

## **By-laws**

Established 20th July 2017

Amended 11th December 2020

Amended 22nd September 2023

Amended 29 March 2024

### **Section 1.1 Procedures for establishing a Branch**

(refer to Chapter I General, Article 3 of the Constitution)

1. According to Article 3 of the Constitution, branches may be established. Interested groups of IPA members in an economy or a region are encouraged to write to the President, confirming their wish to form a branch and to provide a completed application form specified in the Regulations.
2. These interested groups of IPA members must have:
  - (1) More than ten individual members and three corporate members
  - (2) A candidate for Branch Chair
  - (3) A candidate for Branch Secretary
  - (4) A contact address for its Secretariat
  - (5) Financial independence
3. The applicant request will be considered at the next meeting of the Board of Directors and the candidate Branch Chair will be notified of the results.

### **Section 2.1 Sponsorship Titles**

(refer to Chapter II Purpose and Activity, Article 5 of the Constitution)

1. The IPA may accord sponsorship, co-sponsorship or support (hereinafter referred to as “sponsorship titles”) to events such as exhibitions, conferences, seminars or symposia organized by public or private institutions if the events promote the purposes of the IPA as stipulated in Article 5 of the Constitution.
2. Regardless of Paragraph 1 the IPA may not accord sponsorship titles to events which:
  - (1) may constitute a violation of public order and morality or may receive social blame;
  - (2) have religious or political purposes;
  - (3) aim at private interest
3. Sponsorship titles will be accorded on the basis of a decision by the President or by a person to whom the President may entrust this decision. Sponsorship titles which have been accorded will be reported at the next meeting of the Board of Directors.
4. Regardless of Paragraph 3, if sponsorship titles involve financial expenditure by the IPA, the titles will be accorded with approval by the Steering Committee.

### **Section 2.2 IPA Awards**

(refer to Chapter II Purpose and Activity, Article 5 of the Constitution)

1. The International Press-in Association (IPA) will evaluate studies, technologies and practice related to press-in engineering and award honors (IPA Constitution Article 5 item 5).

2. Press-in engineering is multi-disciplinary engineering for improving the planning, design and construction of embedded structures and walls. It covers, but is not limited to, geotechnical engineering, environmental engineering, mechanical engineering, measuring-surveying-monitoring engineering, data and information processing (IPA Constitution Article 5 item 1 and 2).
3. There are six categories of IPA awards and the criteria and selection process for each are provided in Provision 7 of the Regulations.

### Section 3.1 Membership

(refer to Chapter III Membership, Article 6 and 7 of the Constitution)

1. There are three types of membership which are defined as follows and membership dues are given in Provision 2 of the Regulations.

<i><b>Types of Membership</b></i>	<i><b>Categories</b></i>
I. Individual Members	n/a
II. Corporate Members	a) Platinum Member
	b) Gold Member
	c) Silver Member
	d) Bronze Member
III. Student Members	n/a

2. The privileges of each membership are provided in Provision 2 of the Regulations.
3. Honorary Titles are provided in Provision 3 of the Regulations.

### Section 3.2 Removal

(refer to Chapter III Removal, Article 10 of the Constitution)

The Board of Directors has the right to suspend the membership of a person who disgraces the honor of the Association and commits behavior contrary to the purpose of the Association by a simple majority. The Board of Directors shall provide the person concerned an opportunity to defend their accusation prior to the Directors meet.

### Section 4.1 Procedures for electing candidates for new Directors and Auditors

(refer to Chapter IV Directors and Auditors, Article 12 of the Constitution)

1. The Board of Directors will form the Nomination Committee six months prior to the General Assembly.
2. The Nomination Committee is responsible for providing a short list of possible candidates of incoming IPA Directors and Auditors for the General Assembly to decide when required.
3. The Nomination Committee consists of the President, one of the Vice Presidents, the Executive Director and a minimum of two members from the Steering Committee appointed by the President. The Secretary General may also become a member, when the President considers it necessary. In principle, the Vice President chairs the committee.
4. The Nomination Committee shall prepare a draft short list of candidates for incoming Directors and Auditors three months prior to the General Assembly and circulate the draft short list to the Directors in office prior to the General Assembly for their comment.

