

# ***Constitution and By-Laws***

**(2019)**

## **PREAMBLE**

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IFTtoMM Logo Type

## PREAMBLE

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Mechanism and Machine Science is concerned with the theory and practice of the geometry, motion, dynamics and control of:

- machines
- mechanisms
- and elements and systems thereof,

together with their application in industry and other contexts, e.g. in biomechanics and the environment. Related processes, such as the conversion and transfer of energy and information, also pertaining to this field.

The first World Congress on Mechanisms and Machines was held in September 1965 in Varna, Bulgaria. During that Congress the Bulgarian delegation proposed the founding of an *International Federation for the Theory of Machines and Mechanisms*. This idea was warmly welcomed by all the delegations, and an International Coordinating Committee for Machines and Mechanisms was created with representatives of twenty countries.

As a result of the four years of work of this Committee, an Inaugural Assembly was held on September 27th, 1969 in Zakopane, Poland, during the Second World Congress for [sic] the Theory of Machines and Mechanisms. At this meeting the International Federation for the Theory of Machines and Mechanisms was legally founded, and its Constitution formally adopted.

The following countries were represented at the Inaugural Assembly: Australia, Bulgaria, Czechoslovakia, German Democratic Republic, Federal Republic of Germany, Hungary, India, Italy, The Netherlands, Norway, Poland, Romania, UK, USA, USSR, and Yugoslavia. To date (2011), IFToMM has forty-five Member Organizations from all over the world; fifteen World Congresses in Mechanism and Machine Sciences have been held (the 15<sup>th</sup> World Congress was held in Krakow, Poland, June 30<sup>th</sup> –July 5<sup>th</sup>, 2019).

In the 1996-1999 period, a comprehensive review of the role of IFToMM in light of the technological developments of information technology was conducted. This review is still in progress, but has already led to a few recommendations reached through a quite inclusive consultation process. One recommendation has concerned the name of the Federation. An overwhelming majority recommended the adoption of IFToMM, acronym of the original name of the Federation, as the name itself, if followed by a description whenever needed. Since 2000, the name of the Federation is *IFToMM, the International Federation for the Promotion of Mechanism and Machine Science*.

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## STATUTES

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### Section I - Name and Legal Address

#### Article 1.1

The name of the organization is IFToMM, also referred to herein as the "Federation".

#### Article 1.2

The mission of IFToMM is the promotion of Mechanism and Machine Science. Whenever appropriate, this shall be stated after the name: IFToMM, The International Federation for the Promotion of Mechanism and Machine Science.

#### Article 1.3

The legal address of the Federation is:  
15 Dineen Drive, Fredericton NB E3B 5A3, Canada

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### Section II - Purposes of the Federation

#### Article 2.1

To promote research and development in the field of Machines and Mechanisms by theoretical and experimental methods, along with their practical application.

#### Article 2.2

To broaden contacts among persons and organizations of different countries engaged in scientific or engineering work in the field of Machines and Mechanisms, or related sciences.

#### Article 2.3

To organize the World Congress on Machine and Mechanism Science; to sponsor national, or regional conferences and symposia with international participation.

#### Article 2.4

To promote the exchange of scientific and engineering information and experts; to assist in the publication of the proceedings of the international congresses and symposia of the Federation, and other special publications.

#### Article 2.5

To encourage the visits of experts and students between the countries, either as individuals or as teams.

#### Article 2.6

To assist the developing countries in their work in Mechanism and Machine Science by sponsoring the visits of experts, organizing special courses, and other undertakings.

#### Article 2.7

To honor eminent researchers, engineers and organizations in the field of Mechanism and Machine Science.

#### Article 2.8

To establish the necessary relationships with other international organizations and unions whose activities are of interest to the Federation.



### **Section III - Membership**

#### Article 3.1

Membership in the Federation is in one of the following classes.

- Voting Members:

A. National or territorial organizations, referred to as Member Organizations, of which there can be only one from each territory. By territory is meant a geographical entity with an independent budget and a recognized scientific and engineering activity. Each Member Organization must nominate a Chair and a deputy chair, who communicate with the President and the Secretary General on behalf of that Member Organization.

