

Asian Concrete Construction Institute

Constitution

SECTION I

Name

- 1.1. - The organization whose Statutes are set forth in this document is officially known as the Asian Concrete Constitution Institute, hereinafter called the “Institute”.
- 1.2. - The Statutes are supplemented and implemented by a set of By-laws.

SECTION II

Objects

- 2.1. - The aims of the Institute are to foster excellence in the use of concrete in Asia and to promote advances in concrete technology, by bringing together information thereon and by studying questions related thereto.
- 2.2. - The Institute fulfils its mission :
 - a/ by interchange of information of information among its several Adhering National Organisations,
 - b/ by holding Executive, Public or other meetings at intervals,
 - c/ by organizing and coordinating studies and experiments,
 - d/ by publication of proceedings, reports and documents.
- 2.3. - The Institute is not profit seeking body.

SECTION III

Participation in the Institute

- 3.1. - Any Asian nation may through the medium of a National Organisation as defined in Section IV, submit an application for membership so as to participate in the activities of the Institute and become a “Member Nation”. For this purpose, a National Organisation shall communicate with the headquarters (Secretary-General) of the Institute, signifying that it wishes to be considered for membership and is prepared to adhere to these Statutes and collaborate fully with the Institute, together with such supplementary information as may be required. The acceptance of the application of a National Organisation will be subject to the approval of the General Assembly.
- 3.2. - Corporations and individuals can participate in the activities of the Institute by becoming an “Affiliate”. The criteria for application and admission of affiliates, their rights and subscription rules are set out in the By-laws.

The General Assembly finally decides on the admission of “Affiliates”.

SECTION IV

National Organisations

4.1. - A “National Organisation” shall, according to the circumstances obtaining in each nation, be either :

- an organization created with a view to its participation in the Institute
- a national committee or sub-committee with an interest in concrete and approved by the Institute, of a scientific academy, professional society or similar organization or institution.

On admission to the Institute, the National Organisation shall be known as an “Adhering National Organisation”.

4.2 - Adhering National Organisation shall be at liberty to establish their organization freely in accordance with their requirements, having regard to the circumstances of the country itself and its national legislation.

4.3 - Only one Adhering National Organisation shall be elected for each nation.

SECTION V

Organisation of the Institute

5.1. - The organization of the Institute and the means for carrying out its objects shall be provided as follows:

- a/ Governing Council
- b/ Secretariat headed by President
- c/ General Assembly
- d/ Technical, Administrative and other Committees as required
- e/ International Meetings
- f/ Subscriptions and Contributions

5.2. - Throughout the Statutes and By-Laws, the meaning of the following terms will be as stated:

a/ **“Member Nations”**

Nations that have been registered their Adhering National Organisations as members of the Asian Concrete Construction Institute.

b/ **“Voting Delegate”**

Any person authorized by an Adhering National Organisation to represent it and cast its single vote on any occasion when voting is necessary in the Institute.

c/ **“Non-voting Delegate”**

Any person appointed by an Adhering National Organisation to attend any meeting of the General Assembly of the Institute a representative of the Member Nation, but who is not entitled to vote.

d/ **“Participant”**

Any person attending or participating in a meeting or other activity of the Asian Concrete Construction Institute on the specific invitation of the Governing Council but who is not entitled to vote.

e/ **“Accompanying Persons”**

Persons who accompany a voting or non-voting delegate at a meeting for the Institute, but who do not take any part in the official business of the meeting.

SECTION VI

Governing Council

6.1. The Governing Council shall comprise:

a/ Chairman

b/ Two Deputy Chairmen

c/ Secretary-General (I) and Secretary General (II)

d/ Ex-Officio members, and up to eight additional members.

6.2. The Governing Council shall be responsible for preparing for meetings of the General Assembly and for putting its decisions into effect.

6.3. The Chairman may convene a meeting of the Governing Council as he deems expedient.

Chairman

6.4. a/ The term of office of the Chairman shall normally be for two years, a “year” being as defined in the By-Laws.

b/ The election of the Chairman shall be by secret ballot and shall require an overall majority of the votes of the Governing Council members present or represented in accordance with Section III, paragraph 8.11 In the event of more than

two candidates having to be voted for, then up to three ballots shall be conducted if necessary, in accordance with the By-Laws.

c/ A Chairman on completion of his term of office shall not be eligible for re-election, nor shall his immediate successor belong to the same nation.

d/ The Chairman shall represent the Institute and shall perform the duties entrusted to him in accordance with the Statutes and By-Laws. He shall preside a meeting of the Institute. He shall be responsible to the General Assembly for the general direction and control of the activities of the Secretary-General.

