



## **ASSOCIATION OF THE ICOLD NATIONAL COMMITTEES OF THE AMERICAS**

### **BY-LAWS**

#### **FOREWORD**

The Americas count a significant number of dams, some of which are under construction or rehabilitation. In the years to come, many more dams will have to be built throughout the region.

The designers, builders and owners of dams in the Americas are facing many common issues with regards to the planning, licensing, design and construction of new dams, and also in the operation, maintenance and rehabilitation of the existing ones. With that in view, the designers, builders and owners of dams in the ICOLD affiliated Committees of the American countries have decided to constitute an organization – the Association of the ICOLD National Committees of the Americas – with the purpose of encouraging cooperation and exchanging information, experience and opinions concerning dam related subjects amongst the different American nations. It also implies the planning and support of symposia, dam related activities and the forming of joint Working Groups.

The Association will cooperate with ICOLD and will not engage in activities contrary to the interests of ICOLD and the national organizations. In that respect, the Vice President Zone Americas, will be a member of the Board of the Association.

The Association membership is open to all ICOLD National Committees of the Americas.

The formal name of the Organization is: Association of the ICOLD National Committees of the Americas (INCA Association).

#### **1. Objectives of the Association**

The aims of the Association, in coordination with ICOLD head office, are:

- Discuss and propose common positions on dam issues in the Americas.
- Be an active communicator on the benefits of and concerns about dams.
- Enhance access to ICOLD knowledge and experience.

To achieve these aims the Association will:

- 1.1 Set up and support Working Groups from the Americas, as described in Section 8.

# **ASSOCIATION OF THE ICOLD NATIONAL COMMITTEES OF THE AMERICAS – BY-LAWS**

- 1.2 Organize regular workshops and symposia on dams and reservoirs of the Americas, as described in Section 9.
- 1.3 Interchange information related to the design, licensing, construction, operation, maintenance, rehabilitation and safety of dams, social, environmental and economic aspects of dams and reservoirs.
- 1.4 Interchange data and information on the behavior of dams and reservoirs.
- 1.5 Interchange information on the different legislation guidelines and practices applied to reservoir safety in different countries in order to improve the understanding of the reasons for such differences and to encourage the use of standards of engineering practices generally recognized in the interest of public safety.
- 1.6 Interchange information on the legislation, standards and practices applied with respect to environmental impacts along information on their effectiveness.
- 1.7 Participate in activities to explain the social, environmental and economic benefits of, and concerns about dams and reservoirs, and their safety.
- 1.8 Cooperate in the professional training of young engineers related to dams and reservoirs, through their participation in the symposia, workshops, in the Working Groups, and in staff exchanges between countries.

## **2. Members of the Association**

- 2.1 All ICOLD National Committees of countries of the Americas are entitled to be a member of the Association.
- 2.2 To be admitted to the INCA Association membership, an ICOLD National Committee shall confirm their interest and give a point of contact.

## **3. Organization of the Association**

- 3.1 The Association is a non-profit organization.
- 3.2 The Association will be managed by a Board.
- 3.3 The Board may organize Working Groups to undertake specific tasks on its behalf.
- 3.4 The Board is entitled to amend the by-laws of the Association in accordance with paragraph 4.9.

## **4. The Board**

- 4.1 The Board will be formed by the appointed representative of the ICOLD National Committees.

## **ASSOCIATION OF THE ICOLD NATIONAL COMMITTEES OF THE AMERICAS – BY-LAWS**

- 4.2 The current Vice President(s) of ICOLD for Zone Americas (6<sup>th</sup> Post, when from the Americas), will be a member of the Board.
- 4.3 The General Secretary of ICOLD, at his (her) discretion, may be present and participate to the Board Meetings discussions but will not be entitled to vote.
- 4.4 The principal functions of the Board will be:
  - 4.4.1 To set up Working Groups and, in particular, to appoint their Coordinators and to approve the terms of reference of each Working Group.
  - 4.4.2 To encourage and support the organization of symposia and workshops.
  - 4.4.3 If necessary, to help in obtaining funds for the development of the activities of the Working Groups.
- 4.5 A) The Board will meet once a year in the place and time period of the ICOLD Annual meeting. B) An additional meeting could take place every year during an official symposium or organized workshop.
- 4.6 If the representative of a National Committee member is unable to attend a Board meeting, he (she) shall inform who will represent his National Committee.
- 4.7 The representative of each National Committee is entitled to vote.
- 4.8 The representative of a National Committee may be accompanied at a meeting of the Board by one or more member(s) of his National Committee, as additional delegate(s). These persons may participate to the discussions but will not be entitled to vote.
- 4.9 The decisions of the Board will be taken by simple majority of the voting members present. For the modifications of the By-laws, the affirmative vote of more than one half of the Board members is required.
- 4.10 Any proposed amendment to the By-laws shall be distributed to the Board members with an anticipation of 60 days prior to the date of the Board meeting in which the proposal is scheduled to be discussed.

