council.

ELECTRONIC BALLOT PROCEDURE

ELECTIONS

President: The President of the IGS is elected from the IGS membership at large.

Vice President: The Vice President of the IGS is elected from the IGS membership at large at the same time as the President.

Other Officers

The Immediate Past-President is automatically an officer. The remaining officers (Secretary and Treasurer) are elected by the Council, and from the Council, at a Council meeting held after the General Assembly and before the end of the International Conference (in the usual case when the General Assembly is held during an International Conference).

A date for this Council meeting shall be selected at least two months in advance by the IGS Council. The outgoing President and Secretary should prepare an agenda for this Council meeting one month before this Council meeting.

This agenda shall be sent by the outgoing President or Secretary to the outgoing Council members, and to all candidates to the Council. Copies of this agenda should be available at the end of the General Assembly for the newly elected Council members if necessary. The outgoing IGS Secretary shall reserve a room for this Council meeting.

Council Members

Eight Council members (i.e., half of the elected Council members, as opposed to co-opted Council members) have to be elected prior to the General Assembly held during an International Conference if by postal or electronic ballot. The other eight Council members are elected two years after the General Assembly held during an International Conference.

Candidacies

Candidates must be individual IGS members. Candidates for Council member must declare their candidacy before the deadline, mentioned in the Call for Candidates.

Postal or Electronic Ballot

The election of President, Vice President and Council members in conjunction with the General Assembly will be by Postal or Electronic Ballot, which must be returned to the secretary at least one month before the date of the General Assembly.

The Secretary will advise the President of the results as soon as they become available.

The results of the election will be kept secret until the announcement at the General Assembly.

The counting of the votes will be done under responsibility of the Secretary. At least two IGS members, approved by the IGS President, will verify the counting.

Vote counting procedure

A preferential voting system is used for the election of the Council members. A voting form is mailed or emailed to all IGS members in accordance with the IGS operating Procedures for Postal and Electronic Ballots. The preference of Candidates must be indicated with the numbers 1,2,3.... , with 1 being the first preferred Candidate. It is not necessary to vote for every Candidate (in which case the vote box(es) can be

left open). For the vote to be valid the given numbers should be in the proper sequence, no numbers may be left out.

Assuming n Candidates counting of the votes will be done as follows:

1. The Candidate with the number 1 (one) will get n points
2. The Candidate with the number 2 (two) will get $(n-1)$ points
3. The Candidate with the number n will get 1 (one) point
4. The Candidate with no number (blank box) will get 0 (zero) points n =total of Candidates.

All the points will be added up for all Candidates. The candidates will be listed in accordance with the sequence of the total points received.

Procedure for Electronic Ballots

An electronic ballot/voting package will be sent to all members.

This package must contain:

- A document explaining the reason for the ballot and the procedures - A ballot form
- A requirement that the respondent enter his identification number as well as his name on the ballot

Samples of the various ballot forms are available. (to be attached to the ballot).

The vote counting committee shall typically consist of:

- An IGS election officer
- Up to Two Individual Members
- IGS Secretary

The IGS Council must approve the names of the members. In the event the IGS Secretary is a candidate, another officer or Council Member can be appointed to supervise the vote committee.

All ballot responses received in the period up to one week after the closure date will be opened.

A check is made that the identification number and name is duly completed.

The result of the ballot is registered on an Electronic Ballot Record. This record is signed by the members of the vote counting committee and kept at the IGS Secretariat. (Copy of form is attached)

(On the next page is a fictitious example of a voting form.)

EXAMPLE BALLOT FORM FOR COUNCIL ELECTIONS BY POSTAL BALLOT

ELECTION OF COUNCIL MEMBERS

I hereby vote for the following individuals as members of the IGS Council for the four-year term 19xx-

| | | |
|-------------------------------------|---------|--------------------------|
| A. MARTINS | U.S.A. | <input type="checkbox"/> |
| H. SCHMIDT (Candidate Treasurer) | Germany | <input type="checkbox"/> |
| C. SMITH | U.K. | <input type="checkbox"/> |
| G. TOUTLEMOND (Candidate Secretary) | Belgium | <input type="checkbox"/> |

Indicate the number of preference in the box, with 1 the most preferred Candidate, 2, 3..... for the Candidates following in preference. Do not indicate more than 8 names. It is not required to fill in the boxes up till number 8 . Your entire ballot will be disqualified if you do not use the proper form or if you vote for:

1. more candidates than the required number;
2. leave numbers out of the sequence 1,2,3,4,5,6,7,8

Note: P. van Bergen, already Council Member, is also candidate for Vice-President. Operating BALLOT FORM FOR COUNCIL ELECTIONS BY ELECTRONIC BALLOT

