



**CONSTITUTION
OF
THE INTERNATIONAL COMMITTEE ON CONCRETE MODEL CODE FOR ASIA
(ICCMC)**

1. ORGANISATION

With rapid development of the countries in the Asian and Pacific region in recent decades, infrastructure development is at the hub of economic and engineering activities. There is a growing sense of co-operation between these countries particularly in the development and construction sectors. These involve the sharing of expertise and experience. Concrete is the single most common material being used in these constructions. The social, economical, cultural, environmental and technological background of these countries, though diverse, is different from that of their western counterparts. Therefore, it is thought expedient to formulate a unified code of practice for design, construction and maintenance of concrete structures commensurate with the needs, practices and aspirations of these countries. A committee is now formed, with representatives of countries in the Asian and Pacific region, entrusted with the task of preparation and maintenance of a Model Code for Concrete Structures.

2. TITLE

The committee shall be called the **International Committee on Concrete Model Code for Asia** abbreviated as ICCMC, hereinafter referred to as the Committee.

3. LOGO

The official logo of the Committee shall be as shown at the top of this constitution.

4. OBJECTIVES

The objectives of the Committee shall be to develop and maintain a concrete model code for Asia and promote co-operation and understanding among countries in the Asia-Pacific region through

- initiation and support of collaborative research activities relating to various aspects of concrete, and through synthesis of findings of such research;
- dissemination of research results and experience of development activities by way of publications, symposia, workshops and/or seminars;
- updating and revising the model code, and through development of new knowledge to meet the needs of changing time;
- interaction with the members and keeping them aware of the activities of the Committee and revisions and updates of the model code.

5. SCOPE OF ACTIVITIES

The scope of activities of the Committee shall include all aspects of structural concrete engineering

including design, construction, materials, maintenance, monitoring and inspection, preservation, rehabilitation, demolition and dismantling of concrete structures taking into consideration the technological, social, economical, environmental, aesthetic and cultural aspects of countries in the Asian and Pacific region.

6. SECRETARIAT AND HEAD OFFICE

The secretariat and head office of the ICCMC will be located in any of the countries from where the membership is drawn. The venue of the secretariat and head office may be changed by a two-third-majority vote in any annual general meeting of the ICCMC.

6.1 Staffing

The Secretariat shall be managed by an Administrative Manager (AM) appointed by the Chairman. The AM shall be a full or part-time staff and need not be a member of the ICCMC. He/She shall act as the contact person for all members and liaise with them for executing the instructions of the Chairman.

7. MEMBERSHIP

7.1 Membership Category

There shall be three basic categories of Committee membership:

- a) Representative Members – These shall be individuals nominated by
- standards institution and other body responsible for standardisation of concrete codes in each member country (one member from each organisation in each member country),
 - established professional engineering institutions at national level which have interest in development and utilisation of structural concrete (one member from each institution in each member country), and
 - local chapters (see Clause 8.3) of member countries of ICCMC (one member from each local chapter).

Each of these nominations is to be approved by the Executive Council (see Clause 8.2).

An institution nominating individual as representative member shall pay the required subscription as laid out in the by-laws.

Benefits:

- 1) membership with voting right
- 2) a copy of any publication issued by ICCMC during the membership period
- 3) a copy of the latest ACMC

- b) Individual Members – These shall be professionals and academics interested and engaged in any aspect of structural concrete as covered in Clause 5. Membership confirmation is subject to approval by the Executive Council and payment of the membership fee.

Subscription - as laid out in the by-laws.

Benefits:

- 1) membership with voting right
- 2) a copy of any publication issued by ICCMC during the membership period
- 3) a copy of the latest ACMC

- c) Corporate Members/Sponsors - These shall be organisations engaged in any of the activities covered by the Scope of ICCMC in Clause 5 of this constitution as well as those engaged in manufacture or production of concrete and its constituents. Organisations, in this context, shall mean public or private sector companies, consultants, contractors, industries, research institutes, etc. incorporated in its country by relevant laws or acts. Corporate members/Sponsors shall be approved by the Executive Council. An organisation qualifying for corporate membership/sponsorship shall have to pay the required subscription as laid out in the by-laws. One person nominated by the legal authority of the organization will represent each corporate member/sponsor in the ICCMC full committee. There shall be two sub-categories of corporate membership/sponsorship with varying subscription rate and benefits, as follows.

