

STATUTES OF THE EUROPEAN STRUCTURAL INTEGRITY SOCIETY

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ARTICLE I GENERAL

Name, Status, Definition of Structural Integrity, Objectives of ESIS, Achievements of Objectives, Membership, Language

I.1 NAME

The name of the organisation is the EUROPEAN STRUCTURAL INTEGRITY SOCIETY, hereafter referred to as ESIS, or the Society. The initials ESIS may be used as an abbreviated name for the Society.

I.2 STATUS

ESIS is a non-profit organisation run by the Executive Committee which is instructed by and responsible to a Council of delegates representing each European Country affiliated to the Society.

I.3 DEFINITION OF STRUCTURAL INTEGRITY

Structural Integrity, in the affairs of this Society, refers to the safe operation of engineering components, structures and materials, and addresses the science and technology which is used to assess the margin between safe operation and failure.

I.4 OBJECTIVES OF ESIS

The aim of ESIS is to develop and extend knowledge in all aspects of Structural Integrity and disseminating that knowledge world-wide with the objective of improving the safety and performance of engineering equipment, individual components and structures. Specifically:

(I.4.1) To foster research and collaboration into the prevention of failure of engineering materials, components and structures under mechanical loadings and associated phenomena.

(I.4.2) To encourage interdisciplinary research into the physical behaviour of engineering components, materials and structures.

(I.4.3) To develop new testing methods, numerical methods, and engineering estimation methods for structural integrity assessment

(I.4.4) To improve engineering designs.

(I.4.5) To improve manufacturing, inspection and maintenance procedures.

(I.4.6) To disseminate knowledge, by means of scientific publications, procedure documents, and referring developments to national and international code-making bodies where relevant.

(I.4.7) To educate young engineers and scientists in structural integrity matters.

I.5 ACHIEVEMENT OF OBJECTIVES

In order to achieve the objectives of the Society, the Society shall, both solely and in co-operation with other bodies,

(I.5.1) Convene Technical Committees which will address the major technical issues of the day.

(I.5.2) Hold regular meetings addressing special technical issues under the auspices of the Technical Committees.

(I.5.3) Hold a major international conference every second year, on all aspects of Structural Integrity and Fracture, to be known as the European Conference on Fracture (ECF), under the organisation of a different national delegation to ESIS, as decided by Council.

(I.5.4) Hold, or support, other appropriate seminars and symposia on technical matters.

(I.5.5) Co-operate with other bodies associated with structural integrity issues, in particular, standardisation bodies such as: the American Society for Testing & Materials (ASTM), European Committee for Standardization (Comité Européen de Normalisation-CEN), International Standards Organization (ISO), and Versailles Agreement on Materials and Standards (VAMAS).

(I.5.6) Hold regular Educational Forums.

(I.5.7) Produce and distribute regular technical publications.

(I.5.8) Produce regular information on the various activities of the Society (Newsletter and the website.)

(I.5.9) Maintain a registered office.

I.6 MEMBERSHIP

The Society has individual, organisational and corporate memberships. It also has Fellows Members. The individual membership subscription is fixed by the Council.

(I.6.1) Individual membership is a prerequisite for holding any office within the Society.

(I.6.2) Members may register as individual members or as part of a group membership from a named industrial, commercial, research, or educational organisation by payment of the annual fee.

(I.6.3) Corporate membership is obtained via a national delegation to the Society and is for major industrial companies, laboratories, institutes or other organisations interested in promoting the Society's work through its national delegation.

(I.6.4) All forms of membership are registered in the Society's registered office.

(I.6.5) The members of an affiliated European nation form a National Group representing that nation in the Council. For the members belonging to National Groups of affiliated European countries, two thirds of the annual registration fee can be retained by the National Group for financing national activities, whereas one third must be sent to the ESIS Treasurer. Individuals from non-European countries can become members of ESIS.

(I.6.6) Fellows shall be persons who have been members of ESIS for at least five years and who have distinguished themselves through contributions to the Society and to the art, science, teaching, or practice of fracture mechanics. Elections for this distinction is made by the Fellows Committee.

I.7 LANGUAGE

The working language of the Society shall be English.

ARTICLE II THE COUNCIL

Membership Responsibilities, Meetings, Quorums and Ballots, Agenda, National Delegations to Council, Voting by Proxy, Minutes

II.1 MEMBERSHIP

The President, who acts as Chairman of Council.

Two Vice Presidents.

Two delegates, one of whom is a voting member, from each of the National Groups of affiliated European countries.