Deputy Chairmen

6.5. a/ The term of office of the two Deputy Chairmen shall normally be two years, a year being defined in the same way as for the President.

b/ The method of election of Deputy Chairman shall be similar to that for the Chairman.

c/ A Deputy Chairman on completion of his term of office shall not be eligible for re-election as a Deputy Chairman.

d/ A Deputy Chairman is eligible for nomination as Chairman either during, or on completion of, his term of office.

e/ Any one country shall not at the same time be represented by the Chairman and a Deputy Chairman.

f/ The 1st Deputy Chairman shall undertake the duties of Chairman during the duties of periods when the latter is unable to do so.

6.6. The Secretary-Generals shall be appointed by the Governing Council of the Institute, his appointment being renewable at intervals of not less than three years. He shall be responsible, under the general direction of the Chairman, for the conduct of the affairs and duties of the secretariat.

6.7. The Treasurer shall be appointed by the Governing Council of the Institute, his appointment being renewable at intervals of not less than three years. He shall be the custodian of funds of the Chairman and shall receive and disburse all monies received or expended on account of the Institute, keeping the necessary books of account. He shall report annually, and at such other times as the General Assembly may direct, preparing statements on the funds and accounting of the Institute and giving any necessary explanations. He shall provide bond or surety at the expense of the Institute if requested so to do by the Assembly.

Ex-Officio and Additional Members

- 6.8 The term of office of any ex-officio of additional members appointed in accordance with paragraph 6.1. d/ - shall be specified by the General Assembly in conformity with the By-Laws.

SECTION VII

Secretariat

- 7.1. - A secretariat shall be established and maintained to deal with the business of the Institute, under the general direction of the Secretary-Generals, with such staff necessary for the efficient working of the Association as may be approved by the General Assembly.
- 7.2. - It shall be the duty of the Secretariat to deal with all current business, to keep the accounts of the Association, to prepare the annual budgets of receipts and expenditure, to pay all necessary expenses on behalf of the Institute up to the limit of the approved budget, to issue annual demands to Adhering National Organisations for the subscriptions due, to receive, deposit with the approved bank, and issue receipts for all dues and contributions received.
- 7.3. - The Secretariat shall arrange for interchange of documentary and other information with and between Adhering National Organisations; shall keep the archives of the Institute; shall prepare the agendas of all meetings of the Institute and keep the minutes thereof; and shall provide in the official languages of the Institute and send to the Adhering National Organisations all such agendas and minutes of meetings and all other papers, documents or publications approved by the Governing Council to be prepared.

SECTION VIII

General Assembly

- 8.1. - The General Assembly of the Institute, shall meet annually, shall consist of the Governing Council as defines in Section VI, paragraph 6.1., and of Voting Delegates. Each Adhering National Organisation shall be entitled to be represented by one Voting Delegate as defined by in Section V, Paragraph 5.2.b/
- 8.2. - The General Assembly shall, at its annual meetings, resolve all questions concerning the organization and conduct of the affairs of the Institute; it shall approve the budget of receipts and expenditure, and appoint and organize all Committees of the Institute; it shall decide on the admission of new Adhering National Organisations.

