



ASCE COMPUTING DIVISION VISUALIZATION, INFORMATION MODELING, AND SIMULATION (VIMS) COMMITTEE BYLAWS

1. GENERAL

- 1.1. **Name.** The name of this body shall be the Visualization, Information Modeling, and Simulation (VIMS) Committee of the American Society of Civil Engineers (ASCE) (hereinafter referred to as the VIMS Committee).
- 1.2. **Purpose.** The purpose of the VIMS Committee shall be to increase the appropriate use of databases and information management technologies in civil engineering teaching, research, and practice. Included in the Committee scope are the representation, management, storage and retrieval of civil engineering information, product and process modeling, data/object/knowledge repositories and interoperability standards, and information infrastructure issues.
- 1.3. **Use of Name and Marks.** The use and publication of the ASCE and VIMS Committee names and marks shall be in accordance with the ASCE's and VIMS Committee's governing documents and official policies.

2. BYLAWS ADOPTION

- 2.1. **Purpose.** The purpose of the Bylaws is to establish the operating policy of the VIMS Committee, and to provide a framework for its operation and management.
- 2.2. **Approval.** The Bylaws will take effect after the approval by two-thirds (2/3) of the VIMS Committee voting members in attendance.

3. MEMBERSHIP

- 3.1. **Eligibility.** Membership in the VIMS Committee is free and open to all active due-paying members of the ASCE in good standing, who are currently employed in full-time academic (faculty member, post-doc, doctoral program) or industry positions. Students currently enrolled in masters or undergraduate programs are not eligible to join.

- 3.2. **Grades.** There are two general membership grades: voting and non-voting. To be eligible for a voting-member grade, a person must hold a full-time academic (faculty member, post-doc) or industry position. Students can join the Committee only as non-voting members. Upon completing his/her studies and meeting the requirements for becoming a voting member, a non-voting member shall follow the procedure described in Sub-article 3.3 of the Bylaws to upgrade his/her membership to the voting grade.
- 3.3. **Membership Initiation and Upgrade.** New members are accepted into the VIMS Committee on a yearly basis during the VIMS annual meeting. In order to join the VIMS Committee or upgrade membership, a prospective member must send his/her name, affiliation, ASCE membership number, and a 2-page NSF-style bio to the VIMS Secretary, during the time period specified in the notice of call for the VIMS annual meeting. In order to complete the process, each prospective member must also attend the VIMS annual meeting in person, bring and distribute copies of his/her 2-page NSF-style bio among voting members, and be briefly introduced by a VIMS voting member. The current VIMS voting members in attendance will then formally vote on any new membership nomination during said meeting.
- 3.4. **Membership Termination.** A member can request the VIMS Secretary in writing to terminate his/her membership at any time. In other cases, failure to attend a VIMS annual meeting in three consecutive years will automatically terminate one's membership in the VIMS Committee. In order to rejoin the Committee, the procedure described in Sub-article 3.3 of the Bylaws must be followed. In general, the Committee reserves the right to terminate a person's membership if s/he is in violation of any of the ASCE's and VIMS Committee's governing documents and official policies.
- 3.5. **Membership Rights.** All VIMS members (voting and non-voting) will be added to the VIMS online group and can participate in Committee's discussions, and ongoing activities and initiatives. Voting members can cast votes in Committee's matters and internal elections. Voting members can run for election to become VIMS Officers.
- 3.6. **Division-Level Members.** Unless otherwise specified, current members of the ASCE Computing Division Executive Committee (ExCom) automatically receive voting memberships in the VIMS Committee.

4. GOVERNING BODY

- 4.1. **Leadership.** The Committee shall be governed by VIMS Officers who are responsible for the supervision, control, and direction of the VIMS Committee, and shall manage the affairs of the VIMS Committee in accordance with the ASCE's and VIMS Committee's governing documents and official policies. Upon consensus by the Committee's Leadership, an officer can at times delegate tasks to sub-

committees and taskforces that are formed to facilitate the Committee's ongoing activities, initiatives, and internal affairs, as described in Article 5 of the Bylaws.

- 4.2. **Officers.** The officers of the VIMS Committee shall be a Chair, a Vice-Chair, a Secretary, a Member-at-Large, and a Past-Chair. Roles and responsibilities of each Officer position are described in Article 5 of the Bylaws. To avoid conflict of interest and maximize the use of officers' time, the officers of the VIMS Committee shall not serve, at the same time, as officers of other committees under the ASCE Computing Division.
- 4.3. **Officer Election and Succession.** Each Officer is elected for a 2-year appointment (starting October 1 of the election year) by voting members. Unless circumstances arise, a VIMS Officer will automatically be promoted to the next level upon the completion of the current 2-year appointment period. If an existing VIMS Officer is not available to fill a vacant Leadership position, an election shall be planned and administered at the next available VIMS annual meeting. All VIMS voting members can run for the vacant position providing that they are active due-paying members of the ASCE and in good standing. Nominations for the vacant position are accepted by email to the VIMS Secretary during the time period specified in the notice of call for the VIMS annual meeting. A current VIMS voting member can nominate an interested candidate by sending the nominee's name, affiliation, and 2-page NSF-style bio to the VIMS Secretary. No nomination on the floor will be accepted. To be considered for the open Officer position, nominated persons must attend the VIMS annual meeting during which the election will take place. At the meeting, each nominator shall briefly introduce their nominee. All nominees shall bring copies of their 2-page NSF-style bio to the VIMS annual meeting for distribution among voting members.
- 4.4. **Officer Resignation and Replacement.** If a VIMS Officer resigns or is removed by the consensus of the VIMS Leadership, the VIMS Chair (or the Vice Chair, if the Chair is resigning or removed) in coordination with the remaining Officers shall fill the vacant position with an interim appointment which will be valid until the next election cycle.