The Chairperson of each Technical Committee.
The Permanent Secretary, who acts as Secretary to the Council.

II.2 RESPONSIBILITIES

The responsibility of the Council is to audit the activities of all the committees of the Society, and to ensure that officers, committees and organisation mechanisms are in place for the Society to meet its objectives. Specifically:

- (II.2.1) To manage the Society by means of an Executive Committee.
- (II.2.2) To elect a President; two Vice Presidents; the Chairpersons and the members of the Publications Committee and of the Awards Committee; the Newsletter Editor and the Webmaster.
- (II.2.3) To decide on the admission of new European nation members and their delegates.
- (II.2.4) To receive and agree reports from the Executive Committee and the Publications Committee.
- (II.2.5) Where a report cannot be agreed, to identify actions which can ensure future agreement.
- (II.2.6) To receive proposals for new strategies, and if agreed, to put in place the mechanism for achieving these strategies.
- (II.2.7) To approve new statutes, or amend old ones, where necessary.
- (II.2.8) To set the level of subscriptions, based upon the advice of the Treasurer.
- (II.2.9) To determine the financial policy of the Society and to appoint auditors.
- (II.2.10) To agree the venues for future ECF meetings.
- (II.2.11) To consider any other matters affecting the Society and initiate appropriate actions.

II.3 MEETINGS

The Council shall meet at least once every two years in conjunction with the biennial ECF conference. At other times, special meetings may be held at the request of the President, or at the request of at least five affiliated national delegations or five TC Chairmen, or any combination of these which adds up to five members. If a quorum of the Council can not attend a special meeting, business may be conducted by mail, through the offices of the Permanent Secretary and reported to all Council members prior to any agreement being reached and future actions taken.

II.4 QUORUMS AND BALLOTS

- (II.4.1) For Council meetings, the quorum is one half of the total number of voting members (Section II.1), and the required majority is one half of those present or represented by proxy.
- (II.4.2) For changes to the statutes, the quorum is two-thirds of the total number of voting members, and the required majority is two-thirds of those present or represented by proxy.
- (II.4.3) The President is not allowed to vote in any ballot. Where there is a tied ballot, the President shall decide on further action.

II.5 AGENDA

The agenda for all biennial Council meetings shall include the following items:

- (II.5.1) Naming of delegates and voting members.
- (II.5.2) Establishing that those present are members of ESIS.
- (II.5.3) Establishing that the necessary quorums are present.

(II.5.4) Issues from minutes of the last biennial Council meeting, any intervening special meetings and acceptance of approved minutes.

(II.5.5) Reports of the Executive Committee.

(II.5.6) Reports from the Treasurer, proposals for changes, discussion and future actions.

(II.5.7) Proposals from members pertaining to Council affairs.

(II.5.8) Election of Officers.

(II.5.9) Venue of the next ECF Conference.

(II.5.10) Any other business.

The agenda, together with the necessary papers, including Financial Balance, Publications Committee reports and Technical Committee reports shall be circulated to all members of the Council at least one month before the Council meeting.

Proposals under item (II.5.7) shall be routed via an affiliated National delegation or a TC representative, and be accompanied by the name of the proposer and the seconder, and shall be lodged with the Permanent Secretary at least 2 months in advance of any meeting.

II.6 NATIONAL DELEGATIONS TO COUNCIL

Any European nation can make application to join the Society as an affiliated member. Applications should be made in the first instance to the Permanent Secretary. The minimum number of individual members of the Society from a nation shall be ten in order to gain a seat on Council. The application should list the names, addresses and affiliation of each member and indicate the technical diversity and scientific expertise of its members in both industrial and academic sectors of Structural Integrity activities. Also a representative and a Statute must be enclosed. European countries which do not meet these conditions can have a single national delegate attend Council as a non-voting member.

II.7 VOTING BY PROXY

When no member of a national delegation can attend Council the delegation may transfer its voting power to another delegation, by proxy, via notification to the Permanent Secretary. Although this voting power will count in any ballot, it will not count in establishing the quorum. No attending delegation may cast more than 2 proxy votes.

II.8 MINUTES

Minutes of Council meetings shall be recorded by the Permanent Secretary and published in an issue of the ESIS Newsletter.

ARTICLE III

REGISTERED OFFICE, OFFICERS AND COMMITTEES

The Registered Office, The President, The Treasurer, The Secretariat, The Executive Committee,

Publications Committee, Awards Committee, The Newsletter Editor, The ESIS Website, Technical Committees.

