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PURPOSE OF INSTITUTE AND OPERATIONS MANUAL

The International Institute of Acoustics and Vibration (IIAV) is a scientific society established in 1995 to advance the science of acoustics, noise and vibration, and to respond to the needs of scientists and engineers in all countries whose primary interests are in the fields of acoustics, noise and vibration. The IIAV is affiliated with the International Union of Theoretical and Applied Mechanics (IUTAM) and cooperates with scientific societies in all countries and with other international organizations to increase information exchange by sponsoring, cosponsoring, or supporting seminars, workshops, congresses, as well as publishing journals, newsletters, and other publications.

The IIAV provides a printed quarterly, refereed journal, the *International Journal of Acoustics and Vibration (IJAV)* and an electronic newsletter, the *International Sound and Vibration Digest (ISVD)*, to all members as part of their annual dues. The *International Journal of Acoustics and Vibration* is also provided to libraries on a subscription basis. The IIAV also organizes an annual premier world event, the International Congress on Sound and Vibration (ICSV), which combines all areas of acoustics, noise, and vibration.

The *Manual of Operations* is the official guide to the functioning and operational administration of the IIAV. It includes the standing rules adopted by the Executive Committee and the Board of Directors on behalf of the IIAV membership. The contents of this manual shall be made available to all IIAV members and shall be presented to Officers and Directors prior to the election process and who shall agree to undertake the duties specified in this manual if elected.

EXECUTIVE COMMITTEE

The IIAV Executive Committee includes the following:
- Officers
- Executive Director
- Regional Directors
- Immediate Past President (non-voting)

Quorum. A quorum of the Executive Committee shall consist of the President or his/her substitute and two other officers. The President’s substitute may be the President-Elect, the Executive Director, or one of the Vice Presidents.

Duties. The Executive Committee has the authority to act for the Institute in the interim between Board of Directors meetings and the committee is to make a full report of these
interim proceedings to the Institute at each annual meeting. The committee also has the authority to

- employ an Executive Director to manage the affairs of the Secretariat Office,
- approve or disapprove of the Regional Directors who are recommended by the Executive Director,
- appoint one or more editors to manage the Institute’s publications,
- elect fellows by majority approval upon recommendation of the Membership Committee,
- approve or disapprove of Honorary Fellow candidates and then forward approved candidates to the Board of Directors for election via majority vote,
- approve or disapprove of membership terminations requested by the Membership Committee, then to forward approved terminations to the Board of Directors for a vote,
- approve or disapprove of Life Memberships in conjunction with the Membership Committee,
- recommend annual membership rates to the Board of Directors,
- cancel the annual meeting or any special meetings in the event of a national or international crisis or other unusual circumstance,
- maintain and update the Manual of Operations, and
- amend the Bylaws when deemed necessary.

**Note.** If an elected officer has been found unable to perform his/her duties, the Executive Committee must provide both written documentation and provide said member the opportunity to respond to the documentation before any removal procedures are initiated.

**OFFICERS**

The IIAV Officers consist of the following:

- President
- President-Elect
- Immediate Past President
- Vice President for Professional Relations
- Vice President for Communications
- Secretary
- Treasurer

Terms begin at the adjournment of the annual meeting. Upon completion of his/her term, officers shall not succeed themselves. However, officers are eligible for election to any other office whose term begins after their current stated terms of office.
President

Term. Two (2) years and then succeed to the Immediate Past Presidency.

Duties. The President presides over all meetings of the Institute, including the Executive Committee and the Board of Directors meetings. He/She may call special meetings of the Institute, upon request of the Executive Committee or 100 voting Members, for any time or place provided that the members receive notice at least thirty days in advance. The President assumes all functions usually associated with the Presidency during his/her term, including the following:

- appoint or reappoint a chairperson and/or members to each special committee as well as the following standing committees:
  1. Bylaws Revision
  2. Future and Long-Term Goals
  3. Honors and Awards
  4. Membership
  5. Nominations and Elections
  6. Tellers
  7. Publications
  8. Parliamentarian

  after consulting the Executive Director and President Elect and no later than 30 days after the annual meeting of the Institute,

- serve as an ex-officio, non-voting member on all standing and special committees,
- vote, along with the Vice Presidents, to break the tie in the annual elections when necessary,
- declare the results of the annual elections,
- appoint a Parliamentarian and/or a special committee to revise the Manual of Operations when deemed necessary,
- approve or disapprove of the Vice President for Professional Relations and the Executive Director’s recommendations for Cooperating Member Organizations, and
- request the Vice President for Professional Relations to invite approved cooperating member organizations to the annual Board of Directors and Executive Committee meetings.

Note. If an elected Officer other than the President vacates office due to death or resignation, the President may designate a replacement for said Officer for the remainder of the unexpired term. In the case of the President’s resignation or inability to fulfill his/her duties, the Vice President who is senior in years of office as Vice President shall serve as President until the next election.
President-Elect

Term. Two (2) years and then succeed to the Presidency.

