



Constitution

June 2024

1. Name

The name of this organization is the International Association of Automation and Robotics in Construction (IAARC), and it was established in June 1991.

2. Objectives

The Objectives of IAARC (the Association) include:

- 2.1. The research, development, commercialization and application of **automation** (artificial intelligence, information technology, computer vision, etc.) and **robotics** (machines, human-robotic systems and augmentation, wearables, autonomous systems, etc.) in **construction** (design, prefabrication, modularization, supply chain, and site operations), operation (energy use, asset performance, real estate, smart city, etc.), renovation (adaptation, re-use, refurbishment, rehabilitation, maintenance, and recycling) and deconstruction (for circular economy) of the built environment (buildings, infrastructure, industrial facilities), which is essential to the wellbeing of humanity;
- 2.2. The creation of an “automation and robotics in construction community” to facilitate and expedite the preceding developments;
- 2.3. The promotion of membership in that community to include researchers, manufacturers, service providers, and users;
- 2.4. The dissemination of information and the promotion of the key role of automation and robotics for improving the sustainability (environmental, economic, and social) of the developments, industry and community described above;
- 2.5. The award, endorsement, quality control, and organizational support of the International Symposium on Automation and Robotics in Construction (ISARC);
- 2.6. The digital maintenance of freely accessible, archival research knowledge published in the proceedings of ISARC or other workshops or conferences supported by IAARC;
- 2.7. The support of IAARC-affiliated journals; and
- 2.8. The annual award of the Tucker-Hasegawa Award.

3. Membership

- 3.1. The Association operates as a scientific, technical and educational organization, and membership is open to all persons interested in carrying out the main objectives of the Association.
- 3.2. Membership applications must be made to the General Secretary by filling out the Membership Form on the IAARC website (<https://www.iaarc.org/about/membership>).
- 3.3. Duties and responsibilities for all members include the promotion of IAARC and support of its Objectives (Section 2), which may be achieved by engaging with its activities (e.g., attendance to ISARC, engagement with Local Chapters, etc.).

4. Membership fees

- 4.1. IAARC Membership is currently free.
- 4.2. Membership fees may be revised and changed from time to time. Changes to the annual membership fees must be approved by the Board of Directors (BOD) (see Sections 6 to 9).
- 4.3. In the case fees exist, they must be renewed annually.
- 4.4. In the case fees exist, Membership will lapse if fees are not paid by the end of the Association Year (as defined in Section 11).

5. Termination of membership

- 5.1. Voluntary termination of membership shall be informed in writing to the General Secretary.

6. Board of Directors (BOD)

- 6.1. The main governing body of IAARC is its **Board of Directors (BOD)**. The governance structure of IAARC is shown in Figure 1.
- 6.2. The BOD is composed of Elected BOD Members and Honorary Members. Current BOD Members are posted on the IAARC website at <https://www.iaarc.org/about/organization/>.