Corporate Member/Sponsor A

Subscription - as laid out in the by-laws.

Benefit

- 1) one nominee to the committee with voting right
- 2) a copy of any publication issued by ICCMC during the membership period
- 3) a copy of the latest ACMC
- 4) a 10% rebate on (i) registration fee at ICCMC workshops for participants from within the organization; and (ii) all ICCMC publications

Corporate Member/Sponsor B

Subscription - as laid out in the by-laws

Benefit

- 1) one nominee to the committee with voting right
- 2) two copies of any publication issued by ICCMC during the membership period
- 3) two copies of the latest ACMC
- 4) a 20% rebate on (i) registration fee at ICCMC workshops for participants from within the organization; and (ii) all ICCMC publications

- d) Honorary Members – These shall be pre-eminent researchers and practitioners in concrete engineering and/or technology. Honorary membership shall be nominated by at least 3 members and approved by the Executive Council.

7.2 Membership Subscription

Membership subscription for each category of members is set out in the by-laws.

7.3 Tenure of Membership

The tenure of representative and individual members shall be for a minimum of one year and the membership shall be renewable. Membership shall start from 1 July.

For representative members, the nominating organisation may seek the renewal for the same nominee or may nominate a different person.

The tenure of representative, individual and corporate members/sponsors shall be renewed on payment of the requisite subscription.

7.4 Termination of Membership

The membership of a person shall be terminated if

- no subscription fee is received within 6 months after the expiry date;
- the Executive Council so decides in its wisdom.

8. ADMINISTRATION

8.1 Full Committee (ICCMC)

The composition of the Committee shall be as follows:

Chairman (1)

Vice Chairmen (2)

All representative, individual and corporate members/sponsors (as stipulated in Clause 7.1).

The Chairman and Vice Chairmen shall be elected from among the members of the Committee in accordance with Clause 10.

8.2 Executive Council

The official business of the Committee shall be administered by an Executive Council comprising the following office bearers:

Chairman

Vice-Chairman (Policy)

Vice-Chairman (Technical)

WG Coordinators

4 Elected Members

Immediate Past Chairman

The Chairman and Vice Chairmen of the ICCMC shall be the ex-officio Chairman and Vice Chairmen respectively of the Executive Council. The 4 Executive Council Members shall be elected in accordance with Clause 10.

The Executive Council shall carry out the executive decisions through correspondence and report its activities and progress to the Full Committee at the Annual General Meeting.

8.2.1 Working Groups (WG)

There shall be at least four Working Groups, namely

WG1 – Design

WG2 – Materials and Construction

WG3 – Maintenance

WG4 – Editorial

Each Working Group shall have as many members as thought necessary by the Executive Council for the task assigned to the Group. The structure of each Working Group will be as follows:

WG Coordinator (1)

WG Members (any number)

The Coordinator of each WG shall be elected by respective WG members in accordance with Clause 10.

The Working Groups shall report to the Executive Council.

8.2.2 Task Groups (TG)

The Executive Council may appoint any number of Task Groups for a specified period of time to carry out specific tasks that are of a temporary nature. Each Task Group will have the following composition:

TG Coordinator (1)
TG Members (any number)

The Task Groups shall report to the Executive Council.

8.3 Term of Office

The term of office for all elected officers shall be 2 years, starting 1 July and ending 30 June.

8.4 Local Chapters

Members from a particular country may join together and form Local Committees affiliated to ICCMC. There shall be only one Local Chapter per country. The Local Chapter may include members who are not members of the Full Committee of ICCMC. The members of a Local Chapter shall elect a Chairman who shall be a member of the Full Committee of ICCMC and shall act as the liaison person between the Local Chapter and the ICCMC. The official business of each Local Chapter shall be governed by a constitution framed by the said Local Chapter. The establishment of a Local Chapter shall require the approval of the Executive Council.

8.5 Vacancy

If the post of Chairman falls vacant the Executive Council shall elect a Chairman from the two Vice Chairmen.

The Chairman shall appoint a replacement to any of the posts in the Executive Council should it fall vacant before the expiry of tenure. Such appointee shall remain in office for the remaining period of the tenure for the said post.