Duties. The President-Elect serves as a member of the Board of Director and the Executive Committee and assumes the duties and responsibilities assigned to him/her by the President for the two years prior to succeeding to the Presidency. The President-Elect will assist the President by service on committees and decisions involving the Institute to prepare him/herself for the duties of the Presidency.

Immediate Past President

Term. Two (2) years after Presidency.

Duties. The Immediate Past President serves as the chairperson of the Nominations and Elections committee and also serves on the Board of Directors and the Executive Committee as an ex-officio, non-voting member. He/She also assumes the duties assigned to him/her by the President.

Vice President for Professional Relations

Term. Four (4) years.

Duties. The Vice President for Professional Relations serves as a member of the Board of Directors and the Executive Committee. He/She works closely with the chairperson of the Membership Committee and assumes the duties and responsibilities assigned to him/her by the President, as well as the following:

- serve as liaison between the Institute and other professional societies throughout the world whose principal interests are in acoustics, noise and/or vibration, and
- actively encourage and facilitate other scientific societies to become Cooperating Member Organization with the IIAV,
- invite representatives of Cooperating Member Organizations to annual meetings of the Board of Directors and the Executive Committee, in conjunction with the President, the Vice President for Communications, and Executive Director.
**Vice President for Communications**

**Term.** Four (4) years—elected two years after the Vice President for Professional Relations.

**Duties.** The Vice President for Communications serves as a member of the Board of Directors and the Executive Committee. He/She assumes the duties and responsibilities assigned to him/her by the President, including
- facilitate networking between members,
- promote and facilitate the development of communications through the means of conferences, workshops, seminars, continuing education, and career/placement services for members as well as in publications (such as, journals and books, both in written and electronic forms), and
- determine the time and place of the annual Congress in conjunction with the Executive Director and the President.

**Secretary**

**Term.** Appointed by the Institute.

**Duties.** The Secretary serves as a member of the Board of Directors and the Executive Committee and is to assume the duties and responsibilities assigned to him/her by the President, as well as the following:
- record the minutes of the Institute’s annual meetings, including
  1. Members Meetings
  2. Board of Directors Meetings
  3. Executive Committee Meetings
- archive all of the above meeting minutes
- provide written minutes to the Executive Committee within four weeks of the annual meetings and alert the President of all action items,
- receive ballots for annual elections, file the results of these elections with the Tellers Committee,
- report the results of the annual elections to the President, and
- archive cooperating member organization agreements.
Treasurer

Term. Appointed by the Institute.

Duties. The Treasurer serves as a member of the Executive Committee and the Board of Directors and works closely with the Executive Director. The Treasurer assumes all duties and responsibilities assigned to him/her by the president, as well as the following:

- prepares the Institute’s annual budget, in cooperation with the Executive Director,
- prepares comprehensive Institute financial report, in cooperation with the Executive Director,
- presents information and recommendations concerning the financial affairs of the Institute to the Executive Committee, and
- recommends annual membership dues rates to the Board of Directors.

Executive Director

Term. Employed by the Institute.

Duties. An Executive Director is employed by the Executive Committee to manage the affairs of the Secretariat Office on recommendation of the President. The duties and responsibilities of Executive Director are as follows:

- implement, as instructed by the Executive Committee, the policies and programmes as determined by the needs of the membership,
- contribute to the growth and development of the Institute and its programmes,
- inform the President on the status of all Institute operations,
- represent the Institute for the good of the Institute as designated by the President,
- receive and reviews applications from prospective Associate and Student Members,
- recommend Region Directors to the Executive Committee for its approval,
- expedite the work of the standing and special committees,
- determine the time and place of the annual Congress in conjunction with the Vice President for Communications,
- assist the Vice President for Professional Relations in matters regarding Cooperating Member Organizations,
- submit an annual budget for the operations of the Secretariat Office to the Treasurer, and
- help the Treasurer formulate the Institute’s budget, and present said budget to the Board of Directors.
Note. If any Director vacates office due to death or resignation, the Executive Director is to consult the Executive Committee and designate a replacement for said Director for the remainder of the unexpired term. The Executive Director’s salary is determined by the President with approval of the Executive Committee.

Regional Directors

Term. Four (4) years.

Duties. Regional Directors are recommended by the Executive Director and approved by the Executive Committee. They serve as members of the Executive Committee and are to

• represent the interests of their respective region to the Executive Committee and the Board of Directors,
• work closely with the Vice Presidents in the development of communications, conferences, publications, networking, and other programmes that are important to their region,
• assist with communications with scientific societies based in their respective regions, and
• assist the Membership Committee when deemed appropriate.

