

# By-laws ISTE

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**Date: July 2, Warsaw**

## Board

- The roles of the president, secretary and treasurer are described in the statutory rules.
- Besides the president, secretary and treasurer, the board consists of two additional members: a conference coordinator and a vice president. These two board members perform tasks of the board, including:
  - The conference coordinator reviews and monitors the conference organization process.
  - The vice president supports the conference coordinator and organizes the preparation of the proceedings.

## Council

- The council is a special working group consisting of ISTE members.
- The council is installed at an AGM. Each year the composition of the council is reviewed and confirmed at the AGM.
- Council members can be nominated by members, by the board, or can be self-nominated.
- Tasks of council members include:
  - Support the ISTE board with advice and suggestions.
  - Promote ISTE in their network.
  - Distribute the Call for Papers of the annual conference and promote the conference in their network.
  - Assist in and support the reviewing process.
  - Organize or contribute to special issues.
  - Attend conferences.
  - Provides the newsletter editor and webmaster with information deemed relevant to and interesting for the ISTE society.
  - Actively looks for candidates for the board when a board member resigns.
- A council member who has been consistently inactive for two consecutive years may be removed from the council by the board. Inactivity also includes inactivity in the review process.
- During each conference a special council meeting is held preceding an AGM. Content matters can be discussed at the council meeting.

## Members

Members of the ISTE Society do not pay an annual fee, but they are expected to:

- Contribute to the ISTE newsletter.
  - Members may publish announcements of research projects or research opportunities, for example in shared research or through funding.

- Members may summarize their research or send links to publications that they consider interesting for the society.
- Members may announce special issues.
- Members may share success stories.
- Distribute the Call for Papers for the annual conference.
- Participate in the review process.
- Submit papers to the conference.
- Attend conferences.

Board members and council members are also members of the society.

## Roster of terms of office and re-election

- A roster of terms of office is observed to avoid board members stepping down at the same time. As stated in the statutory rules, board members can be re-elected anytime.
- Whenever a board member resigns, he or she searches, with help of the council, for a person who can replace him or her.
- The incumbent board member is expected to guide the new board member for at least 6 months after resignation and transfers all necessary documents to the new board member.

## Local organizing committee

- The board seeks proposals from council members for the host city of the annual conference.
- The host city is responsible for establishing a local organizing committee.
- The ISTE board and council support provide support to the local organizing committee as required. At least the conference coordinator is part of the local organizing committee.
- The conference registration fees are set in consultation with the conference coordinator and the board.
- A levy is due to ISTE at €22 per paying delegate with a minimum of €1500 and a maximum of €3000. This amount is reviewed and confirmed in the AGM preceding the conference.
- The programme committee consists of representatives of the local organizing committee and members of the ISTE board and/or council.
- For reasons of continuity, a permanent programme committee kernel is formed, consisting of board members. This kernel group is reviewed each year. Council members can volunteer to be a member of the programme committee.

## Conference

- Per registered author, a maximum of two papers can be presented.

## Conference management tool

- The organization and programme committees are supported by a conference management tool. The conference organizing and programme committee are

responsible for the acquisition, installation and use of the conference management tool.

## Conference proceedings

- Proceedings are published online in the IOS Press Series Advances in Transdisciplinary Engineering.
- The local organizing committee is responsible to enter into an agreement with IOS Press and pay the associated fees of publication.
- Only papers that are peer-reviewed and presented at the conference will be included in the proceedings, with a maximum of two presentations per registered delegate. The programme coordinator can exclude papers from publication that do not comply with peer-review recommendation and/or required IOS Press formatting guidelines.
- An electronic copy of the draft proceedings is made available before each conference. The final publication takes place within six weeks after the conference.

## Website

- ISTE has a website that is maintained by a webmaster.
- The ISTE website contains information on the mission and goal of the society, statutory rules and by-laws, financial reports, past conferences and proceedings, newsletters, a link to the actual conference website, and any other news deemed relevant for or of interest to the ISTE community

**Corporate members** (This article has not been accepted at the AGM 2019. A new proposal will be prepared for TE2021)

*As stated in the statutory rules, legal entities that are not persons can be a member of ISTE. Such legal entities can be companies. In return of an annual fee of €1500 corporate members will receive some privileges:*

- *A corporate member will receive 2 free tickets for the annual conference.*
- *A corporate member logo will be included in the ISTE website and in the annual conference website.*
- *A corporate member will receive the quarterly newsletter of the society. In the newsletter they can publish advertisement for products that are considered relevant in a transdisciplinary engineering environment.*

## Financial statement, bookkeeping and budget

In addition to what is stated in the statutory rules,

- The financial statement should be in Euro and clearly indicated.
- Invoices or receipts should be provided and kept for all costs. Single costs below 30 Euro can be accepted given a signed affidavit in lieu of an invoice or receipt is provided.
- Single payments of 500 Euro or more require approvals and signatures by two (2) authorized board members (the president, the treasurer, or the secretary).

- Payments exceeding 500 Euro in total to a single person or organization during a financial year always require approvals and signature by two (2) authorized board members (the president, the treasurer, or the secretary).

## **Remuneration**

The website editor, newsletter editor, and proceedings editor will receive an annual remuneration for their service as described in the respective duty statements. The remuneration is reviewed each year during the AGM and defined in a formal agreement letter, to be signed at the AGM.