III.1 THE REGISTERED OFFICE

(III.1.1) A registered office shall be managed by an organisation approved by the Executive Committee and under conditions approved by the Executive Committee.

This office shall have legal status in a European country that has a national delegation affiliated to ESIS.

(III.1.2) Any change of location of the registered office shall be by agreement of the Executive Committee.

(III.1.3) Contracts concluded on behalf of the Society through the registered office, shall have the approval of the Society by co-signature of the President, and the Permanent Secretary after full consultation with the Executive Committee.

(III.1.4) The costs of administering the registered office shall be borne by ESIS. The organisation managing the registered office shall prepare a financial statement every 12 months for inclusion in the annual report of the Treasurer to the Executive Committee, and biennially for inclusion in the report of the Treasurer to the biennial Council meeting. The auditors nominated by Council, shall have full access to the financial administration of the registered office, and shall send notice of approval of these financial statements to the President and Vice Presidents prior to Council ratification.

III.2 THE PRESIDENT

The President shall be elected by the Council, together with the two Vice-presidents. The term of office for President and Vice-presidents is 4 years and begins at the end of the Council meeting at which the election takes place.

The President shall not vote at Council meetings or at meetings of the Executive Committee.

(III.2.1) RESPONSIBILITIES

The responsibilities of the President are to ensure the continued and healthy operation of ESIS in attaining its stated objectives. Specifically:

(III.2.1.1) To act as Chairman to Executive Committee and Council.

(III.2.1.2) To act on behalf of the Society in the conduct of the affairs of the Society in accordance with policies and procedures adopted by Council and the Executive Committee.

(III.2.1.3) The President shall establish or terminate liaison activities with other organisations following approval of the Executive Committee.

III.3 THE TREASURER

The Treasurer has the responsibility to ensure that the ESIS finances are in a healthy state. Specifically

(III.3.1.) To manage the accounts in such a way that the income exceeds the expenditure over any four year period

(III.3.2) To recommend to the Council, through the Executive Committee, a rate for the annual subscriptions for membership for each 2 year period.

(III.3.2) To ensure that all income is lodged beneficially in a suitable bank account.

(III.3.3) To monitor income from publishing, and other sources not associated with membership.

(III.3.4) To provide financial support to the activities of the technical committees, and administration committees where needed.

(III.3.5) To provide financial support to the Secretariat, as agreed by Council.

(III.3.6) To report to the Executive once every 6 months.

(III.3.7) To provide accounts to the Council once every 2 years.

III.4 THE SECRETARIAT

The Secretariat shall be located within the registered office of ESIS. It shall be run by a Permanent Secretary, a Treasurer and by the Editor of the ESIS Newsletter.

(III.4.1) RESPONSIBILITIES

The duties of the Secretariat are:

(III.4.1.1) To establish and run the registered office on behalf of ESIS.

(III.4.1.2) To maintain a list of all members and publish this list annually.

(III.4.1.3) To encourage the expansion of ESIS both in terms of national delegations and individual, organisational and corporate members.

(III.4.1.4) To act as secretary to the Council, the Executive Committee and the Publications Committee.

(III.4.1.5) To disseminate information as required by Council, the Executive Committee, and the Technical Committees of the Society.

(III.4.1.6) To compile the ESIS Newsletter and circulate it to all members at least once a year.

(III.4.1.7) To host the office of the Newsletter Editor and Website Manager.

(III.4.1.8) To manage the day-to-day affairs of ESIS and maintain an efficient records system pertaining to all Society correspondence.

(III.4.1.9) To liaise with the various national and international bodies involved in structural integrity matters.

III.5 THE EXECUTIVE COMMITTEE

III.5.1 MEMBERSHIP

The President, who acts as Chairperson

Two Vice Presidents

The Treasurer

The Editor of the Newsletter

The Chairperson of the Publications Committee

Two Chairpersons, one from each of the next two ECF conferences

The Permanent Secretary, who acts as the secretary to the Executive Committee

III.5.2 RESPONSIBILITIES

The responsibility of the Executive Committee is to ensure the smooth and efficient running of the Society on a day-to-day basis. Specifically:

(III.5.2.1) To approve the appointment of a Permanent Secretary, who shall be responsible for all aspects of the administration of the Executive Committee.

(III.5.2.2) To approve the appointment of a Treasurer to ESIS.

(III.5.2.3) To consider the setting up of new administration and technical committees when appropriate.

(III.5.2.4) To assist the technical and administration committees and record their activities.