- 8.3. - Regulations governing the issue in advance of Notices of Meetings and Agendas of Meetings of the General Assembly, and notifications by Adhering National Organisations of their Voting Delegates, are contained in the By-Laws.
- 8.4. - Meetings of the General Assembly shall be conducted in accordance with the By-Laws and normal committee practice.
- 8.5. - The Chairman, either on his own initiative, or on the written request of not less than two-fifths of the Adhering National Organisations, may at any time propose a Special Meeting of the General Assembly. In this event the Secretary-General shall notify all adhering National Organisations in writing of the proposed date and place of the meeting and the matters to be discussed. A majority of all the Adhering National Organisations must be in favour of the meeting before it can be called.
- 8.6. - For the valid constitution of a meeting of the General Assembly at least one-third of the total number of Adhering National Organisations shall be represented by a Voting Delegate present.
- 8.7. - No matters shall be decided at meetings of General Assembly which do not appear on the previously approved and published agenda, issued in accordance with the By-Laws.
- 8.8. - Should any matter of importance arise which cannot be delayed until the next meeting of the General Assembly, the Chairman shall seek the written approval of the Adhering National Organisations to the proposed course of action; full particulars shall be submitted to each Adhering National Organisation and a majority postal vote of all the Adhering National Organisations in favour of the proposal shall be necessary for its approval. Under conditions of urgency or other special circumstances which interfere with the normal working of the Institute, the Governing Council shall be entrusted to take such action as they deem appropriate in the interest of the Institute, subject to approval at the next meeting of the General Assembly.
- 8.9. - All former Chairmen and Deputy Chairmen of the Institute shall be entitled to attend and take part in the meeting of the General Assembly but shall not be permitted to vote unless they have been appointed by an Adhering National Organisation as a Voting Delegate.
- 8.10. - The Chairman is entitled to vote only when it is necessary to give a casting vote. A Deputy Chairman during his term of office is not entitled to vote unless he has been appointed by an Adhering National Organisation as its Voting Delegate. The Secretary-General is not entitled to vote.
- 8.11. - Votes by proxy may be submitted to the Secretary-General by Voting Delegates unable to attend a meeting or, alternatively, another Voting Delegate may be

nominated to vote on behalf of the absent Voting Delegate. No Voting Delegate present may cast more than one such proxy vote on any Resolution.

- 8.12. - Resolutions shall be adopted on the majority vote of the Voting Delegates present or represented in accordance with these Statutes and the By-Laws of the Institute. When necessary, the Chairman shall have the right to exercise a casting vote.

SECTION IX

Subscriptions and Contributions

- 9.1. - For the purpose of meeting the expenses of the Institute for its operation and maintenance, the several Adhering National Organisations and the “Affiliates” will pay to the order of the Secretary-General, for placing at the disposal of the Institute, annual subscriptions the amount and time of payment of which will be determined by the By-Laws. These regular annual subscriptions shall constitute the only obligatory contributions from Adhering National Organisations to the funds of the Association.
- 9.2. - When appropriate, the Secretary- General may fix individual registration fees for attendance at meetings of the Institute in order for participation other of the Institute’s activities.
- 9.3. - The Secretariat shall be authorized to receive and handle as funds of the Institute all subscriptions, revenues, and any contributions that may be made in the interest of research or other specific activities.

SECTION X

Official Language

- 10.1. - The official languages of the Institute shall be English and for all correspondence, publications and papers disseminated to members of the Institute by the Secretariat.
In addition, Chinese, Thai, Japanese, Korean or other languages may be used at meetings subject to the prior approval of the Governing Council, and for written material by mutual agreement between originators and addresses.

SECTION XI

Amendments to statutes and By-Laws.

- 11.1 a/ Any Adhering National Organisations may propose amendments to these statutes for consideration at a meeting of the General Assembly of the Institute by submitting them in writing to the Secretary-General who shall acquaint all Adhering National Organisations of the proposed amendments and the comments of the Chairman thereon at least two months before the meeting of the General Assembly at which the proposed amendments are to be placed on the agenda. The Chairman may convene a Special Committee to assist him in commenting upon the proposed amendments.
- b/ At the meeting concerned, validly constituted in accordance with Section VIII paragraph 8.6., the adoption of any such amendment will require voting representation in conformity with paragraph 8.11; of at least half of the Adhering National Organisations and affirmative vote of not less than four-fifths of those Adhering National Organisations properly represented and entitled to vote.
- c/ Any Adhering National Organisation entitled, but not able, to vote on an amendment as included in the agenda may alternatively submit its views in writing to the Secretary-General for consideration at the meeting of the General Assembly concerned.
- 11.2. - Amendments to the By-laws shall follow the procedure set out in Section XI, paragraph except that an affirmative vote of only three-fifths in favour of the amendments is required.