B. International organizations with allied interests.

- Non-Voting Members:

C. Honorary Members: engineers and scientists with international reputations in mechanism and machine science whom the Federation wishes to honor.

D. Temporary Associate Members: A national or territorial organization, especially from a developing country, and of which there can be only one from each territory.

#### Article 3.2

The national or territorial Member Organization may be a National Council for Mechanism and Machine Science, a National Academy of Sciences, an appropriate scientific or engineering society or institute, or an association thereof.

#### Article 3.3

Membership in the Federation is incompatible with any use of the activities of IFToMM for political, or commercial purposes.



### **Section IV - The General Assembly**

#### Article 4.1

The General Assembly is the supreme body of the Federation and determines its policy.

#### Article 4.2

The General Assembly is composed of:

A. Representatives of Members in classes A and B (see Article 3.1). Each of these Members may send up to five (5) representatives to attend the General Assembly, but only one of these, who is designated Chief Delegate, is entitled to vote. Members of the Executive Council may not act as Chief Delegates.

B. Members in Classes C and D. These have only an advisory voice and are not entitled to vote.

C. Members of the Executive Council. These have no vote, except for the President as Chair of the General Assembly (under the provision of Art. 4.5).

#### Article 4.3

At least 50 percent plus one of the Members of the Federation entitled to vote, must be represented at a General Assembly to constitute a quorum. The Chair of a Member Organization who is unable to

take part in the sessions of the General Assembly may authorize a person who will attend the General Assembly as Chief Delegate to represent that Member Organization and exercise its vote by addressing a letter or email to this end to the Secretary-General. No delegate to the General Assembly may carry more than one vote.

#### Article 4.4

The General Assembly has the right to decide on all matters concerning the Federation. A simple majority of the Voting Members in attendance is required to approve all motions, with the exception of amendments to the Constitution and cases covered by Article 8.6. Amendments to the Constitution require a two-thirds majority of the Voting Members in attendance.

#### Article 4.5

The President, or the Vice-President in the absence of the President, shall chair the sessions of the General Assembly. The Chair of the General Assembly votes only in the case of a deadlock. At the moment of election of the incoming Executive Council, the Chair is transferred temporarily, and only for this election, to the Chair of the Nominating Committee.

#### Article 4.6

The sessions of the General Assembly are convened during the World Congresses, or not less than once every four years. Extraordinary sessions of the General Assembly may also be called at the request of not less than one-third of the Voting Members. Such sessions must be convened within one year of the request. The date and place of the sessions of the General Assembly are determined by the Executive Council.



## **Section V - Executive Council**

### Article 5.1

The Executive Council is elected to manage the affairs of the Federation between the sessions of the General Assembly. It is composed of:

- President,
- Vice-President,
- Secretary-General,
- Treasurer, and
- Six ordinary members.

In addition, the immediate Past-President is entitled to remain on the board of the Executive Council as a non-voting member for a period immediately after the completion of his or her term as President and until the new term ends. Members of the Executive Council must be representatives of Members in Class A (see Article 3.1).

The persons elected to the Executive Council do not sit on the Council as representatives of their Member Organizations, but are charged to attend to the interests of the Federation as a whole. The Executive Council reports on its activities to the General Assembly.

### Article 5.2

The Executive Council is elected by the General Assembly for a term of four years. The members of the Executive Council can only be elected for up to two terms. No Member Organization may have more than one of its members on the Executive Council.

### Article 5.3

The Executive Council shall meet at least once each year, either in person or via telepresence. A member of the Executive Council who cannot attend a meeting of the Council may designate another member of the Council to vote as his or her proxy by written statement to the Secretary-General. One person may hold only one proxy. Decisions of the Executive Council are valid, provided its session is attended by at least five (5) voting members, not counting the proxies. Decisions are taken by simple majority, and in a case of deadlock the President has the deciding vote.

### Article 5.4

In the absence of the President, by virtue of resignation or inability to preside, the Vice-President takes over the functions of the President. In the absence of one of the other officers of the Executive Council (Vice-President, Secretary-General, or Treasurer), by virtue of resignation, or inability to exert his or her office, the Executive Council appoints one of its ordinary members to carry out the functions of the absent officer until the next session of the General Assembly.