(III.5.2.5) To confirm the chairpersons of all other ESIS committees.

(III.5.2.6) To elect ordinary members to all ESIS committees when considered appropriate.

(III.5.2.7) To monitor dates of proposed ESIS technical meetings, ensuring wherever possible that there is no conflict.

(III.5.2.8) To develop and propose new strategic objectives of the Society as required.

(III.5.2.9) To recommend amendments and new Statutes to Council as necessary.

(III.5.2.10) To make recommendations to the Council on any issue relating to the efficiency of the Society.

(III.5.2.11) To fill temporary vacancies in the offices of the Society that may arise between the times of Council meetings.

(III.5.2.12) To adopt any emergency powers deemed necessary to ensure the smooth and continuous operation of the Society.

(III.5.2.13) To report at every session of Council on the actions taken by the Executive Committee since the previous Council session.

III.5.3 MEETINGS

The Executive Committee shall meet once every year, preferably in combination with either an ESIS sponsored conference, a TC meeting or an ECF meeting. The agenda will be agreed one month prior to the meeting and will be based on the responsibilities specified in Clause III.4.2.

Where a vote is needed, a quorum of two-thirds of the membership of the Executive Committee is required, and a simple majority of the attendees at the meeting shall be effective. The President may, by prior agreement of a majority of Executive Committee members, invite non-voting members of the Society to be present at any Executive Committee meeting.

In times between Executive Committee meetings, duties of the Executive Committee may be carried out by mail, and a record shall be kept by the Permanent Secretary.

III.6 AWARDS COMMITTEE

III.6.1 MEMBERSHIP

The Chairperson is the organiser of the next ECF

Nine National Representatives elected by the Council

III.6.2 RESPONSIBILITIES

The responsibility of the Awards Committee is to decide, once every two years, on the conferment of

the following ESIS awards:

1. The Griffith Medal
2. The Wöhler Medal
3. Award of Merit
4. Honorary Membership of ESIS
5. Young Scientist Award

All Awards are to be published, with their citations, in the ESIS Newsletter and the ESIS Website,

under the authority of the Awards Committee.

III.6.3 PROCEDURE FOR THE NOMINATION OF AWARDS

Nominations for the awards may be lodged with the Chairperson of the Awards Committee at any

time but not later than six months before a biennial Council meeting. These may be made by any

member of ESIS, but each nomination shall carry the name of a proposer and a seconder. No

member may propose or second a candidate from their own country. Calls for nominations will be

made in the ESIS Newsletter.

III.6.4 MEETINGS

The Awards Committee can communicate by mail throughout the period between Council meetings. A

record shall be kept of these communications by the ESIS Secretariat.

The Awards Committee shall meet and agree the awards prior to each biennial Council Meeting, and

report its decisions to Council.

III.7 THE NEWSLETTER EDITOR

The appointment of the ESIS Newsletter Editor shall be made by the Executive Committee.

III.7.1 RESPONSIBILITIES OF THE NEWSLETTER EDITOR

The responsibility of the Newsletter Editor is to publish a Newsletter at least once a year. The content of the Newsletter shall include the following items:

(III.7.1.1) A list of all Officers of ESIS, together with their affiliations and email addresses.

(III.7.1.2) An editorial by the President or the Editor detailing topical issues relevant to ESIS.

(III.7.1.3) Details of the next ECF conference.

(III.7.1.4) Reports from TCs.

(III.7.1.5) A list of all available ESIS publications.

(III.7.1.6) A list of all future TC meetings.

(III.7.1.7) A list of all ESIS sponsors.

(III.7.1.8) An ESIS membership application form.

(III.7.1.9) The address of the ESIS website.

(III.7.1.10) Articles from the most recent winners of ESIS Awards.

(III.7.1.11) Advertising material, from publishers or other sources with respect to Structural Integrity matters and including all future conferences and meetings worldwide on Structural Integrity affairs.

The Newsletter shall be circulated to all members by the Newsletter Editor. Selected items will be approved by the Newsletter Editor for inclusion on the ESIS website.

III.7.2 THE ESIS WEBSITE

The Executive Committee is responsible for the appointment of the Website Manager hereafter referred to as the Webmaster.

The Webmaster is responsible for the frequent updating of the ESIS website and for giving approval for specific items to be included on other www sites.

III.8 THE PUBLICATIONS COMMITTEE

The responsibilities of the Publications Committee are: to formulate the publications policy of ESIS, to take whatever action is needed to follow that policy in conjunction with TCs and to report to the Executive once a year and to the Council.