19yy.

| | | |
|-------------------------------------|--------------------|----|
| J. DOE | U.S.A. | 11 |
| H. DURAND | France | 2 |
| R. FULANO(Candidate Vice-President) | Spain | 3 |
| J. MARTIN S. MARTINET | France Switzerland | 3 |
| F. MARTINEZ | Venezuela | 4 |
| P. MARTINI | Italy | 2 |

ELECTION OF COUNCIL MEMBERS

I hereby vote for the following individuals as members of the IGS Council for the four-year term 2006-2010.

| | | |
|-----------------|----------------|--------------------------|
| Sam Allen | U.S.A. | <input type="checkbox"/> |
| Gerhard Bräu | Germany | <input type="checkbox"/> |
| Yun Ming Chen | China | <input type="checkbox"/> |
| Neil Dixon | United Kingdom | <input type="checkbox"/> |
| Jose Ferreyros | Peru | <input type="checkbox"/> |
| Nicolas Freitag | France | <input type="checkbox"/> |
| David Gong | China | <input type="checkbox"/> |
| Michele Maugeri | Italy | <input type="checkbox"/> |
| Jun Otani | Japan. | <input type="checkbox"/> |
| Ennio Palmeira | Brazil | <input type="checkbox"/> |
| Elizabeth Peggs | U.S.A. | <input type="checkbox"/> |

Indicate the number of preference in the box, with 1 the most preferred Candidate, 2, 3..... for the Candidates following in preference. Do not indicate more than 8 names. It is not required to fill in the boxes up till number 8 . Your entire ballot will be disqualified if you do not use the proper form or if you vote for:

- 1 more candidates than the required number;
2. leave numbers out of the sequence 1,2,3,4,5,6,7,8

BALLOT FORM FOR OFFICER ELECTIONS BY ELECTRONIC BALLOT

ELECTION OF VICE PRESIDENT

I hereby vote for the following individual as Vice President of the IGS for the four-year term 2006-2010.

Bernard Myles

United Kingdom

Jorge Zornberg

U.S.A.

Indicate the number of preference in the box using the number 1, Do not indicate more than 1 (one) name. Your ballot will be disqualified if you vote for more than one (1) candidate.:

BALLOT FORM FOR OFFICER ELECTIONS BY ELECTRONIC BALLOT

ELECTION OF PRESIDENT

I hereby vote for the following individual as President of the IGS for the four-year term 2006-2010.



Indicate the number of preference in the box using the number 1, Do not indicate more than 1 (one) name. Your ballot will be disqualified if you vote for more than one (1) candidate.:

Operating Procedure Election by Acclamation in case of Postal and/or Electronic Ballots for Council Members

1. Call for Candidates and Postal Ballot or Electronic Ballot to be published in the IGS News. See the three issues of the IGSNews: March, July and November, 2005 for the call for candidates. 2. Minimum period for nomination of candidates: 2 months

3. If, after closure of the nomination period, the number of candidates is less than or equal to the number of vacancies, an announcement of this situation will be made in the next issue of IGS News and the nomination period will be extended for a minimum of 1.5 months following publication of that issue of the IGS News.

4. In the event that no new candidates are nominated and the number of candidates is less than or equal to the number of vacancies, the candidates will be declared to have been elected by acclamation.

CALL FOR CANDIDACIES

example

For IGS President, Vice-President, and Council Members

* * * * *

The IGS President, Vice-President, and eight Council Members will be elected from a list of candidates to be presented to the membership via an electronic ballot. The Secretary and Treasurer will be elected from the council by the council following the General Assembly of the IGS to be held in Yokohama September 18-22, 2006.

IGS members who wish to run for these elections are invited to write to the IGS Secretary. Their names will be listed as candidates in the next issue of IGS NEWS if their letter of candidacy is received by 31 January 2006. The next issue of the IGS NEWS will be published in March 2006 and July 2006 and will be the last ones before the IGS General Assembly.

In their letter to the IGS Secretary, the candidates are requested to provide a short statement as follows:

- First line: Name and Country
- Second line: Candidate ... (indicate: President, Vice-President, Secretary, Treasurer, and/or Council Member) Then, a 10-line maximum single-spaced text where the candidate gives a summary of his/her professional career and, particularly in the case of candidate officers indicates why he/she is a candidate.

RECORD OF ELECTION

Election of IGS Officers and Council Members 2006

The IGS bylaws require that an election for president, vice president and eight (8) council seats be organized in 2006. In September 2005, the IGS Council decided the election would be organized by electronic ballot in 2006.

