



## Bylaws

### Article 1. Name and Nature

- a) The name of this organization shall be *International Society for Porous Media*, hereafter referred to as *the Society*.
- b) The acronym of the Society shall be *InterPore*.
- c) The Society is a non-profit, non-governmental, independent organization.

### Article 2. Objectives

- a) To facilitate collaboration among industrial and academic researchers.
- b) To bring together porous media theoreticians, modellers and experimentalists from academia and industry.
- c) To provide a forum for exchanging ideas and expertise for the improvement of porous media models.
- d) To identify research questions that will lead to major improvements in theories and models of complex porous media and to define modelling challenges.
- e) To play a role in setting up strategic research priorities of major funding agencies at national and international levels.
- f) To identify sources of funding for collaborative research among partners and to facilitate setting up collaborative research projects.

### Article 3. Membership and Dues

- a) The membership of the Society shall consist of individuals and/or legal entities interested in the objectives of the organization.
- b) The membership of the society shall not be limited as to number, residency, or citizenship.
- c) Classes of membership shall consist of (i) regular individual members, (ii) institutional members, (iii) student members, (iv) retired members, (v) life members, and (vi) such other classifications of membership as may hereafter be established.
- d) The annual dues of membership shall be determined by The Council.
- e) A member failing to pay dues for two consecutive years shall be considered to have resigned.
- f) The Executive Committee has the right to decline a membership application or revoke the membership of individuals or institutions.

## **Article 4. The Council**

- a) The legislative and controlling body of the Society is the Council.
- b) Council members — The Council has 15 members comprised of five InterPore Officers, nine Ordinary Members and one student member. Ordinary members are drawn from a spectrum of corporate and academic backgrounds. The Chair of the Students Affairs Committee is the student member of the Council.
- c) Terms of Office and Elections — Ordinary members of the Council are elected by direct ballot and each is elected to serve for four years. In order to maintain continuity, four (or five) new ordinary members are elected every two years. The term of office for all Council members shall begin on May 1st following the elections
- d) Chair — The Council elects a Chair from the Ordinary Members of the Council, by simple majority vote, every two years.
- e) Duties — The Council has the following duties:
  - i) General supervision over the affairs of the Society
  - ii) Approval of the list of candidates for President-Elect and Council members (received via Executive Committee)
  - iii) Approval of yearly financial report of the Executive Committee
  - iv) Approval of changes to bylaws
  - v) Selecting and appointing Managing Director and Treasurer (from candidates nominated by a Search Committee)
  - vi) Removal of any Society officer.

## **Article 5. Executive Committee, Officers and their Duties**

- a) The governing body of the Society is the Executive Committee.
- b) Officers — Officers of the Society shall be the President, the President-Elect, the Past President, the Treasurer, and the Managing Director, and they shall constitute the Executive Committee of the Society. The Officers shall be members as defined under Article 3.
- c) Terms of Office and Appointment — The Officers shall serve a two-year term, without honorarium. The term of office for all officers shall begin on May 1st following the election. The Managing Director and Treasurer terms shall be renewable to provide continuity. The Past President shall not be eligible for re-election for at least two years. If any office becomes vacant, the Executive Committee shall propose a successor to the Council. After approval of the Council, the successor will complete the remainder of the term. Officers designated by the Executive Committee cannot hold office, without election, beyond the term of their predecessor.
- d) Duties of the President — The President shall preside meetings of the Executive Committee and the Annual Business Meeting. The President shall appoint members to Society committees and task groups and have the power to withdraw appointments made while in office or by previous

presidents, subject to approval of the Executive Committee. The President shall be an ex-officio member of all Society task groups or committees. The President shall appoint an alternate to attend and vote, at all Council meetings and also when necessary to appoint an alternate to vote in place of the President-Elect if such officer is unable to attend the Council meeting.