9. MEETINGS

The bulk of the work of various bodies of the ICCMC shall be carried out by correspondence among members through electronic mail. To develop clearer understanding and fellowship among members as well as to take crucial policy decisions, meetings of the various bodies of ICCMC shall be held periodically as scheduled below.

9.1 Annual General Meeting of ICCMC

The Full Committee shall meet once annually in a country of convenience to discuss the activities and progress of the Executive Council and its Working Groups and Task Groups. The AGM shall hear and discuss the Annual report submitted by the Chairman. The meeting shall discuss financial matters and take policy decisions on all aspects of work of the ICCMC.

Venue and date of the AGM shall be circulated at least two months in advance of the meeting and the Agenda, at least one month in advance.

9.2 Executive Council Meetings

The Chairman may convene a meeting of the Executive Council as and when necessary. Agenda, venue and date of the meeting shall be circulated at least one month in advance of the meeting.

9.3 Meetings of Working Groups

The Coordinator of a Working Group may convene meetings as deemed necessary. One such meeting in a year shall coincide with, and be held at the same venue as that of the Annual General Meeting.

9.4 Meetings of Task Groups

The Coordinator of a Task Group may convene meetings as deemed necessary.

9.5 Call for Meetings

The notice for an Annual General Meeting or Executive Council meeting shall be served by the Administrative Manager, and that of a Working Group or Task Group meeting shall be served by the respective Coordinator.

9.6 Quorum and Preferred Date of Meetings

The quorum for an Annual General Meeting and Executive Council Meeting shall be 50% of the membership of the Executive Council.

To facilitate quorum and for economy, the date and venue of the meetings of the said bodies shall preferably be as common to each other as possible. These meetings may also coincide with other events such as symposia, colloquia, seminars and workshops organised by the ICCMC and/or other organisations.

9.7 Voting

Decision on all matters including election of office bearers of all bodies of the ICCMC shall preferably be by consensus. In case a consensus cannot be reached on any matter, unless otherwise stipulated in this constitution the decision shall be taken by a simple majority of those voting.

10. ELECTION PROCESS

Election of Chairman, Vice Chairmen and 4 EC Members will be conducted by postal ballot/electronic mail 3 months before the term of office of the current office bearers expires. Members will choose 7 persons from the list of members distributed by AM and a Coordinator from the list of members of the WG in which he belongs.

Ballots are to be sent to AM with a cc to one of the past chairmen who shall be designated to serve as a witness. The voting period shall be one month.

Seven persons with the highest votes shall become EC members and one person with the highest vote in each WG shall become WG coordinator. In an event that one or more of the 7 elected EC members are also elected WG coordinators, persons with subsequent highest votes shall become EC members so that the total number of elected EC members remains 11.

EC shall elect among its members Chairman and Vice Chairmen of the committee.

11. COMMUNICATION

The language of communication and publications shall be English. The correspondences should be by electronic means as far as possible.

12. FINANCE AND ACCOUNTS

The activities of the Committee shall be financed by funds raised through

- Organised events sponsored by representative national and international organisations;
- Registration fees of conferences, seminars, workshops, colloquia and similar functions;
- Sale proceeds of publications;
- Research grants and donations from research and professional institutions, societies, industry and such benefactors.
- Membership subscriptions.

The Chairman shall keep an audited account of income and expenditure and present a financial report at the AGM.

13. RULES AND BY-LAWS

The Executive Council may devise rules and by-laws commensurate with the objectives and scope of the ICCMC to facilitate functioning of the Committee.

14. AMENDMENTS

This constitution may be amended or expanded by a two-third-majority vote of a quorate Annual General-Meeting of ICCMC. All proposals for amendment shall be included in the agenda and circulated at least one month in advance of the meeting.

15. DISSOLUTION

The ICCMC may be dissolved and declared non-existent by a two-third-majority vote of a quorate Annual General Meeting. All memberships shall lapse and the Executive Council, Working Groups and Task Groups be dissolved consequential to the dissolution of the ICCMC. Credit balance may be disposed of by the decision of a two-third majority of the quorate AGM.

*Adopted: 29 August 1999
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2nd revision: 3 December 2001
3rd revision: 3 October 2005*