The Webmaster shall report to the Publications Committee every six months and report on all changes to the site and inform the Newsletter Editor of such changes.

III.9 TECHNICAL COMMITTEES

INTRODUCTION

The Technical Committees, each working on different aspects of Structural Integrity matters, are the most important part of the ESIS organisation. Their activities are supported by the ESIS Secretariat. The strength of each TC is indicated by the number and scientific quality of Committee members together with their output in terms of reports, recommendations, procedure documents, Special Technical Publications and the regularity of their technical meetings. Wherever possible the subject area of a TC should involve interdisciplinary aspects. Each TC may be split into a number of sub-committees, each examining specific aspects of the main subject area.

The work of a TC and its schedule of meetings is decided by its members as a whole. The ESIS Secretariat should be informed of proposed meetings, and the Executive shall ensure wherever possible that these do not conflict with other meetings on

similar topics, whether these be ESIS meetings or meetings held outside of the ESIS organisation. Notes of meetings should be circulated to the Permanent Secretary as well as to the ESIS members of the TC.

Technical Committees will be formed, modified, extended, or disbanded should they have fulfilled their tasks. Each TC will be reviewed by the Executive Committee at its biennial meeting.

New Technical Committees can be formed under the direction of the Executive Committee at its biennial meeting.

(III.9.1) TECHNICAL COMMITTEE OFFICERS

Each Technical Committee and its sub-committees shall have:

A Chairperson

A Co-Chairperson or Vice Chairperson

A Secretary

(III.9.2) MEMBERSHIP

Each TC may recruit its own members.

Each TC Member should be a member of the Society.

Any ESIS member can join any of the TC committees or sub-committees.

(III.9.3) RESPONSIBILITIES

Each committee should define its Terms of Reference which have to be approved by Council. The Terms of Reference define the activities of a TC and hence of ESIS and should also appear on the ESIS website.

(III.9.3.1) To achieve the status of a major European focus for all scientific and technical issues relating to its named subject area.

(III.9.3.2) To enrol as members, experts in the subject area from each European country and, whenever possible, experts from non-European countries.

(III.9.3.3) To conduct regular meetings with its membership; these meetings being notified well in advance to the Secretariat, for inclusion in the Newsletters, the Website and the international journals affiliated to ESIS, so that all ESIS members can, if they wish, attend such meetings.

(III.9.3.4) To keep an up-dated register of its membership and to inform the Secretariat of its membership rolls.

(III.9.3.5) To keep a record of its meetings, including names, addresses, and e-mails of attendees; this record being copied to the Secretariat.

(III.9.3.6) To convene a European-based international seminar or conference, on the subject matter of its named area, at least once every four years, which will result in a Special Technical Publication. This responsibility also applies to all the sub-committees of a TC.

(III.9.3.7) To ensure that at least once per year it provides details on its current activities via articles published in the Newsletter; for the benefit of all ESIS members.

(III.9.3.8) To convene TC meetings that coincide with other TC meetings, whenever possible, in order to develop cross-disciplinary links and inter-responsive activities.

(III.9.3.9) To ensure its officers and representatives attend each biennial ECF in order to report directly to Council if so required.

(III.9.3.10) To circulate, via the ESIS Secretariat, a full report on activities over the previous two years; this report becoming an integral part of Executive Committee report to the Council meeting held at the ECF conference.

(III.9.3.11) To perform its duties in the spirit of European co-operation and the upholding of the Statutes and By Laws of the Society.

(III.9.4) ELECTION OF OFFICERS

All ESIS members of a TC shall participate in the election of its Officers. Upon the election of Officers the ESIS Secretariat should be informed and an announcement made in the ESIS Newsletter and the ESIS Website.

(III.9.5) CONDUCT OF TC AFFAIRS

This is the responsibility of a TC but the ESIS Secretariat should be informed of all developments, particularly with regard to proposed future activities. Each TC should follow the general guidelines inherent within the Statutes and By-Laws of the Society.

(III.9.6) SUB-COMMITTEES OF A TC

Each TC Sub-Committee has indential responsibilities to those listed above for the parent TC. Additionally each sub-committee, functioning in its own right, will report on a regular basis, via its Chairperson, to the Chairperson of the parent TC.

III.10 FELLOWS COMMITTEE

III.10.1 MEMBERSHIP

The President of ESIS as Chair, the two vice Presidents, the past President, the organizer of the current, past and future ECF.