#### Article 5.5

The President represents the Federation officially.

#### Article 5.6

The obligations of the Secretary-General are: to act as the permanent center for the Federation, to direct the business and conduct all correspondence of the Federation, to convene the General Assembly, to keep and publish the minutes and transactions of the Executive Council and of the General Assembly.

#### Article 5.7

The Treasurer manages the financial affairs of the Federation, and is accountable to the Executive Council.

#### Article 5.8

The Executive Council may appoint staff to support its operation.

#### Article 5.9

The Executive Council may set up Permanent Commissions and Technical Committees, and may appoint experts to report to it on specific questions. Technical Committees may also be established jointly with other International Organizations.



### **Section VI - World Congresses and Symposia**

#### Article 6.1

World Congresses in Mechanism and Machine Science are held at regular intervals determined by the General Assembly. The host country, or territory of a future congress is determined by the General Assembly.

#### Article 6.2

At least two years before a World Congress the host Member Organization shall coordinate with the Executive Council such matters as the composition of the Organizing Committee, and the place and date of the Congress. The Chair of the Organizing Committee shall be a citizen of the host country, or territory. Representatives of other Member Organizations may also take part in the Organizing Committee.



### Article 6.3

The duties of the Organizing Committee of the World Congress are to prepare and conduct the sessions, organize the review process and publish Congress reports. All these duties are to be conducted in coordination with the Executive Council. The Host - Member takes full financial responsibility. After the publication of the proceedings of its Congress, the Organizing Committee is dissolved.

### Article 6.4

Sponsorship by the Federation of national conferences or symposia must be approved by the Executive Council. Sponsorship may not be granted if the event is within three months before or after the IFToMM World Congress and if the event can be in conflict or in competition with the World Congress.



## **Section VII – Languages**

### Article 7.1

The official language of IFToMM is English.

### Article 7.2

The language(s) of the host country, or territory may also be used for presentations and discussions at Conferences and Symposia sponsored by the Federation.



## **Section VIII - Finance**

### Article 8.1

The financial resources of the Federation derive from:

- a) entrance fees from new Members;
- b) annual subscriptions from the Members of the Federation;
- c) subsidies, gifts, and grants from organizations or individuals.

The Federation shall maintain an Honor Roll on which shall be entered every year the names of organizations, or individuals who have donated gifts, legacies, or other contributions to the Federation.

#### Article 8.2

The Executive Council is responsible for administering the finances of the Federation. It may also set up a Reserve Fund.

#### Article 8.3

The operational staff appointed by the Executive Council may receive salaries from the Federation.

#### Article 8.4

There are five categories for annual subscription for Voting Members. A territory that asks to join the Federation must specify in its application the category in which it proposes to belong. Admission to the Federation in the desired category is subject to the approval of the General Assembly, upon recommendation of the Secretary-General.

Honorary Members pay no annual subscription.

#### Article 8.5

A Member may transfer into a category with higher dues at any time, but may transfer into a category with lower dues only with the consent of the General Assembly.

#### Article 8.6

The financial year shall be the calendar year. Subscriptions are due on the first working day in January of the year to which they relate. If after the end of any year a Member has not paid its subscription, the Treasurer shall issue a warning. A Member that has not paid its subscriptions for more than three (3) consecutive years shall have its voting privileges suspended, and may also be subjected to a loss of other privileges by a simple majority vote, or to a loss of Membership by a two-thirds vote of the General Assembly.

#### Article 8.7

The amount of the entrance fee for all classes and categories of Membership is determined by the General Assembly. Honorary Members pay no entrance fee.

#### Article 8.8

The expenses of the General Assembly are borne by the Federation.

#### Article 8.9

The Executive Council may render financial assistance to the Organizing Committees of World Congresses, Symposia, and other conferences which it sponsors.

#### Article 8.10

The Federation is not responsible for debts and expenses incurred by its Member Organizations, or by their delegates, except when authorized by the Executive Council.