The call for candidates was published in IGS News, Vol. 21 No 1, March 2005, Vol. 21 No 2,

6. All return envelopes received in the period up to one week after the closure date will be opened.

7. A check is made that the identification form is duly completed and signed. If this is the case, the ballot form envelope is marked valid.

8. The ballot form envelopes will be opened and the votes counted.

9. The result of the ballot is registered on a Postal Ballot Record. This record is signed by the members of the vote counting committee and kept at the IGS Secretariat. (Copy of form is enclosed)

THE IGS OPERATING POLICY FOR MEMBERSHIP PAYMENTS AND START OF MEMBERSHIP BENEFITS

1. No membership exists until payment is received by the IGS.

Applications, letters and any other form of communication are extremely valuable in maintaining the membership history, but no communication other than payment of dues is sufficient to initiate or renew the membership.

2. Individual membership belongs to the individual.

Should the IGS member change employment or otherwise relocate during the year, the membership travels with the individual and does not revert to the company or organization employing the individual. This policy prevails regardless of the source of funds for dues payment.

3. Dues are paid for a calendar year.

There is no pro-rata membership dues rate offered for individuals who join during the course of a year.

4. Between November 1 and December 31, of every year the IGS invoices the membership either directly or through participating chapters for the next calendar year's dues.

A participating chapter may choose to use the invoice supplied by the IGS for the member's IGS dues or the chapter may include the member's IGS dues in the invoice it sends out for the chapter dues. The chapter invoice must clearly identify 1) the IGS portion of the dues and 2) must clearly identify the member's option of joining the IGS without joining the chapter. (See NAGS sample invoice.)

5. Renewing members who do not pay their dues by January 1 will not be accorded any membership benefits until the IGS Treasurer receives their payment.

(An exception to this policy can be an IGS member in good standing that registers and receives an IGS member discount for a conference being held in the First Quarter of the calendar year.)

6. An individual, either a renewing member or a new member, who makes a dues payment that is received by the IGS Treasurer prior to October 30 will be considered an IGS member for that year and will be listed in the IGS MEMBERSHIP DIRECTORY for that calendar year.
7. An individual whose payment arrives either on or after October 31 may be recorded as a member for the next calendar year.

(At the discretion of the IGS Council, the individual may receive IGS member benefits for the remainder of the current calendar year.)

Practiced since 1985, reviewed and adopted by the Council in various meetings

JOINT CHAPTER-IGS AGREEMENT FOR COLLECTION OF IGS DUES BY A PARTICIPATING CHAPTER

An IGS-affiliated chapter and the IGS may enter into an agreement for the collection of the IGS membership dues by the chapter, provided that the following issues are agreed to and understood by both parties:

1. Agreement

The chapter and the IGS negotiate a letter of agreement of joint understanding concerning the collection of fees and payment to the IGS. (See sample letter of agreement.)

The participating chapter assumes the responsibility of collection all dues for individual IGS membership within its stated geographic territory

2. Dues Collection procedure by the Chapter

- a) Between November 1 and December 31, the IGS Treasurer, or his designate, will send to the participating chapters a list of IGS members to be invoiced for IGS dues for the next calendar year.
- b) Between November 1 and December 31, the participating chapters will invoice IGS members in their chapter territory for IGS and chapter dues. (See sample invoice.)
- c) By the last day of the third month (March) and monthly thereafter, the chapter shall send to the IGS
 - a. the collected dues and a copy of every paid IGS chapter member invoice received that previous month and,
 - 2) two copies of the compiled list individuals who paid during the month.
- d) D. The IGS office will acknowledge each chapter list within 30 days of receipt and will provide the chapter with a copy of the IGS address records for review and correction.

3. Rebate to the Chapters

- a) A rebate will be issued by the IGS Treasurer no later than December 31 to participating chapters for all IGS/chapter members whose dues were collected by the chapter for the current year through October 31, providing the chapter has:
- b) Collected the dues
- c) Forwarded dues and records Submitted
Reports Requested the refund
- d) The basis for the verification will be the IGS Treasurer's returned copies of the new or renewed IGS compiled members) report by a chapter.
- e) The amount of the rebate is determined annually by the IGS Council and chapters will receive notification of the amount prior to November 1 for the next year.
- f) Chapters will not be eligible for a rebate on an individual who elects to join or renew membership only in the IGS.

Practiced since 1985, reviewed and adopted by the Council in various meetings

PART 6

IGS MEETINGS

PROCEDURE FOR IGS GENERAL ASSEMBLY

2 IGS Handbook, issue 18 September 2006

PROCEDURE FOR IGS GENERAL ASSEMBLY

Below is a summary of the procedure to be followed for the preparation and implementation of a General Assembly of the IGS.