SECTION XII

Dissolution

- 12.1. - The Institute shall not be dissolved, except with the consent of not less than 3/5 of the total voting membership of the Institute expressed, either in person or by proxy, at a General Meeting convened for the purpose.
- 12.2. - In the event of the Institute being dissolved as provided above, all debts and liabilities legally incurred on behalf of the Institute shall be fully discharged, and the remaining funds will be disposed of in such manner as the General Meeting of members may determine or donated to an approved charity or charities in Singapore.

12.3. - A Certificate of Dissolution shall be given within seven days of the dissolution to the Registrar of Societies, Singapore.

SECTION XIII

Application of Funds

13.1. - The income and assets of the Institute, whencesoever derived, shall be applied solely towards the promotion of the objects of the Institute, and no portion thereof shall be paid or transferred directly or indirectly, by way of dividend, gift, division, bonus or otherwise howsoever by way of profit, to the members of the Institute; provided that nothing in this paragraph shall prevent the payment, in good faith, of reasonable and proper remuneration to any officer or servant of the Institute or to any member of the Institute, in return for goods, labour or power supplied, or for services rendered, or of reasonable interest for money lent, or reasonable rent for premises demised or let, by any member to the Institute.

Asian Concrete Construction Institute

Bye Laws

1. GOVERNING COUNCIL

1.1. - *Civil Year – Financial Year*

The civil year begins on the day following the annual General Assembly and it is referred to as “year” in the Statutes. The financial year begins on the 1st January.

1.2. - *Chairman*

a/ *Term of office*

The Section VI, paragraph 6.4. a/ of the Statutes indicates that the term of office of the Chairman will extend normally to two years; the date of retirement occurs on the day after the General Assembly which will have elected his Successor. In case of resignation before the end of his period of office, the First Deputy Chairman will substitute for the remaining duration, in order not to have to modify the rhythm of elections.

b/ *Procedure for adoption of candidates*

The candidates for the office of Chairman shall be proposed by a member of the Governing Council in writing, at least three months before the date of the General Assembly during which the election takes place.

A Curriculum Vitae will be distributed by the Secretariat with agenda of the General Assembly. Every Candidate for this office must be a member of the Governing Council.

Each member country can propose only one candidature.

The proposals of member countries will be indicated in the agenda of the corresponding General Assembly. If no candidature is submitted to the Secretariat within the mentioned period, the retiring chairman shall, after discussion in the Governing Council, propose during the course of the meeting, the names of one or several candidates.

c/ *Election*

In compliance with Section VI, paragraph 6.4. b/ of the Statutes, the election of the Chairman is by secret ballot, with an absolute majority of the votes of the Governing Council members present or represented (Section VIII, paragraph 8.11.).

When more than one candidates are proposed, there shall be a maximum of three votes, if necessary. If, during the first vote, one of the candidates does not obtain an absolute majority, a second vote shall take place; if this second vote still fails

to ensure an absolute majority for one of the candidates, a third vote and last vote shall take place.

The candidate who gathers the greatest number votes during this last ballot will be elected. In case of equality of votes, the Chairman will be elected by drawing lots.

1.3. - *Deputy Chairmen*

a/ **Term of office**

The Section VI, paragraph 6.5 a/ of the Statutes indicates that the term of office of Deputy Chairman last normally two years; the date of retirements occurs on the day after the General Assembly which will have elected their successors; in case of resignation or retirement, before the end of his period of office, a substitute will be elected at the next General Assembly for the remaining duration, in order not to have to modify the rhythm of elections.

b/ **Procedure for adoption of candidates**

This procedure is the same as that described for the candidates to the Office of Chairman.

c/ **Election**

In compliance with the Section VI, paragraph 6.5. b/ of the Statutes, the mode of election of the Deputy Chairman is the same as that to be adopted for the Chairman, described in the paragraph 1.2. c/ above.

1.4. - *Secretary-General*

The Secretary-Generals are appointed by the General Assembly, in compliance with Section VI, paragraph 6.6 of the Statutes; his office is renewable at intervals of two years. A period of office ends at 31st December following the General Assembly.

1.5. - *“Ex Officio” Members and Additional Members*

The “Ex Officio” Members include Past Chairman and Past Deputy Chairman for a period of three years after the end of their offices, and the representative of each Member Nation Selected to organize the future General Assemblies.