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### **Section IX - General Provisions**

#### Article 9.1

If, by way of exception, any major decision is required between meetings of the General Assembly, an email ballot may be held, and a decision taken on a simple majority of votes cast, provided that at least fifty per cent plus one of the Voting Members have voted. The vote of each Member Organization will be cast by its current Chair, or by any person designated by the Chair of the Member Organization in writing, or via email to the Secretary General. Amendments to the Statutes, and resolutions pursuant to article 8.6 require a two-thirds majority.

The Secretary-General shall be responsible for conducting the email ballot. In all respects other than the mode of communication, and the procedure for counting votes, the conduct of the ballot is to be consistent with Article 4.3.

The votes shall be counted by the Secretary General, subject to the constraints of Article 6.1 of the By-Laws, and reported to the Member Organizations and the Executive Council. Such a decision shall be considered as if resolved by the General Assembly.

#### Article 9.2

The General Assembly may, subject to the general provisions of the Constitution, adopt any By-Law it deems necessary to achieve the aims, and govern the activity of the Federation. Such a By-Law shall be established or amended on a simple majority of votes cast by the General Assembly by direct ballot or email ballot.

#### Article 9.3

The procedure for the dissolution of the Federation is the same as that for amendments to the Constitution. The Executive Council shall determine the manner of disposal of the properties of the Federation.

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## **BY-LAWS**

These By-Laws are written in accordance with Article 9.2 of the Constitution.

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### **I. Membership**

#### **No. 1.1**

The total number of Honorary Members (Class C) shall not exceed twenty (20), and the number from any one Member Organization shall not exceed three (3).

#### **No. 1.2**

Applications for Membership in the Federation are addressed in writing to the Secretary-General. The Executive Council studies the matter and submits its opinion to the General Assembly for a decision based on a simple majority of votes cast by the General Assembly by direct or email ballot.

#### **No. 1.3**

Applications for Membership must be received by the Secretary-General not less than four months before a General Assembly.

#### **No. 1.4**

The Executive Council may require an applicant to present letters of recommendation and recognition from a national organization, or from one or more institutes of higher learning in the applicant's own geographical region.

#### **No. 1.5**

Applications for Temporary Associate Membership may be submitted to the Executive Council for consideration and approval at any time. This category of Membership: carries no dues, and has no vote in the General Assembly; is granted for no more than four years, renewable only once; and is not available to any organization or group that has previously held regular member status.

Temporary Associate Members are encouraged to participate in the work of the Permanent Commissions and Technical Committees. It is expected that Temporary Associate Membership will lead to the submission of an application for regular Membership in the Federation.

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## **II. The General Assembly**

### **No. 2.1**

The name of the Chief Delegate, who is entitled to vote in the General Assembly on behalf of a Member Organization, must be reported to the Secretary-General in writing before each Assembly meets. That delegate acquires the representational and voting rights of the Chair of that Member Organization for the purposes of that General Assembly. The General Assembly shall elect from among those present, excluding members of the Executive Council and Chief Delegates, a Recorder to take the Minutes of the General Assembly, and send them in due time to the newly elected Secretary-General.

### **No. 2.2**

The General Assembly shall elect a Constitution Committee for a period of four years starting on the first day of January after its election. The Committee shall be directly responsible to the General Assembly, and shall advise the Federation on constitutional matters.

### **No. 2.3**

The General Assembly shall elect a Nominating Committee for a period of four years starting on the first day of January after its election. The Committee shall be directly responsible to the General Assembly, and shall prepare lists of candidates for election to the Executive Council, the Constitution Committee and as General Assembly recorder at the next General Assembly.



## **III. Executive Council, Commissions and Committees.**

### **No. 3.1**

Unless otherwise specified by the General Assembly at the time of election, all the members of the Executive Council take office on the first day of January of the year following their election.

### **No. 3.2**

The Executive Council shall prepare and distribute to all members the agenda for each session of the General Assembly not less than six (6) months before the date fixed for the Assembly.

### **No. 3.3**

The Executive Council shall prepare a draft of a general four-year Budget, together with a brief Treasurer's report on the current financial situation.