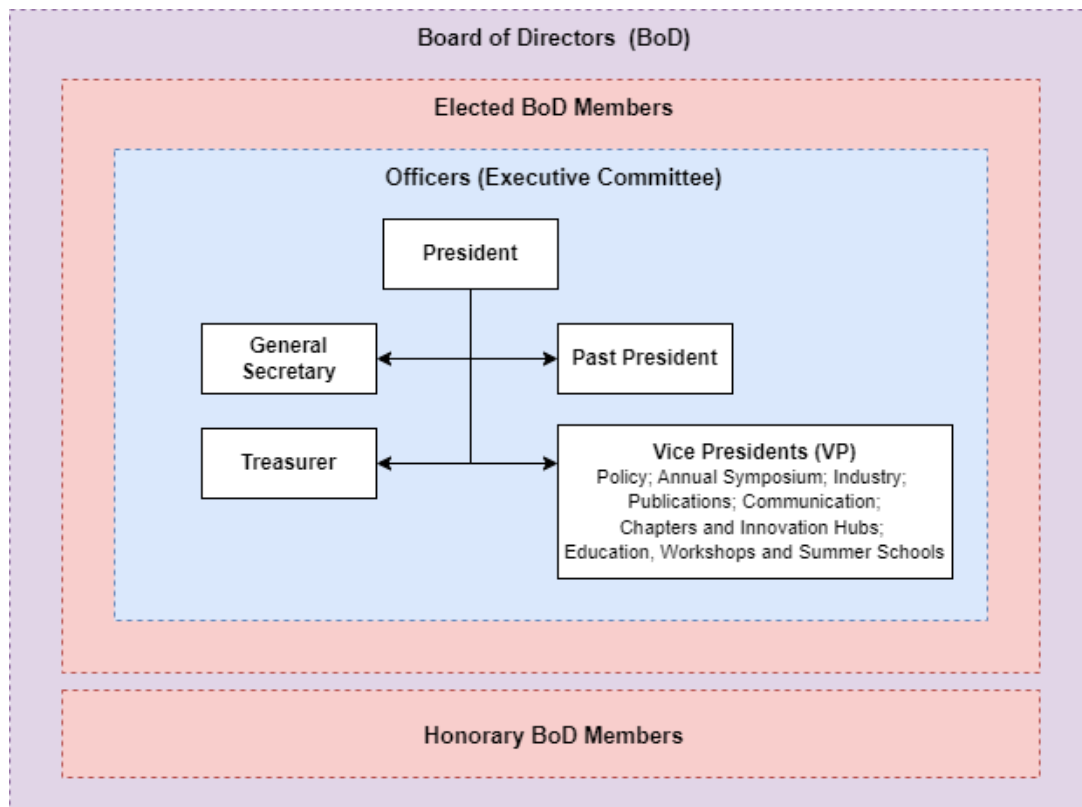


Figure 1: IAARC Governance Structure

- 6.3. The number of **Elected BOD Members** at any one time shall not exceed 40.
- 6.4. Elected BOD Members have a 5-year term starting on their appointment date.
- 6.5. 1/5th of the Elected BOD Member positions are considered for election each Association Year. However, the positions of the Elected BOD Members who are Officers (Section 10) are exempt from this election process until they stand down from their Officer position. Incumbent Elected BOD Members are allowed to run for re-election.
- 6.6. A call for applications to BOD Member positions will be issued each year. Each application should include a statement of interest from the applicant with the proposed contributions/support to IAARC and an updated CV. For applicants who are not existing BOD members, the application must also include the formal support of at least two Elected BOD Members.
- 6.7. Elections of BOD Members shall be conducted by electronic ballot at any time as managed by the VP of Policy (through the Awards & Elections Committee). The voting body is the BOD Voting Members (see Section 8), including Incumbent Elected BOD Members.
- 6.8. All efforts should be made for the Elected BOD Members to be representative from many countries around the world.
- 6.9. Elected BOD Member who stand down from the BOD (voluntarily or as a result of the above election process) become "**Past BOD Members**". A record will be kept of Past BOD Members. Past BOD Members are not part of the BOD, but are allowed to run again for an Elected BOD Member position at any time in the future.

- 6.10. **Honorary Members** (alive and deceased) are elected to that status based on IAARC's longstanding service and essential contributions. The term of Honorary Members is indefinite. However, Honorary Members do not have voting rights (see Section 8).
- 6.11. There is no limit to the number of Honorary Members.
- 6.12. Elected BOD Members are expected to actively participate in IAARC Committees.

7. BOD Roles, Duties, and Expectations

- 7.1. The duties and responsibilities of BOD Members include the promotion of IAARC and support of its Objectives (Section 2) by actively engaging in its activities, such as but not limited to:
 - Participate in the Annual General Assembly and other BOD Meetings
 - Submit papers and attend ISARC
 - Provide support to ISARC (e.g., as Area Chair, reviewers, etc.)
 - Provide support to IAARC VPs and Committees
 - Engagement with Chapters and Innovation Hubs

8. BOD Voting

- 8.1. The BOD Voting Members are the BOD Members with voting rights. They include the Elected BOD Members, but not the Honorary Members.
- 8.2. A quorum, as defined in Section 9.5, is required for all votes by the BOD.
- 8.3. Votes by the BOD are normally conducted for: election of BOD Members; election of Officers; award of ISARC organization to one of a competing group of organizers; constitutional amendments (Section 17); major disbursements of funds, and other actions that might substantially impact the welfare of the association.

9. BOD Meetings

- 9.1. The BOD shall meet at least annually during the Annual General Assembly.
- 9.2. The Annual General Assembly normally takes place during the annual ISARC and is held both in person and online.
- 9.3. Additional Extraordinary General Meetings (Special Meetings) may be held at such time as the Executive Committee of the BOD determines. A Special Meeting of the BOD can be called by not less than ten Elected BOD members. Special meetings can be held both in person and online.
- 9.4. At least a four-week notice from the date of the Special Meeting shall be given to the BOD Members.
- 9.5. The required quorum (i.e., the minimum number of Elected BOD members that must be present (in person or online) at any of the BOD meetings to make the proceedings of a meeting valid) shall be greater than 50% of the BOD Voting Members (i.e., the Elected BOD Members).