1. DATE, LOCATION, FACILITIES, AND AGENDA

1.1 Date and Location

According to Article 7.02.01 of the IGS Bylaws, the General Assembly shall set the date and location of the next General Assembly. According to Article 7.01.01 of the IGS Bylaws, a General Assembly should be held concurrently with each International Conference. However, there may be General Assemblies at other dates.

According to Article 10 of the guidelines of the IGS regarding international conferences:

"A general assembly of the IGS shall be held during each International Conference on Geosynthetics, Related Products and Associated Technologies. The organizing committee of the conference shall provide a room for the general assembly within the premises of the conference, and shall include four hours for the general assembly in the schedule of the conference. The room where the general assembly is to be held shall be made available to the IGS Secretariat four working hours before the beginning of the General Assembly for decoration and preparation. No other event should be scheduled concurrently to the IGS general assembly, unless agreed by the IGS Council."

In a typical conference, the preferred day for the IGS General Assembly is two days before the last day of the conference and under duress, at least one day prior to the last day of the conference, in order to give enough time for the new Council to meet before the end of the Conference.

1.2 Facilities

The room where the General Assembly is to be held should be decorated with a large IGS logo and a large inscription "International Geosynthetics Society - General Assembly". Equipment should include an overhead projector, a large screen, and a supply of transparent sheets and colored marker pens. The table on the podium should have at least three microphones and should have five tags marked: PRESIDENT, VICE-PRESIDENT, PAST-PRESIDENT, SECRETARY, and TREASURER. These tags should be readable from the middle of the room. Also, there should be a separate lectern on the podium.

The IGS Secretariat within the premises of the Conference should be located as close as possible to the room where the General Assembly is to be held. The IGS Secretariat should comprise two connected rooms: (i) a main room with three desks or tables, a telephone, and a typing machine; and (ii) a room, which can be locked, to be used for storage. A photocopy machine should be available at the IGS Secretariat or nearby.

1.3 Agenda

A tentative agenda is prepared by the officers of the IGS and submitted to the IGS Council during the year preceding the General Assembly. The agenda, as amended and approved by the Council, is published in IGS NEWS, the newsletter of the IGS, or mailed to all IGS members, whichever is more convenient. This should be done at least two months before the General Assembly.

A typical agenda is as follows:

- Welcome of members of IGS - Quorum (President)
- Presentation of the procedure for the General Assembly and appointment of poll tellers (Secretary)
- Approval of the minutes of the preceding General Assembly (Secretary) - VOTE
- Address and report of the President of IGS
- Election of the President and Vice President
- Report of the Secretary of IGS
- Report by the Treasurer of IGS - VOTE
- Approval of Society's activities - VOTE
- Vote of documents prepared by the Council (e.g., amendments to bylaws) (President)
- Proposed subscription fee (Treasurer) - VOTE
- Appointment of Financial Review Committee (Treasurer) - VOTE
- Selection of the date of the International Conference to be held after the next International Conference (President) - VOTE
- Selection of the date and location of the next General Assembly (Secretary) - VOTE
- Any other business (President)
- Closing remarks (President)

2. ATTENDANCE AT THE GENERAL ASSEMBLY

2.1 Attendees

According to Article 7.03.01 of the IGS bylaws, all IGS members and only IGS members can attend the IGS General Assembly, with the exception of guests specifically invited by the Council. These guests have no voting rights: they cannot vote and cannot carry proxies.

However, for practical reasons, IGS members are allowed to attend the General Assembly only if they have paid their membership dues for the year of the General Assembly prior to a certain deadline. The deadline is proposed by the IGS Secretary and approved by the Council, and, if not, by the IGS President.

2.2 Proxies

According to Article 6.02.01 of the IGS bylaws:

- Each IGS member may appoint any other member to act as proxy;
- Notice of authority to act as proxy must be given in writing to the IGS Secretary; and
- No member shall represent more than five members by proxy.

2.3 Quorum

According to Article 7.03.01 of the IGS bylaws:

- A General Assembly can validly meet and vote only if there is a quorum, which is defined as 25% of the votes, present or represented; and
- In the event the quorum is not reached, the Council shall recall another General Assembly within six months (which can be the same day) at which no quorum will be required.

To prevent any problem, the announcement of the General Assembly should be written in such a way that both General Assemblies are announced, the regular General Assembly (where quorum rules apply), and the replacement General Assembly (where quorum rules do not apply). (See Section 4.2 below.)

3. FIRST ANNOUNCEMENT OF THE GENERAL ASSEMBLY

3.1 Date and Content

A first announcement of the General Assembly will be published in IGS NEWS, at least 6 months before the General Assembly. This announcement will include two parts: a General Announcement and a Call for Candidacy.