The Governing Council may propose to the General Assembly, in the Agenda, the appointment of Additional Members (maximum of eight) indicating, compliance with Section VI, paragraph 6.7. of the Statutes, the duration of the proposed functions.

1.6. - *Advisers to the Governing Council*

The Governing Council can appoint advisers in order to assist him in sustaining the basic and long-term actions, in particular, this may concern the follow-up of relations with the Journal Publisher or with international bodies.

These advisers will have to be mainly chosen among the past Governing Council members who showed a special interest for the relevant matter, as far as no present Governing Council Member is in a position to fulfil such commitment.

The Governing Council proposes to the General Assembly the appointment of these advisers, stating the object of their commitment, its duration, and the practical, modalities.

II. - GENERAL ASSEMBLY

2.1. - *Frequency and timing*

The General Assembly of the Institute shall be held annually generally during the Month of November or December.

2.2. - *Covening- Agenda – Conduct*

a/ The date and place will be chosen, so far as possible, during the General Assembly of the preceding year. At least five months before this chosen date, the Secretariat shall inform each member country of this date and place; he may accompany this notification with a draft Agenda.

The member countries shall, on receipt of this notification, and in any case no less than three months before the chosen date, inform the Secretariat of the name of their voting delegate, of their proposals about the Agenda, and all other information required, including any proposal of candidate to an appointment of the Governing Council.

b/ At least two month before the General Assembly, the Secretariat will forward to each member country the final information concerning the date and place of the meeting, as well as the agenda, agreed by the Governing Council, and detailing the questions to be dealt with during this Assembly.

No matter not contained in the Agenda shall be decided (Section VIII, paragraph 8.7 of the Statutes); nevertheless, a Member Country can propose the discussion at the Assembly of a question of apparent importance, by submitting it in writing to the Secretariat; providing it is received at least two weeks before the date of the opening of the Assembly; in such a case, the Chairman will decide if it is appropriate to discuss this question at the Assembly and, it affirmatively, will announce this decision at the beginning of the session.

c/ The agenda shall always include the following questions, not necessarily in the order hereunder:

- (1) Approval of the Minutes of the previous General Assembly
- (2) Examination of candidatures of New Member Countries
- (3) Report of activities and discussion about future activities
- (4) Financial accounts concerning the preceding year, budget for the current year and proposal for the next year
- (5) Technical Discussions and reports
- (6) Invitation for the next General Assembly
- (7) Other questions.

d/ Conduct of General Assembly

The conduct of the General Assembly will follow rules usually adopted for such a meeting.

- (1) The Chairman of the Institute will preside at the meeting
- (2) Each point of the agenda, after discussion, will be drafted and the form of a motion by the Secretary-General; if this motion is supported by at least one voting delegate, it will be submitted to ballot of the General Assembly.
- (3) Each voting delegate can propose amendments during his contribution to the discussion; if the amendments is supported, it will be submitted to ballot.
- (4) The votes in favour of the motion can be requested before the votes against; the ballot may be by show of hands where the discussion indicated only a weak opposition or none.
- (5) An adopted motion will be registered in the proceeding, with indication of the number of votes for and against.

III. - ANNUAL SUBSCRIPTIONS

Section IX, paragraph 9.1., indicates that the amount and date of payment will be determined by the By-Laws.

The amount of annual subscriptions will be determined by the General Assembly on a proposal from the Governing Council, related to the appropriate budget.

The Amount so determined will be valid for the following financial year and will be payable in January. In the event of non payment, a Member Country may be debarred from voting at the following General Assembly.

IV. - AFFILIATES

4.1. - *Criteria for application and admission*

a/ The procedure for admission of “Affiliates” from each country which is a member nation shall be agreed with the country concerned. In general, the procedure is foreseen as:

- (1) for “open” societies, membership of national organization is condition of admission as “Affiliates” to ACCI registration is made through the national member organization (multinational companies would be considered as belonging to the country where their headquarters are situated).
- (2) for “closed” societies, membership of the national organization *of those eligible* shall be a condition of admission of such “Affiliates” to ACCI. The question of eligibility in each instance shall be agreed between the Secretariat and the national member organization.
- (3) For member nations represented in the Council, the member nation will indicate whether or not condition of admission of “Affiliates” shall be subject to the approval of the member nation or whether it shall be accepted directly by the ACCI Secretariat.

b/ For non-member countries, application for admission as “Affiliates” shall be made direct to the ACCI Secretariat. When such a country is subsequently accepted to membership of ACCI, “Affiliates” shall immediately become subject to the procedure described above for the appropriate form of member organization.