10. Executive Committee and Officers

- 10.1. The **Executive Committee** is a permanent committee composed of all the Officers. It is in charge of the day-to-day running of the organization.
- 10.2. The **Officers** include: President, General Secretary, Treasurer, Past President and Vice-Presidents. Current members of IAARC Officers are posted on the IAARC website at <https://www.iaarc.org/about/organization/>.
- 10.3. With the exception of the Past-President (as explained below), all the Officers are elected positions for which the voting body is the BOD Voting Members.
- 10.4. Only current members of the Board of Directors can apply to Officer positions.
- 10.5. All elected Officers are elected for a three-year term.
- 10.6. **Elections** should be run at least six months before the new Officers take up their position at the Annual General Assembly, in order to enable a smooth transition.
- 10.7. During the transition period, the incoming Officers should be invited to observe the work of the current Executive Committee, and current Officers should actively engage in knowledge transfer.
- 10.8. The **President** may serve a maximum two consecutive terms (although historically, in IAARC, Presidents have never sought more than one term).
- 10.9. The President is normally elected from among the current Officers to ensure the incoming President has detailed knowledge of Executive Committee practices, operations, and assets.
- 10.10. The **Past-President** is the position automatically held by the former President. This appointment lasts for the duration of the term of the President.
- 10.11. There is no limit to the number of terms that the **Vice-Presidents** can serve. But they must re-elected for each term.
- 10.12. There may be any number of Vice-President positions, but Vice-President positions must be justified by a significant and/or critical portfolio of activities. In line with the Objectives of IAARC, critical Vice-President positions include the Vice-President Annual Symposium, the Vice-President Publications, the Vice-President Communications, and the Vice-President Policy. Note that the Vice-President Policy position is normally held by the Past-President.
- 10.13. There is no limit to the number of terms that the **General Secretary** and **Treasurer** can serve. But they must re-elected for each term.
- 10.14. The Executive Committee may propose and appoint new committees (e.g. Awards and Elections Committee).
- 10.15. Any new Committee should be overseen by an appropriate Vice-President.

11. Association year

- 11.1. The financial year shall be from the 1st of January of each year to the following 31st of December.

12. Financials

- 12.1. All money received by, or on behalf of, the Association shall forthwith be paid to the credit of the Association in an account of either a trading bank or a trusted host institution, as the BOD may from time to time determine.
- 12.2. All checks, withdrawals, transfers, or other transactions drawn on such account or accounts shall be signed or approved via email by two of the following: President or Vice President, General Secretary, Treasurer, or additional signatories as agreed by the BOD.
- 12.3. The Executive Committee shall approve the annual financial statement of accounts and transactions before presentation at the Annual General Assembly. The Treasurer is responsible for producing the annual statement.

13. Audit

- 13.1. A financial audit may be required at any time with reasonable notice by a simple majority vote of the BOD and to be conducted at a fixed cost to be specified in the motion on which the vote is held. Such a vote requires a petition with at least ten signatories from the BOD Voting Membership to move the motion on which the vote will be held.

14. Incorporation

- 14.1. The Executive Committee shall incorporate IAARC in a country ruled by law, and this will provide a focal point for financial stability. The Incorporation may be moved from time to time based on a vote of the BOD; it would normally follow the location of successive Treasurers.

15. Communication and publications

- 15.1. The Executive Committee establishes the means for the Association to publicize its activities and communicate with its members. The IAARC website (<https://www.iaarc.org/>) is the principal point of information about IAARC and its activities. But, the means of communication may also include electronic social media, newsletter, regular and special publications, workshops, conferences and seminars, etc.

16. Chapters and Innovation Hubs

- 16.1. As the Association develops, the Executive Committee will consider the formation of IAARC Chapters and Innovation Hubs with the same broad Objectives as IAARC (Section 2).

17. Amendments

- 17.1. The Constitution may be amended by a simple majority of the BOD Voting Members. Proposals for amendments should be supported by at least five Elected BOD Members and submitted in

writing to the General Secretary at least sixty (60) days before the Annual General Assembly or a Special Meeting of the BOD. All BOD Voting Members shall be informed of the proposed amendment(s) at least two weeks before any vote.

18. Dissolution

- 18.1. The Association shall not be dissolved except when requested by a majority of two thirds of the BOD Voting Members during a BOD meeting. After the payment of all debts, any remaining assets shall be distributed as determined during the BOD meeting to other charitable organizations having similar aims and objectives, and if and insofar as the effect cannot be given to the provision, then to some charitable purposes.