3.2 The General Announcement

The General Announcement will be brief and highly visible in IGS NEWS. It will:

- Give date and location of the General Assembly;
- Present a short list of major topics, which will be on the agenda;
- Remind that all members, individual and corporate, should attend; and
- Indicate that the agenda and practical instructions will be published in the next issue of IGS NEWS (or mailed to members).

3.3 Call for Candidacies

The "Call for Candidacies for IGS President, Vice-President, Secretary, Treasurer and Council Members" should also be highly visible in IGS NEWS.

This Call for Candidacies should:

- Explain what positions are available for election;
- Ask candidates to send their names to the IGS Secretary and give them a deadline;
- Ask candidates to provide information on their career and indicate why they are candidates; and
- Indicate what is the present composition of the IGS Council and who are the officers.
- Indicate that the newly elected Council will elect the Secretary and Treasurer and that they must be Council members themselves. Candidates for the Council are allowed to announce their candidacy for the office of Secretary or Treasurer before the election of Council members takes place.

As an example, below is the Call for Candidacies published in IGS NEWS (November 1989).

CALL FOR CANDIDACIES

example

For IGS President, Vice-President, Secretary,
Treasurer, and Council Members

* * * * *

The IGS President, Vice-President, Secretary, Treasurer, and eight Council Members will be elected from a list of candidates presented at the General Assembly of the IGS to be held in The Hague, The Netherlands, on 30 May 1990.

IGS members who wish to run for these elections are invited to write to the IGS Secretary. Their names will be listed as candidates in the next issue of IGS NEWS if their letter of candidacy is received by 31 January 1990. The next issue of the IGS NEWS will be published in March 1990 and will be the last one before the IGS General Assembly.

In their letter to the IGS Secretary, the candidates are requested to provide a short statement as follows:

- First line: Name and Country
- Second line: Candidate ... (indicate: President, Vice-President, Secretary, Treasurer, and/or Council Member)
- Then, a 10-line maximum single-spaced text where the candidate gives a summary of his/her professional career and, particularly in the case of candidate officers indicates why he/she is a candidate.

If an IGS member is a candidate to several positions (e.g., Council Member, Secretary, and Treasurer), he/she will have to send to the IGS Secretary one statement for each position. Statements by all candidates will be made available to attendees at the General Assembly.

For information, the present Council includes:

- Seven members who were elected in 1988 and will therefore stay until 1992: Messrs. Fukuoka (Japan), Giroud (USA), Leflaive (France), Myles (UK), Rankilor (UK), Rowe (Canada), and van Harten (The Netherlands);
- the Immediate Past-President, Ch. Schaerer (Switzerland); and
- eleven members who were either elected in 1986 or co-opted: Messrs. Arman (USA), Barker (UK), Floss (Germany), Massenaux (Belgium), Perfetti (France), Rigo (Belgium), Schneider (Austria), Sembenelli (Italy), Stevenson (USA), Tonus (Switzerland), and Warner (USA).

After two terms of office, Mr. G. Massenaux has decided not to seek reelection as IGS secretary; and, in accordance with the proposed amendments to the IGS bylaws, Mr. J.P. Giroud, current President of the IGS, and Mr. K. van Harten, current Vice-President, will not seek reelection.

4. Second Announcement

4.1 Date

According to Article 7.01.05 of the IGS bylaws, official notice of General Assemblies must be given two months in advance. Therefore, a second announcement will be published at least two months prior to the General Assembly. This announcement will be published in IGS NEWS, if it is possible to have an issue two months before the General Assembly, or it will be mailed to all IGS members.

If the announcement is published in IGS NEWS, it is suggested to print it on the center four pages of IGS NEWS (i.e., pages 5, 6, 7, and 8 in a typical 12-page issue). These four pages may then be reprinted separately and given to all attendees of the General Assembly.

4.2 Content

The second announcement will include:

- official notice of the General Assembly (which technically will be a double official notice for General Assembly with quorum and General Assembly without quorum, as indicated in Section 2.3) including exact location
- (room);
- agenda for the General assembly and instructions for IGS members who want to suggest new items;
- summary of the minutes of the preceding General Assembly and instructions on how to get detailed minutes;
- texts and motions submitted to vote, such as amendments to bylaws;
- form for proxy to be used by those who cannot attend the General Assembly (although a proxy written on any sheet of paper is valid, it is important to have a form because many members who are not accustomed to give a proxy would not do so unless there is a simple form to fill out; the form should also be catchy to serve as a reminder);
- instructions for attendees of the General Assembly, such as practical instructions on how to get voting cards, how to vote, etc.;
- list of candidates, as known at the time when the second announcement is prepared (i.e., candidates who met the deadline indicated in the first announcement) with, possibly, a short biographical note and statement; and
- instructions for those who still wish to be candidates, and deadline (e.g., two weeks before General Assembly) if they wish their name to be printed on the ballot (with a reminder that new candidates can be accepted at the General Assembly until the last minute, in which case names will have to be handwritten on the ballot).
- information about the Postal Ballot or [Electronic Ballot](#) to be held for election of Council members
- names of candidates for election to Council.