Board of Directors

The IIAV Board of Directors includes the following:

• President
• President-Elect
• Vice President for Professional Relations
• Vice President for Communications
• Secretary
• Treasurer
• Executive Director
• 20 Directors

Quorum. A quorum of the Board of Directors meetings consists of the President or his/her substitute and five other voting members of the board.
Directors

Term. Four (4) years beginning at the adjournment of the annual meeting. There should be twenty (20) Directors at one time and five (5) should be elected each year. Upon completion of their terms, Directors shall not succeed themselves. They shall be eligible for re-election one year after their previous term expires. Directors shall be eligible for election to any other office whose term begins after their current stated terms of office.

Duties. The Board of Directors is responsible for making necessary decisions for the well being of the Institute. Directors assume all duties and responsibilities assigned to them by the President as well as the following:

- approve or disapprove of the actions of the President, Vice Presidents, Treasurer, Executive Director, Membership Committee, and other committees as required by the Bylaws,
- approve or disapprove of the actions of the Executive Committee as deemed necessary by the President,
- approve or disapprove of the Institute’s budget as formulated by the Treasurer in cooperation with the Executive Director,
- approve or disapprove of any changes in the location of the Secretariat Office, subject to the recommendation of the Executive Committee,
- evaluate proposals for prospective locations of future annual Congresses,
- elect the Executive Committee’s nominees for Honorary Fellow by majority vote,
- terminate individual membership by majority vote upon approval of the Executive Committee,
- determine the annual membership dues rates after considering the recommendations of the Treasurer, the Executive Director, and the Executive Committee, and
- adjust the annual membership dues rates for members in certain geographical regions when necessary.

Note. If a Director has been found by the majority of the Directors to be unable to fulfill the duties and responsibilities of the position due to personal or professional circumstances, it is left to the Board of Directors to recommend to the President a replacement for said Director.

COMMITTEES

The IIAV standing committees consist of the following:

1. Bylaws Revision
2. Future and Long-Term Goals
3. Honors and Awards
4. Membership
5. Nominations and Elections
6. Tellers
7. Publications
8. Parliamentarian
9. Special and Ad Hoc Committee

Standing committees shall consist of a chairperson and at least four other members of the IIAV. Any member may suggest other members for committee membership to the President or President-Elect.

1. Bylaws Revision Committee

The Bylaws Revision Committee reviews and revises the IIAV Bylaws when deemed necessary by the President.

2. Future and Long-Term Planning Committee

The Future and Long-Term Planning Committee evaluates proposals for future congresses and invites well-developed proposals to be presented at the annual Board of Directors meetings. Preliminary proposals for future congresses will be evaluated by the Committee and recommended for presentation no later than the month before the annual Board of Directors Meeting.

3. Honors and Awards Committee

The Honors and Awards Committee solicits and receives Fellowship nominations from IIAV members and recommends said nominations to the Board of Directors for approval, and receives Honorary Fellowship nominations and recommends said nominations to the Executive Committee for approval. Members should be asked by e-mail to make nominations by the Committee no later than March the 1st of each year. These recommendations should be sent to the Executive Committee no later than April the 1st of each year.
4. Membership Committee

The Membership Committee actively seeks to find ways to attract new IIAV members. This Committee reviews and approves or disapproves of applications for Life Memberships in cooperation with the Executive Committee, and reviews complaints for possible membership termination and recommend said Membership termination to the Executive Committee. The chair of the Committee shall present its report on its activities at each annual Board of Directors Meeting.

5. Nominations and Elections Committee

The duties of the Nominations and Elections Committee are as follows:
- invite Institute members by mail no later than September the 15th of each year to suggest potential nominees for the offices to be filled the following year and forwards this list to the Immediate Past President,
- prepare a slate of candidates from the names suggested by the members,
- add candidates to the aforementioned candidate slate as they deem necessary, and
- submit the slate to the Immediate Past President no later than November the 1st each year for the election to be conducted that month.

6. Tellers Committee

The Tellers Committee, with the Secretary, tallies and files the results of the annual election, held in November of each year, and reports these results to the President, who shall then declare who is elected.

7. Publications Committee

The Publications Committee seeks ways to bring more recognition to the IIAV publications, including the IIAV journal, ISVD, and ICSV proceedings. The committee should also attempt to increase library subscriptions to IJAV. The committee chair shall prepare and present a report at the annual Board of Directors Meeting.
8. Parliamentarian

Term. Three (3) years and may be re-appointed. Appointed only if deemed necessary by the President.

The Parliamentarian serves at the meetings of the Institute. The Parliamentarian must advise the President on its procedures and may be asked to serve as a consultant to any standing or special committee.

9. Special and Ad Hoc Committees

Duties. Special and Ad Hoc Committees are created as deemed necessary by the President, the Executive Director, the Executive Committee, and the Board of Directors. They fulfill the duties and responsibilities as assigned to them by the President.