- e) Duties of the President-Elect — The President-Elect shall assume the duties and powers of the President, at the request of the President or in the absence or incapacity of the President. The President-Elect shall be a voting member of the Council and should attend all Council meetings. The President-Elect shall have such other powers and duties as may be assigned by the President. The President-Elect shall succeed the President at the end of the President's term of office.
- f) Duties of the Managing Director — The Managing Director is in charge of day-to-day affairs of the Society. The Managing Director shall oversee the preparation of official minutes of all meetings of the Executive Committee and submit a brief report of such meetings to the Council. The Managing Director shall handle all general correspondence of the Society, maintain and distribute an accurate list of members of all task groups and committees, their addresses and year of appointment; issue notice of all Society and Executive Committee meetings; control the receipt and dispersal of Society funds as authorized by the Executive Committee and Council. The Managing Director is a non-voting member of the Council and in the absence of a designated alternate, the Managing Director shall represent the absent President at meetings of the Council (or the President-Elect, if not serving for the President); and perform such other duties as may be delegated by the Society President.
- g) Treasurer — The Treasurer shall receive all funds due or payable to the Society; shall pay all outstanding accounts when these have been approved by the Managing Director, and shall officially receive all funds given or bequeathed to the Society. Information concerning these and all other transactions shall be transmitted to the Executive Committee. The Treasurer shall maintain all necessary bank accounts and records, and shall prepare an annual financial report to be submitted to the Executive Committee.
- h) Duties of the Committee — Collective duties of the Executive Committee are:
  - i) Approving Presidents decisions (e. g., appointments and withdrawals of appointments in task groups and work committees)
  - ii) Approving the receipt and dispersal of Society funds
  - iii) Approving suggestions to change the bylaws, to be forwarded to the Council for final approval
  - iv) Selecting candidates for Council members and president from the list provided by the Nomination Committee, to be forwarded to the Council for final approval
  - v) Selecting a successor of any officer, if the position becomes vacant
  - vi) Proposing the removal of any Society officer to the Council

Decisions of the Executive Committee are taken by simple majority vote.

## **Article 6. Nomination and Election of Officers and Council members**

- a) One or two candidates for the posts of Managing Director and Treasurer will be nominated by a Search Committee (to be appointed by the council) and forwarded to the Council to be approved by at least 8 members of the council.
- b) Nominations — At least six months before the end of the terms, an ad-hoc Nomination Committee composed of at least three Society members shall be appointed by the Society President subject to the approval of the Executive Committee. One member of the Nomination Committee shall be the most recent Past President of the Society (if available), who will serve as the Chair. The Nomination Committee shall submit to the Society President a slate of at least two nominees for the office of President-Elect, and at least eight to ten nominees for the ordinary members of the Council. The nominees must be members of the Society.
- c) Candidate Selection — From the list of candidates, the Executive Committee selects two nominees for the office of President-Elect, and eight (or ten) nominees for the ordinary members of the Council. The list is put forward to the Council for approval. A current Council member may be eligible for a consecutive re-election only once. Once all nominations are received, the Council selects two candidates from the list of nominees who will run for President-Elect and at least eight candidates for the vacancies in the Council. Criteria for the selection of candidates by EC and approval by the Council are (1) personal qualifications, (2) balancing industry and academic/research institutions, and (3) ensuring – as much as possible – gender and geographical balance. Only nominees who agree to serve, once elected, will be accepted.
- d) Elections — The general election shall take place by electronic or paper ballot during a 30-day notification period. A simple majority of the votes cast shall be necessary for election to an office.
- e) Removal — Any Society Officer may be removed for non-performance of duties by an affirmative vote of three members of the Executive Committee or by an affirmative vote of 70% of the Council.

## **Article 7. Meetings**

- a) The President should organize an Annual Meeting of the Society, to be open to all members. In this meeting, the Council Chair and the Executive Committee must present a report of their main activities to the members.
- b) The Council may hold as many meetings, and at such locations, as may be deemed desirable by the Council. But, it must meet at least once a year. The Council Chair should call the meeting. Decisions of the Council are taken by a majority of two-third of present members.
- c) The Executive Committee may hold as many meetings, and at such locations, as may be deemed desirable by the Committee, but at least twice a year.

- d) Written minutes shall be prepared for each Society, committee, and task group meeting and copies shall be available to the Council and to the Society committee, or task group members, respectively.
- e) A quorum for the Council and the Executive Committee is at least two third of their total number of members. A quorum for other committee and task group meetings shall be at least one half of the total membership of these committees or task groups.

## **Article 8. Bylaws Amendments**

Any member of the Society may propose to the Executive Committee an amendment to the Bylaws. Such a proposal shall be considered by the Executive Committee at its next regular meeting and, if accepted, should be forwarded to the Council for approval.

## **Article 9. Diversity, Equality, Inclusiveness**

The Society is committed to fostering, cultivating and preserving a culture of diversity, equality and inclusiveness in the field of research and application related to porous media, as stated in the Diversity, Equality and Inclusiveness amendment.