5. REGISTRATION TO GENERAL ASSEMBLY

5.1 Registration List

IGS members are allowed to attend the General Assembly only if they have paid their membership dues for the year of the General Assembly prior to a certain deadline (as defined in Section 2.1). Consequently, the IGS Secretary will have to maintain an updated list of members until the deadline.

Chapters and national organizations that collect IGS membership dues are requested to send to the IGS Secretary an updated list of their fully paid members fifteen days prior to the General Assembly. However, the IGS Secretary shall consider those on the list as IGS members only after the Treasurer has verified that dues have been paid.

To minimize cases of contention, representatives of chapters and national organizations should be on call during the two days preceding the General Assembly to help the IGS Secretary.

5.2 Registration Counter

An easily accessible counter (e.g., next to conference registration) will be devoted to IGS General Assembly registration. The IGS Secretary decides the size of the counter. The IGS General Assembly registration counter will be open at the same time as the conference registration counter.

The IGS Secretary will provide the IGS General Assembly registration counter with an appropriate number of copies of the registration list and ample supply of identical marker pens of a specified, preferably unusual but highly visible, color.

5.3 Registration Operations

Registration operations will be conducted under the responsibility of the IGS Secretary.

The IGS officials at the registration counter will put the following marks on the registration list:

- a number between 1 and 6 next to the name of IGS members who intend to attend the General Assembly, the number being equal to the number of proxies they carry plus one; and
- the letter P followed by the name of the proxy holder in parentheses next to the name of IGS members who gave a proxy.

For example, if Martin registers and carries proxies from Lopez and Wang, the registration list will be marked as follows:

LOPEZ P (MARTIN)

MARTIN 3 WANG P

(MARTIN)

(Note that 3 is equal to the number of packages received by Martin as indicated in Section 5.5.) This system will allow to:

- determine the number of IGS members present or represented at the General Assembly by adding up the numbers;
- verify that nobody carries more than five proxies;
- verify that nobody gave more than one proxy; and
- verify that nobody registered more than once.

5.4 Package

Each IGS member attending the General Assembly will receive a package. This package will include essentially the voting cards to be used for votes taken by a show of hands and the booklet of voting forms to be used for secret ballots. The package may also include other documents, such as the agenda of the General Assembly, a list of candidates, a short statement by each candidate, and information on the composition of the Council, etc.

Packages will be of different colors according to the type of membership: green for individual members, yellow for corporate members.

5.5 Distribution of Packages.

Packages will not be mailed. They will be distributed at the registration counter, in the hours or days preceding the General Assembly. Each IGS member present and intending to attend the General Assembly will receive a package, plus as many packages as proxies he/she carries.

The IGS official remitting the packages will write the name of the attainer on each package, preferably with a big marker. For instance, an IGS member carrying five proxies (which is the maximum) will receive six packages, each bearing his/her name. Marking names on packages is essential to prevent or, at least, minimize loss or misuse of packages.

5.6 Voter Identification Card

In the event no registration counter **will** be available in the conference venue, the Secretary will mail to all IGS members who have paid their dues, a Voter Identification Card. This card will be mailed at least one month before the General Assembly. If possible it will be mailed with the Postal Ballot for Council members. The Voter Identification

Card serves as identification for any IGS member who wishes to attend the General Assembly and to vote in the General Assembly..

Any Member who joins the Society or pays his/her dues after the Voter Identification Card has been mailed will be required to register at the IGS registration desk prior to the morning of the General Assembly. The registration desk will locate in the IGS Booth. A voting package will be issued on proof of membership status (receipt, identification card, etc.).

Members who fail to bring a voter identification card to the conference will be permitted to vote but will be required to request verification of eligibility at the IGS Booth. Members are advised to allow sufficient time before the General Assembly to permit verification.

5.7 Checking

At the entrance of the General Assembly, each attendee will have to show the package(s) he/she carries to be allowed to enter the room. Also, packages will be counted at the entrance of the General Assembly to establish if the quorum has been reached.