5. In making the short list, the committee shall take the following aspects into consideration: (1) geographical distribution, (2) area of expertise, and (3) a wide spectrum of age.
6. The Chair of the committee considers all the comments from the Directors in office and modify when required and shall take the responsibility for preparing the final short list in the Agenda of the General Assembly.
7. Regardless of Paragraph 1, when the President expresses their intention not to serve as President in the next term, the Board of Directors will form the Nomination Committee, composed and chaired as stipulated in Paragraph 3, eight months prior to the General Assembly. The Nomination Committee will nominate one (1) candidate for incoming President from among Directors, after confirming to the Board of Directors for their comments. The candidate for incoming President will become member of the Nomination Committee and the Nomination Committee will execute the tasks as stipulated in Paragraphs 4 to 6.
8. The candidate for incoming President will prepare for their tenure as President in the period from the nomination as candidate for incoming President to the election as President.

### **Section 5.1 Latest Available Past President**

(refer to Chapter V Meetings, Article 17 of the Constitution)

The President will appoint a Latest Available Past President from the persons who have served as Presidents of the IPA. The Latest Available Past President shall have the willingness and capacity to discharge the duties stipulated in the Constitution and the By-laws. The Latest Available Past President may or may not be a Director at the time of the appointment, but they must be a member of the IPA.

### **Section 5.2 Responsibility of Directors, the Steering Committee, and the Standing Committees**

(refer to Chapter V Meetings, Article 18 of the Constitution)

1. The Board of Directors is responsible for overall policy and management of the IPA.
  - (1) Election of the President and the Vice Presidents
  - (2) Membership approval
  - (3) Establishment of Branch approval
  - (4) Membership due approval
  - (5) Management of the International Conference
  - (6) Approval of establishment of Committees and Chair of the Committees
  - (7) Planning of other related activities
  - (8) Resolve the tasks specified in Article 18 of the Constitution
  - (9) Resolve the agenda to be proposed to the General Assembly specified in Article 23
2. The Board of Directors meeting will be generally held at least once a year. The agenda for the meetings shall be circulated two weeks prior to the Directors meeting.
3. The Steering Committee meeting shall be chaired by the President and be generally held at least twice a year. The agenda for the meetings shall be circulated two weeks prior to the meeting.
4. The Steering Committee administrates the IPA activities based on a provisional budget until the annual budget is approved in the General Assembly for each fiscal year.

5. The Board of Directors shall establish the following Committees as the Standing Committees:
  - (1) Research Committee
  - (2) Awards Committee
  - (3) Publicity Committee
  - (4) Development Committee
  - (5) Administration Committee
6. The members of each Committee shall include at least three Directors. Terms of reference for each Committee are specified in the Regulations.
7. The representatives of the Standing Committees mentioned in Section 2 of Article 18 of the Constitution will be appointed by each Standing Committee.
8. The Secretary General is responsible for assisting the Board of Directors and the Steering Committee to operate the IPA activities and will draw up a draft budget for the next year to be presented to the Board of Directors.

### **Section 5.3 Proxy**

1. A Director who is not able to attend a meeting of the Board of Directors may transfer their voting rights to the President or another Director, having notified this in writing to the Secretary General before the meeting. No Director except for the President may carry more than two such proxy votes.
2. An Individual Member or Individual Member Representative of a Corporate Member who is unable to attend a General Assembly may transfer their voting rights to the President or to another Individual Member, having notified this in writing to the Secretary General before the meeting.

### **Section 6 Responsibility of the Secretariat**

(refer to Chapter VI, Secretariat and Staff, Article 26 of the Constitution)

1. In order to assist in the efficient operation of the IPA, the Secretariat will perform day-to-day activities authorized by the President.
2. The Secretariat will implement a website system for the effective operation of IPA activities and documentation controls. The Secretariat will encourage use of electronic communication in preparing the meeting documents and in supporting IPA activities.
3. The Secretariat will assist in activities to increase IPA membership, to facilitate Committee activities, and will support the International Conference.
4. The Secretariat may establish Regional Offices when necessary to promote the purposes of the IPA, as stipulated in Article 4 of the Constitution, in particular regions.
5. The President may appoint a Deputy Secretary General when necessary.