4.2. - *Privileges*

a/ All “Affiliates” have the right to:

- (1) attend the General Assemblies, conferences, symposia, workshops, etc.....of ACCI;
- (2) participate in the Working Groups, subject to support by their national organization (where such exists).

b/ “Affiliates” have access to all ACCI publications at a reduced membership-rate.

c/ Corporate “Affiliates” are not allowed to use a title of membership on note-paper or in other ways advertise association with ACCI (to avoid confusion over the policy control by member nations).

d/ “Affiliates” have no voting rights in the General Assembly.

e/ Past Chairmen and Deputy Chairmen who have retired from any office within the Governing Council are ipso facto considered as Honorary Affiliates to the Association; they are exempted from paying the relevant subscription.

4.3. - *Subscriptions by “Affiliates”*

Subscription rates of “Affiliates” will be expressed as a percentage of annual subscription of member nations as determined by Section III of the By-Laws. A corporate “Affiliate” shall pay 50% of the subscription of a member nation; an individual “Affiliate” shall pay 10% of the subscription of a member nation. The intention will be to ensure that the additional income to the ACCI shall more than compensate the additional costs of servicing “Affiliates”. The additional income may help to finance additional activities of the ACCI or to reduce overall rates of subscription. The Institute is not a profit-seeking body (Statutes 2.3.)

In member countries, where an “open” society exists, subscriptions of “Affiliates” have to be transmitted via the national member organization.

V. - MEETINGS AND FORMAL CONGRESS OF THE INSTITUTE

5.1. - *General organization*

(1) The annual General Assembly chooses the host-country among proposals presented by the member nations of the Institute.

(2) The member nation chosen shall propose dates, places and the general programme of the relevant meeting to the General Assembly for its acceptance.

(3) The host-country shall present the terms of the organization of the meetings to the Governing Council; a protocol of agreement shall be issued.

(4) The organizing member nation shall be responsible for the practical organization and the financial management of the meeting, excluding publishing and sending of preliminary technical documents, and publishing of proceedings.

(5) The Secretariat shall be responsible for the translation, printing and sending of the preliminary technical documents and of the meeting proceedings.

5.2. - *Co-ordination with the secretariat of the Institute*

(6) The coordination by the organization Member Nation and the Institute's Secretariat is ensured by the representative of the Member Nation, who is "Ex Officio" of the Governing Council.

5.3. - *Interpreting*

(7) The official language at the meeting shall be English.

5.4. - *Conference Fees*

(8) The amount of the conference fees shall be fixed by the organizing nation; these fees may be graduated for some categories of participants (student, accompanying persons, representatives of non-member nations) and divided to take into account optional activities (visits, study trips, shows, banquets,,)

(9) The organizing member nation shall collect and use the total amount of the relevant conference fees.

5.5. - *Expenses to be covered by the organizing member nation*

(10) Hiring and fittings of the rooms required for the different meetings (General Assembly - Working Groups- Council meeting), including the equipment for film and slide projection, for the simultaneous translation, for the tape recording of the discussions, for photocopy and necessary services (secretariat, reception, drinks, dining rooms, etc.)

(11) Transport of the participants between the official hotels and meeting places.

(12) Staff expenses for interpreting during the sessions and for discussions recording; photocopy-costs.

(13) Expenses for receptions, banquets and meals during the conference.

(14) Expenses regarding travel and lodging of the Secretariat of the Institute and of any further person whose attendance at the meeting is acknowledged as necessary by the Board of Trustees, in agreement with the organizing country: any special expenses notified by the Secretariat.

5.6. - *Expenses to be covered by the Institute*

(15) General expenses at the Institute offices and costs relative to the organization of the meetings.

(16) Expenses for the translation, printing and sending of the preliminary technical documents including circular-letters for the practical organization.

(17) Expenses for the printing of the proceedings, which will be sent gratuitously to the member nations of the Secretariat to other people interested.