6. AVAILABLE DOCUMENTS

6.1 Agenda of the General Assembly

Copies of the agenda of the General Assembly will be available:

- in the few days before the General Assembly, at the IGS Secretariat within the premises of the Conference and at the IGS counter in the registration hall; and
- just before the General Assembly, at the entrance of the General Assembly and on tables inside the General Assembly room.

6.2 Minutes of the Preceding General Assembly

Minutes of the preceding General Assembly will not be displayed, but they will be available upon request from the IGS Secretariat or, on the premises of the General Assembly, at the IGS booth.

6.3 List of Candidates

List of candidates, as known before the General Assembly, will be in the packages given to attendees and, if not, will be available at the entrance of the General Assembly and on tables inside the General Assembly room. At the time of the election, the list of candidates will also be projected on the screen.

7. ELECTIONS

7.1 President

The President of the IGS must be elected at the General Assembly held during an International Conference. Since the President is elected from the IGS membership at large, election of Council members must take place after the President is elected.

7.2 Officers

The Immediate Past-President is automatically an officer. The President and Vice President are elected at the General Assembly as indicated above. The other officers (Secretary and Treasurer) are elected by the Council, and from the Council, at a Council meeting held after the General Assembly and before the end of the International Conference (in the usual case when the General Assembly is held during an International Conference).

A date for this Council meeting shall be selected at least two months in advance by the IGS Council. The outgoing President and Secretary should prepare an agenda for this Council meeting one month before this Council meeting. This agenda shall be sent by the outgoing President or Secretary to the outgoing Council members, and to all candidates to the Council at the coming General Assembly. Copies of this agenda should be available at the end of the General Assembly for the newly elected Council members if necessary. The outgoing IGS Secretary shall reserve a room for this Council meeting.

7.3 Council Members

Eight Council members (i.e., half of the elected Council members, as opposed to coopted Council members) have to be elected at the General Assembly held during an International Conference. The other eight Council members are elected two years after the General Assembly held during an International Conference. (Note: As indicated in Section 8.3, if the President of the IGS is elected from outside the Council, he/she becomes automatically a member of the Council; in this case only seven additional Council members will be elected in the round of election for Council members.)

7.4 Candidacies

Candidates must be individual IGS members. They may declare their candidacy until the last minute before the vote at the General Assembly. However, those who are candidates are encouraged to let it be known as early as possible. Practical information is given in Sections 3.3 and 4.2.

Candidates for Council member must declare their candidacy before the deadline, mentioned in the Call for Candidates.

7.5 Postal or Electronic Ballot

The election of Council members in conjunction with the General Assembly will be by Postal or Electronic Ballot, which must be returned to the secretary at least one month before the date of the General assembly. The Secretary will advise the President of the results as soon as they become available.

The results of the election will be kept secret until the announcement at the General Assembly.

The counting of the votes will be done under responsibility of the secretary. At least two IGS members, approved by the IGS President, will verify the counting. 7.6 Vote counting procedure

A preferential voting system is used for the election of the Council members.

A voting form is mailed to all IGS members in accordance with the IGS operating Procedure for Postal Ballots.

The preference of Candidates must be indicated with the numbers 1,2,3.... , with 1 being the first preferred Candidate.

It is not necessary to vote for every Candidate (in which case the vote box(es) can be left open).

For the vote to be valid the given numbers should be in the proper sequence, no numbers may be left out.

Assuming n Candidates counting of the votes will be done as follows:

1. The Candidate with the number 1 will get n points

2. The Candidate with the number 2 will get $(n-1)$ points
3. The Candidate with the number n will get 1 point
4. The Candidate with no number (blank box) will get 0 points

n =total of Candidates. All the points will be added up for all Candidates.

The candidates will be listed in accordance with the sequence of the total points received.

After the election of the President and the Vice-President at the OGA, the list will be corrected by crossing out their names if they were also candidates for the Council.

The remaining (x) highest Candidates on the list will become Council member (with x = the number of vacant seats in the Council).

8. VOTING PROCEDURE AT THE GENERAL ASSEMBLY

8.1 Voting Cards for Votes by Show of Hands

Voting at the General Assembly will be by a show of voting cards, except for personal matters or, if otherwise requested. Voting cards will be of a different color according to the type of membership: green for individual members, yellow for corporate members.

Voting cards will be printed in such a way that they cannot be easily imitated. Voting cards for individual members count for one vote; voting cards for corporate members count for five votes.

8.2 Voting Forms for Secret Ballots

According to Article 7.03.03 of the IGS bylaws:

- voting will be by secret ballot for personal matters such as electing the President and Council members; and
- a secret ballot will also take place if required by at least 20 members personally present at the General Assembly.