Both documents shall be submitted to all Voting Members three (3) months prior to each General Assembly. Approval of the Budget is a required item on the Agenda of every ordinary General Assembly. The Executive Council shall submit annual financial reports by post or email to all Member Organizations. The budget may include a discretionary fund.

#### No. 3.4

The procedure for the nomination of candidates for the Executive Council is as follows:

The Nominating Committee shall seek names of candidates for inclusion in the slate of nominees from the memberships of all IFToMM bodies: Member Organizations, Technical Committees, Permanent Commissions, and the sitting Executive Council. Based on this, at least one year prior to the General Assembly, the Nominating Committee shall distribute to all Member Organizations its slate of nominations for the impending election of the Executive Council. The number of nominations shall not be fewer than the vacancies.

In addition to the slate of candidates presented by the Nominating Committee, candidates may be nominated from the floor of the General Assembly prior to the commencement of voting. The Chair of the Nominating Committee shall call for such nominations before the vote.

#### No. 3.5

The procedure for the ballot for the Executive Council is as follows:

The Nominating Committee supervises the vote, and is responsible for preparing ballots etc. The Chair of the Nominating Committee assumes the Chair of the General Assembly for the purpose of conducting the vote, and cedes the chair back to the President at the conclusion of the vote.

Two tellers elected by the Assembly shall count the votes.

When there are several contenders for the same position, the one receiving the greatest number of votes is elected.

(a) The officer positions are prioritized as follows: 1 President; 2 Vice President; 3 Secretary-General; 4 Treasurer.

(b) Candidates must be nominated specifically for each of these positions. Votes are counted in order of priority, starting with the President. When a candidate is elected for one of these positions all other candidates for all remaining EC positions from that Member Organization are eliminated, regardless of the number of votes they receive. A candidate may withdraw from the election at any time by so notifying the Chair.

(c) After all four officers have been elected, the six ordinary member positions on the Executive

Council are filled by the six candidates receiving the largest numbers of votes with the exception that, if two candidates are from the same Member Organization the one receiving the most votes is elected, and the other is eliminated.

(d) In the event of a tie vote for any Executive Council position the General Assembly will conduct a runoff vote between those two candidates alone. If two or more candidates are still tied after the runoff vote the election will be decided by the toss of a coin or other impartial means as decided by the Chair of the Nominating Committee.

#### No. 3.6

The President shall decide the division of responsibilities and duties among the members of the Executive Council.

#### No. 3.7

The Executive Council works as coordination body for Communications, Publications and Archiving for the following objectives:

- (a) To publish the IFToMM Newsletter at least once a year by an Editorial Board appointed for four years
- (b) To maintain and update the IFToMM Website under responsibility of a web administrator under the supervision of the Secretary General. The website should include sections containing:
  - The constitution and By-Laws;
  - The current issue of the Newsletter (NL);
  - At least the past four issues of the NL, once established;
  - The addresses of all EC members;
  - The addresses of all chairs and members of Permanent Commissions and Technical Committees;
  - The addresses of all chairs of Member Organizations;
  - The list of upcoming IFToMM-sponsored technical meetings and related events;
  - Any other information of interest to IFToMM;
  - Links with the websites of Member Organizations.
  - Four-year calendar of future IFToMM sponsored events
- (c) To promote, in the most appropriate format(s), the exchange and wide circulation of scientific and technical works published by or for IFToMM
- (d) To assist in the publication, in the most appropriate format(s), of the proceedings of all IFToMM sponsored conferences;
- (e) To provide channels for the publication of significant works in the official IFToMM affiliated journals and book series;
- (e) To negotiate with publishers and printers the dissemination, in the most appropriate format(s), of IFToMM works, subject to the approval of the Executive Council;
- (f) To liaise with the PC for the History of Mechanism and Machine Science regarding the content and format of the IFToMM Archive, as well as the procedures for accessing the Archive

### No. 3.8

The Chairs of all Permanent Commissions and Technical Committees shall be invited to attend all meetings of the Executive Council as observers, without vote, and to present their reports.