### **5. Chairperson**

- 5.1 The Board will be chaired in turn by one of its members, in alphabetical order according to the English name of each country. The term of office will be two years, always in coincidence with ICOLD Annual Meetings, and may be extended, renewed only once, for one or two years based on Board proposal and representative acceptance if requested. Four years is the maximum period term allowed to the National Committee Chairperson. The representative of the next National Committee in line for the chairmanship of the Board will be appointed as Vice-Chairman and will assist and support the current Chairperson in his (her) functions.
- 5.2 The functions of the Chairperson are:

## **ASSOCIATION OF THE ICOLD NATIONAL COMMITTEES OF THE AMERICAS – BY-LAWS**

- 5.2.1 Organize and supervise the operation of the Association.
- 5.2.2 Appoint the Secretary of the Association for the period of his (her) tenure.
- 5.2.3 Assist the ICOLD Vice-President in communications with ICOLD.
- 5.2.4 Call the meetings.

### **6. Secretary**

- 6.1 The functions of the Secretary are:
  - 6.1.1 The performance of the activities entrusted to him (her) by the Chairperson, including those listed hereunder.
  - 6.1.2 Distribute to the Board members proposals for amendments of the Association By-laws, as specified above.
  - 6.1.3 Coordinate the activities of the Working Groups by maintaining contact with the Coordinator of each Working Group and receiving progress reports from the Working Group Coordinators.
  - 6.1.4 Assist the Working Groups with the publication of the results of their work and its distribution to the members of the Association and, when appropriate, more widely.
  - 6.1.5 Assist the National Committee(s) in the organization of the Symposia.
  - 6.1.6 Prepare the Annual Report of the Association, as directed by the Chairperson.
  - 6.1.7 Distribute the proposed Agendas for the Board Meetings.
  - 6.1.8 Attend the Board Meetings preparing the Minutes and keeping record of the discussions and decisions.
  - 6.1.9 Organize and maintain the registration list of the members of the Association.
  - 6.1.10 Organize and maintain the files of the Association and the correspondence.
- 6.2 The Secretary will not have the right to vote at the Board meetings.

### **7. Working Groups**

- 7.1 The purpose of the Working Groups will be to exchange information and to encourage research on subjects selected by the Board, according to the objectives of the Association. The conclusions shall be presented in written form.
- 7.2 Each selected Working Group will concentrate on a specific topic.

## **ASSOCIATION OF THE ICOLD NATIONAL COMMITTEES OF THE AMERICAS – BY-LAWS**

- 7.3 The terms of reference of the Working Groups shall be submitted and approved by the Board.
- 7.4 The normal maximum duration of a Working Group will be three (3) years, but that period may be extended by the Board, if necessary.
- 7.5 The Coordinator of each Working Group can propose a Deputy Coordinator, subject to the approval of the Board.
- 7.6 The Coordinator of each Working Group will be appointed by the Board. Generally, the members of the Working Group will be appointed by the National Committees, and each National Committee will be entitled to nominate a maximum of two members on each Working Group.
- 7.7 The Working Groups shall have the opportunity to present reports and papers on their work at sessions in the symposia and workshops.
- 7.8 If it appears that funds can be made available to assist the activities of a Working Group, the Association will support the application for such funds in the most appropriate fashion.

### **8. Symposia and Workshops**

- 8.1 The Association in collaboration with National Committees will organize symposia and workshops with topics particularly relevant to a number of American countries at intervals of two to four years. The symposia shall not interfere with ICOLD meetings and shall preferably be linked to organized events by the proposed hosting National Committee member.
- 8.2 If more than one proposal is submitted to the Board, the choice will be made in considering alternation between the three Americas and between countries if necessary.
- 8.3 The proposal shall be submitted to the Board at least one year in advance.
- 8.4 The topics, venue and timing for a symposium or workshop will be the responsibility of the hosting National Committee member.
- 8.5 The Board will review proposals of the hosting National Committees and, may suggest modifications.
- 8.6 The symposia and workshops of the Association will be open to participation of individuals from member and non-member countries.
- 8.7 The venues and standards of accommodation will be selected in order to enable the symposia and workshops to be held at moderate costs to the participants.
- 8.8 If requested by the hosting National Committee, the Board can appoint a Working Group to help organize and program the event.
- 8.9 The Association will not assume financial responsibility for a symposium or workshop, and will ensure that the hosting National Committee will assume the financial burden of the event.

# **ASSOCIATION OF THE ICOLD NATIONAL COMMITTEES OF THE AMERICAS – BY-LAWS**

## **9. Finances of the Association**

- 9.1 The Association will not charge a membership subscription.
- 9.2 The Association will have no financial assets.
- 9.3 The Association will have no employees and will not pay for the services provided by its members.

## **10. Duration of the Association**

- 10.1 The duration of the Association is undetermined.
- 10.2 The Board shall review the performance of the Association from time to time and will decide whether the Association should continue to function.

## **11. Adoption and modification of the by-laws**

- 11.1 The Association was formally established in Macagua, Venezuela, on March 27 of the year 2000.
- 11.2 The By-Laws were modified, discussed, voted and accepted in Kyoto, in June 2012.