Secret ballots will be done using voting forms. Voting forms will be printed in such a way that they cannot be easily copied. Voting forms will be of different color according to the membership type: green for individual members, yellow for corporate members. Voting forms for individual members count for one vote; voting forms for corporate members count for five votes.

If the voting forms are used for elections, then the voting form must indicate that the entire ballot is disqualified if the voter does not use the proper form or if the voter votes for:

- more candidates than the required number;
- less candidates than the required number; and

- persons who are not candidates or have withdrawn their candidacy.

Voting forms for the Council should also indicate which candidates to the Council are also candidates to the positions of Vice-President, Secretary and/or Treasurer. For the sake of completeness, the voting forms for the Council should also indicate (e.g., in a footnote) if there are also candidates for these three positions among the eight persons who are already members of the Council.

An example of voting form is attached.

All voting forms will be stapled together to form a booklet (experience shows that loose voting forms may be lost or missing in the package). Voting forms should be numbered (e.g., 1a for President's election, first round, 1b for President's election, second round, 2a for Council's election, first round, etc.) There should be voting forms for all rounds of all votes on the agenda, plus additional blank, but numbered, voting forms for unforeseen votes.

8.3 Announcements during General Assembly

Before each vote, the IGS Secretary will describe the voting procedure and will indicate how many seats are available. For example, if the IGS President is elected from outside the Council, thereby becoming automatically Council member, the IGS Secretary will indicate that the General Assembly should vote for seven candidates for the Council, instead of eight.

The IGS Secretary will also announce the names of last minute candidates and the names of candidates who decided to withdraw. The IGS Secretary will also indicate the names of those who are candidates for Vice-President, Secretary and/or Treasurer, regardless of whether they are already Council members or candidates to the Council. The

IGS Secretary will remind the voters that the, Secretary, and Treasurer will be elected by the Council from the Council and that it is not wrong (and may be even good) to elect to the Council, two persons who are candidates for the same officer's position.

Announcements made at the General Assembly by the IGS Secretary regarding number of seats and names of candidates will also be displayed on an easel or on a screen through overhead projection.

8.4 Counting Votes

Poll tellers will be appointed at the beginning of the General Assembly. Some poll tellers will be appointed to count votes by show of cards, and other poll tellers will be appointed to count secret ballots.

In expressing the result of a secret ballot, individual votes and corporate votes will not be reported separately (even if for practical reasons they have been added up separately in the counting process).

9. RULES FOR VOTES

9.1 Amendments to Bylaws

An amendment to the bylaws is adopted if approved by more than two thirds of the votes (valid and invalid) (Article 7.03.04 of the IGS bylaws).

9.2 Motions

A motion is adopted if approved by more than one half of the votes (valid and invalid).

9.3 Election of the President

First Round

The candidate who gets more than one half of the valid votes in the first round is elected.

Second Round (if required)

If the President is not elected in the first round, a second round will take place.

New candidates are accepted between the first and the second round. The candidate who gets the largest number of votes in the second round is elected. (He/she need not get more than one half of the votes.)

(On this page is a fictitious example of a voting form.) Attachment 2:

EXAMPLE BALLOT FORM FOR COUNCIL ELECTIONS BY POSTAL BALLOT

ELECTION OF COUNCIL MEMBERS

I hereby vote for the following individuals as members of the IGS Council for the four-year term 19xx-19yy.

| | | |
|-------------------------------------|-------------|--------------------------|
| J. DOE | U.S.A. | <input type="checkbox"/> |
| H. DURAND | France | <input type="checkbox"/> |
| R. FULANO(Candidate Vice-President) | Spain | <input type="checkbox"/> |
| J. MARTIN | France | <input type="checkbox"/> |
| S. MARTINET | Switzerland | <input type="checkbox"/> |
| F. MARTINEZ | Venezuela | <input type="checkbox"/> |
| P. MARTINI Italy A. MARTINS | U.S.A. | <input type="checkbox"/> |
| H. SCHMIDT (Candidate Treasurer) | Germany | <input type="checkbox"/> |
| C. SMITH | U.K. | <input type="checkbox"/> |
| G. TOUTLEMOND (Candidate Secretary) | Belgium | <input type="checkbox"/> |
| | | <input type="checkbox"/> |

Indicate the number of preference in the box, with 1 the most preferred Candidate, 2, 3..... for the Candidates following in preference. Do- not indicate more than 8 names. It is not required to fill in the boxes up till number 8 . Your entire ballot will be disqualified if you do not use the proper form or if you vote for:

- 1 more candidates than the required number;
- 2 leave numbers out of the sequence 1,2,3,4,5,6,7,8

Note: P. van Bergen, already Council Member, is also candidate for Vice-President.