### No. 3.9

Many of the operations of the Federation are run by Permanent Commissions, namely,

- The Permanent Commission for Education
- The Permanent Commission for the History of Mechanism and Machine Science
- The Permanent Commission for the Standardization of Terminology

and by Technical Committees, namely,

- The Technical Committee for Biomechanical Engineering
- The Technical Committee for Computational Kinematics
- The Technical Committee for Sustainable Energy Systems
- The Technical Committee for Gearing and Transmissions
- The Technical Committee for Linkages and Mechanical Controls
- The Technical Committee for Robotics and Mechatronics
- The Technical Committee for Micromachines
- The Technical Committee for Vibrations
- The Technical Committee for Reliability
- The Technical Committee for Rotordynamics
- The Technical Committee for Transportation Machinery
- The Technical Committee for Tribology
- The Technical Committee for Multibody Dynamics
- TC for Engines and Powertrains

### No. 3.10

Permanent Commissions and Technical Committees are composed of a Chair, appointed by the Executive Council; and a Deputy Chair and members, nominated by the Chair, and appointed by the Executive Council. A Chair must be from a Member Organization of Class A (see Constitution Article 3.1) and shall not serve more than two terms consecutively.

Every Permanent Commission or Technical Committee shall have at least five members from at least three Member Organizations. The term of office and membership of all Permanent Commissions and Technical Committees becomes effective on January 1st that follows the Executive Council meeting of approval or renewal and till the end of the year of the following IFToMM World Congress.



Every Member Organization of Class A (see Constitution Article 3.1) may participate in the work of each Permanent Commission or Technical Committee. The persons in Permanent Commissions and Technical Committees do not sit on the Commissions or Committees as representatives of their Member Organizations.

Every Member Organization of Class B (see Article 3.1) may participate with observers in the work of each Permanent Commission or Technical Committee. An individual from a territory with no IFToMM Member Organization can be appointed as a PC/TC observer, with voice, but not vote, normally for one term with the aim to promote IFToMM membership from his/her territory organization.

The chair of a Permanent Commission or a Technical Committee makes the list of new or renewing members based on the recommendation from the chairs of Member Organizations with a one page CV for each. The chair may include ones who are not in the recommendation with the concurrence of the chair of the Member Organization. For renewal the CV should include the activity record in the term.

Each Member Organization can execute an equal and single vote by its members of a Permanent Commission or a Technical Committee at the meetings or the E-mail ballots. The simple majority of votes of the members from a Member Organization is the vote of the Member Organization. If there is no simple majority, the vote is considered an abstention. No proxy is allowed for members.

#### No. 3.11

The Nominating Committee is composed of at least four members from Member Organizations of Class A (see Constitution Article 3.1), proposed by the current Nominating Committee after consultation with all Member Organizations, and approved by the General Assembly. The Chair of the Nominating Committee is the Past President of the Federation ex officio.

#### No. 3.12

The Constitution Committee is composed of at least four members from Member Organizations of Class A (see Constitution Article 3.1), nominated by the Nominating Committee after consultation with all Member Organizations, and approved by the General Assembly after the communication of the slate of nominees.

#### No.3.13

The Honors and Awards Committee is the Executive Council, chaired by the President, who will appoint a secretary. The Secretary-General will overview the nomination procedure.



#### **IV. Congresses and Symposia**

No. 4.1

Normally the regular interval between World Congresses shall be four (4) years.

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#### **V. Finance**

No. 5.1

The table of units of subscription is the following:

CATEGORY	UNITS OF SUBSCRIPTION
I	12
II	8
III	4
IV	2
V	1

The unit of subscription in U.S. dollars is determined by the General Assembly.

No. 5.2

The Executive Council shall appoint either a legally accredited authority or one of its members to audit the financial accounts of the Federation before their presentation to the General Assembly.

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#### **VI. General Provisions**

No. 6.1

In the conduct of an email postal ballot the counting of votes received shall not take place earlier than 2 (two) weeks from the date of emailing of the ballot. This date must be stated on the ballot.

## VII. Ethical issues

### No.6.2

Any ethical issue that is relevant to IFToMM activities shall be investigated by the Executive Council through the creation of an independent sub-commission, chaired by an Executive Council member, whose role will be to investigate the issue and then to submit a report and recommendations to the Executive Council. Access to the report is reserved to Executive Council members that are not a party of the issue. The Executive Council must then act accordingly. Technical Committees and Permanent Commissions that are aware of such an ethical issue must report to the Executive Council.