III.10.2 RESPONSIBILITIES

The responsibility of the Fellows Committee is to decide, once every two years, on the election of Fellows of ESIS.

The names of all elected Fellows, with their citations, will be published in the ESIS Newsletter and the ESIS Website, under the authority of the Fellows Committee.

III.10.3 PROCEDURE FOR THE NOMINATION OF FELLOWS

Nominations for Fellows may be lodged with the Chairperson of the Fellows Committee at any time but not later than six months before a biennial Council meeting. These may be made by any member of ESIS, but each nomination shall carry the name of a proposer and a seconder. No member may propose or second a candidate from their own country. Calls for nominations will be made in the ESIS Newsletter.

III.10.4 MEETINGS

The Fellows Committee can communicate by mail throughout the period between Council meetings.

ARTICLE IV

ESIS TECHNICAL MEETINGS

All ESIS technical meetings, listed below, should be recorded by the ESIS Secretariat and quoted in the ESIS Newsletter and the ESIS Website.

IV.1 ECF MEETINGS

ECF (European Conference on Fracture) meetings shall be held once every even-numbered year. The venue shall rotate around Europe, but shall be in a major city of an affiliated national country. The choice of venue shall be made, four years in advance, by Council, at its biennial meeting, after consideration of competing bids from affiliated European national delegations.

The choice of an ECF Chairperson and the organisation of any ECF meeting is the responsibility of the relevant national delegation. Publication of the proceedings shall be in accordance with the publication policy of the Society (see Section III.8).

IV.2 SPECIAL INTERNATIONAL MEETINGS

Special International Meetings shall be held under the auspices of a sponsoring TC, and the organisation responsible for administration of the meeting. Such meetings

should be aimed at specific technical issues and each should have, as an objective, the publication of a Special Technical Publication.

Before advertising a Special International Meeting, the sponsoring TC shall inform the Executive of the technical issue to be addressed, the proposed venue, and the proposed dates of the meeting. It is the responsibility of the Executive to sanction the meeting, to gather support for the meeting and to ensure that it does not conflict with any other meeting, either in terms of the technical topic, or its timing.

IV.3 REGULAR TC MEETINGS

Regular TC meetings shall be held at least once a year, preferably at venues rotated around the TC members' organisations. These meetings shall cover both TC administration matters, and technical matters.

IV.4 EDUCATIONAL MEETINGS

To fulfil an important aspect of the objectives of ESIS, frequent meetings of an educational nature on Structural Integrity matters should be organised on both a national and an international level. Short courses, seminars and special lectures should be co-ordinated through the most appropriate TC.

Details of these meetings should be communicated to the ESIS Secretariat well in advance of their proposed timing.

European Structural Integrity Society
Statutes and By-Laws

STATUTES OF THE EUROPEAN STRUCTURAL INTEGRITY SOCIETY

BY-LAWS

(1) All members of ESIS are to be made aware of the Statutes of the Society, either via the Newsletter or the Website of the Society.

(2) All members of ESIS can suggest amendments to the Statutes directly to the Permanent Secretary who will inform the most appropriate Officer of the Society and also inform the member of any actions taken.

(3) On election to any Office of the Society the elected person is to sign a declaration stating they have read the Statutes of the Society and these By-Laws.

(4) All members of ESIS can enrol as a member of any Technical Committee and thereby participate in the TC activities.

(5) A register of all TC members should be sent to the Permanent Secretary by 31st May of each year.

(6) An annual report on the activities of a TC should be sent to the Permanent Secretary each year to arrive no later than 31st May. This report should include a section on future activities. Interim reports will be published in the Newsletter in an abbreviated format.

(7) Interactive studies and co-operative meetings between two or more TCs are to be encouraged, especially with regard to the publication of Special Technical Publications.

(8) New TCs can be initiated at any time, with the approval of the Executive. Their existence is provisional until formally approved by the Council at its next biennial meeting.

(9) All TCs are expected to organise one international specialist meeting at least once every 4 year term. These meetings should aim to produce a Special Technical Publication.

(10) All TCs are expected to support all aspects of the ESIS organisation in its attempt to maintain a strong European voice on Structural integrity issues.

(11) TCs should be represented by 2 of its senior officers at each ECF conference, at which time the TCs activities should be advertised to encourage new and especially young membership, and interdisciplinary collaboration.

(12) TCs should report annually in the Newsletter on matters related to Codes of Practice and Standards, identifying possible deficiencies and potential difficulties, and the need to update