VI. ORGANISATION AND OPERATION OF THE WORKING GROUPS

6.1. - *Statutes*

The Working Groups (Committees) are parts of the organization of ACCI and represent an important means for carrying out its objects (Statutes 5.1.).

6.2. - *Objectives*

The main objectives of the Working Groups are:

- to promote understanding of the techniques of concrete (planning, design, construction, use and maintenance) by the exchange of specific knowledge and information;

- to influence decision-makers by information on the benefits of concrete and on the needs for further research;

- to formulate specific recommendations to draw the attention of all member countries to the importance of concrete and to encourage them to use improved and more economic construction methods;

- to provoke fruitful exchange, to accelerate the distribution of technical information and to improve coordination between ACCI members by continuous contacts between the specialists in the different countries.

6.3. - *Setting up the groups*

The working groups are set up by the General Assembly. Each member country or other working groups may propose to set up a new working group by written motion to the Governing Council. The proposal should specify the objectives of the Working Group, and define a preliminary programme. The Governing Council establishes whether the objectives are in the field of interest of the Institute, whether there is duplication with other groups, and whether the

6.14. - *Corresponding working groups in member countries*

The most efficient support of an ACCI-Secretariat Group can be reached, if each represented member country establishes a national group on the corresponding theme.

All those countries, which are especially interested in a subject, are therefore encouraged to support their respective Working Group by a corresponding national group. In certain instances, the work of the Working Group may need to be preceded by adequate work on a national scale.

6.15. - *Dissolution*

After completion of the task accepted by a Working Group, it may be dissolved by:

- decision of the majority of the Working Group members and / or
- decision of the Governing Council

In case of decision by the Working Group itself the animateur must inform the Secretariat and the Governing Council.

As a general rule, “ad hoc” Working Groups which are dissolved after achievement of a single task are preferable to permanent Groups.

VII. - PROVISIONS ON THE USE BY THE MEMBER NATIONS OF THE LOGO AND HEADING OF ACCI LETTERS

7.1. - The use of the ACCI letter heading by the Member Nations is not permitted.

7.2. - The ACCI logo, reproduced hereunder, shows the following characteristics;



The use by the Member Nations of the ACCI logo is recommended.

- 7.3. - The Member Nations who want to add to or adjust the basic logo to indicate their national Society, must submit their proposal to the Secretary General for approval.
- 7.4. - The joint use of the logo and ACCI letter heading as reproduced hereunder is recommended when the letter is written on behalf of the ACCI or for a letter written jointly with ACCI.
- 7.5. - These by laws applies also to all stationary including business cards.

VIII. - SPONSORSHIP OF TECHNICAL MEETINGS ORGANISED BY MEMBER NATIONS

- 8.1. - One of the principal role of ACCI is to promote and sponsor technical meetings (congresses, conferences, symposia, etc.) whose aim is to facilitate international exchange of knowledge, experience and information related to concrete and concrete structures.
- 8.2. - Sponsorship will be considered for the following types of events:
- a/ A major meeting connected with the ACCI annual General Assembly;
 - b/ Events associated with meetings of the ACCI Governing Council;
 - c/ Any other meetings connected with ACCI aims.
- 8.3. - As a rule, the events above are organized and financed by the member nations. To qualify for ACCI sponsorship the following guidelines should be followed:
- a/ The sponsorship must be approved in advance either by the ACCI General Assembly or by the Governing Council.
 - b/ The event must be open to participants from all the member nations / i.e. to attend, to present papers, participate in discussion, etc...
 - c/ The event must be advertised internationally, sufficiently ahead of time, with an open call for papers. The organizers are responsible for the call for papers and retain the right to decline contributions which are of unsuitable standards or topic.
 - d/ A reasonable proportion of the contributions, papers, talks, etc. accepted should be from other than the host member nation.
 - e/ Summaries of papers should be provided in ACCI official language.

f/ ACCI official logo maybe used on ACCI sponsored events in accordance with the by laws.

- 8.4. - When sponsorship of an event has been agreed by ACCI, the Governing Council will decide on the extent of ACCI representation: General Assembly, full General Council meetings or individual delegates.
- 8.5. - ACCI Governing Council delegates should be invited to address the meeting, either on ACCI business matters or on selected technical topics or on both.