## APPENDIX I

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### A. Objectives of Commissions and Committees

The general goals for the work of the Commissions and Committees are outlined below with the aim to promote their fields of interest by attracting researchers and practitioners, including young individuals;

1. The Constitution Committee:

To adapt the Constitution to the present needs of the Federation, as per By-Law 2.2

2. The Nominating Committee:

See By-Law 3.4 and By- Law 3.5

3. The Permanent Commission for the Standardization of Terminology:

- to write a standard terminology (with definitions) for mechanism and machine science, including terms pertaining to the realization of motion in machines and its control, associated problems in dynamics and kinematics, and in machine components;
- to cooperate with other international and national bodies concerned with terminology and related matters.

4. The Permanent Commission for Education:

- to promote conferences on teaching, its methodology and new teaching techniques, in mechanism and machine science;
- to assist in the temporary placement of students, instructors, and professors in countries other than their own;
- to encourage personnel exchanges;
- to assist UNESCO in finding experts for instruction in developing countries;
- to maintain records of exchanges and of long-term visits.

#### 5. The Permanent Commission for the History of Mechanism and Machine Science:

- to promote the republishing of classical works of reference;
- to promote the collection and circulation of material and information in the field of Mechanism and Machine Science;
- to take care of all archiving issues of the Federation in coordination with the Secretary-General;
- to promote activities and works in the field of the history of Mechanism and Machine Science.

#### 6. Objectives of Technical Committees:

The general goals of the Technical Committees in their respective fields of Mechanism and Machine Science are outlined below:

- to define new directions in research and development within their technical area;
- to establish contacts between researchers and engineers;
- to initiate and develop bases and procedures for modern problems;
- to promote the exchange of information;
- to organize national and international symposia, conferences, summer schools, etc.;
- to take care of all dissemination issues, such as edited books, textbooks, journal special issues, journal sections;

#### **B. Procedure for the Planning of Conferences by Commissions or Committees**

Whenever a Permanent Commission or a Technical Committee plans a conference or symposium, three initial steps must be taken:

- plans, date and place must be approved and coordinated by the Executive Council;
- details of financing, especially the amount of initial start-up money needed, the question of whether or not IFToMM will receive income from the enterprise in return for endorsement or sponsorship, and the matter of a registration fee, must be approved by the Treasurer;
- all plans for publication, including those for the publication and continuing sale over the years of the Conference Proceedings must be approved by the Executive Council.

Final approval of IFToMM sponsorship will be decided on by the Executive Council. The IFToMM logo may not be used on any print or electronic document relating to a conference or other activity prior to final approval by the Executive Council.

When the preliminary plans for a conference or symposium have been thus approved, the Technical Committee or the Permanent Commission either becomes the Organizing Committee of the conference, or appoints one.

The Organizing Committee of every IFToMM-sponsored technical meeting must submit a copy of the meeting proceedings to the Chair of the Permanent Commission for History of Mechanism and Machine Science, who will forward the said proceedings to the Archive of the Federation.



## APPENDIX II

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### **Recommendations to the President for the Delegation of Duties**

Under By-Law 3.9 the President may assign specific duties to each member of the Executive Council. Such duties may be the following.

1. To manage the external affairs of the Federation:
    - to develop and maintain relations with other international organizations,
    - to provide for affiliation of the Federation with such organizations,
    - to bring new Members into the Federation.
  2. To manage the internal affairs of the Federation: General Assembly, Member Organizations; Permanent Commissions and Technical Committees.
  3. To work closely with one or more Permanent Commissions or Technical Committees, and to serve as a liaison between these and the Executive Council.
  4. To seek financial support from foundations, industry and organizations, and in particular to underwrite or support exhibitions, conferences, and publications.
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## APPENDIX III

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### IFToMM Logotype

The IFToMM logotype will be as displayed below:



The form and colour are those of the PDF file contained herein. The colour can be adapted upon approval by the Executive Council.

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