5. VIMS OFFICER POSITION RESPONSIBILITIES

- 5.1. **Chair.** The VIMS Chair shall establish goals for the Committee as a whole and delegate tasks (in addition to those described below) to VIMS Officers, when appropriate. The Chair is the liaison of the VIMS Committee with ASCE and the ExCom. The Chair shall call and lead Committee meetings, and establish agendas. The Chair shall work with Conference organizers to schedule VIMS annual meetings. The Chair shall provide the ExCom with Committee activity plans, budget estimate, and an annual report, as needed.

- 5.2. **Vice-Chair.** The VIMS Vice-Chair shall maintain the VIMS bylaws. The Vice-Chair shall also lead VIMS webinar efforts, requesting webinar proposals to the broader membership and coordinating proposals with the ASCE. The Vice-Chair shall work with the Chair in executing goals established for the Committee. The Vice-Chair shall assist the Chair in providing reports to the ExCom, as needed. The Vice-Chair shall lead the voting process for new members and new officers during the VIMS annual meeting. If the Chair cannot fulfill their duties in a specific meeting, the Vice-Chair shall fulfill the duties as specified in Sub-article 5.1 of the Bylaws.
- 5.3. **Secretary.** The VIMS Secretary shall maintain the Committee's online document repository and public domain content. The Secretary shall also take minutes during all meetings, and distribute minutes to Committee members for review and comment. Upon the approval of such minutes, they shall become part of the official VIMS Committee documents and made available to all VIMS members by the VIMS Secretary. The Secretary shall send out notice of call for all meetings to the VIMS membership, as well as solicit Committee membership and officer nominations. The Secretary is also responsible for preparing voting ballots, as necessary. If the Vice Chair cannot fulfill their duties in a specific meeting, the Secretary shall fulfill the duties as specified in Sub-article 5.2 of the Bylaws.
- 5.4. **Member-at-Large.** The VIMS Member-at-Large shall maintain the VIMS Committee membership roster, as well as the Committee's online document repository and public domain content, in coordination with the VIMS Secretary. If the Secretary cannot fulfill their duties in a specific meeting, the Member-at-Large shall fulfill the duties specified in Sub-article 5.3 of the Bylaws.
- 5.5. **Past-Chair.** The VIMS Past-Chair shall serve as an advisor to VIMS Officers and transfer procedural and historical organizational knowledge as needed in any of the Committee efforts.

6. MEETINGS AND ELECTIONS

- 6.1. **Annual Meeting.** The VIMS Committee will meet annually on the sidelines of one of the major ASCE conferences/events. Traditionally, VIMS annual meetings have been held in odd years during the ASCE International Workshop (Conference) on Computing in Civil Engineering, and in even years during an International Workshop (Conference) selected in advance by the Committee and approved by the ExCom. Notice of call for the annual meeting as well as a meeting agenda shall be sent to all VIMS members in advance of the meeting date by the VIMS Secretary.
- 6.2. **Officer Meetings.** VIMS Leadership will meet on a monthly basis (typically via tele- or video-conference) to discuss ongoing Committee affairs. Time and location of such meetings shall be determined in a manner that helps maximize the participation of all VIMS Officers.

- 6.3. **Other Meetings.** Other meetings shall be called at the discretion of the VIMS Leadership. If the presence of all VIMS members is necessary, notice of call for such a meeting as well as a meeting agenda shall be sent to all VIMS members in advance of the meeting date by the VIMS Secretary.
- 6.4. **Meeting Documentation.** All meetings should be documented via meeting minutes which clearly identify the discussions and decisions made during the meetings. Meeting minutes, once approved, shall become part of the official VIMS Committee documents and made available to all VIMS members.

7. SUB-COMMITTEES AND TASKFORCES

- 7.1. **Purpose.** Sub-committees or taskforces may be formed (on a temporary or permanent basis) by the VIMS Leadership to facilitate the carrying out of the objectives of, and to promote interest in the VIMS Committee, and to provide to VIMS members a better opportunity for participation in the Committee's ongoing activities, initiatives, and internal affairs.
- 7.2. **Governing Rules and Reporting.** A sub-committee or taskforce must function in accordance with the ASCE's and VIMS Committee's governing documents and official policies. Unless otherwise specified, each sub-committee or taskforce shall report to the VIMS Officer(s) directly overseeing the activities of that sub-committee or taskforce.

8. FINANCES AND REPORTING

- 8.1. **Expenditure.** Each year, the VIMS Committee Chair prepares (in coordination with VIMS Leadership) an annual budget request for submission to the ExCom by December 15. VIMS annual budget shall cover the cost of activities directly related to advancing the objectives and promoting the interests of the Committee.
- 8.2. **Annual Report.** Each year, the Computing Division compiles an annual report to be submitted to the ASCE by October 31. The VIMS Committee shall compile a 1-page summary of annual activities to submit to the ExCom prior to the ExCom annual meeting. VIMS leadership should also assist with compiling high-level accomplishments and plans for the annual report.

9. AMENDMENTS

- 9.1. **Proposal.** An amendment to this Bylaws may be proposed by VIMS Leadership, or by a written petition (containing the text of the amendment, signed by not less than five VIMS voting members) submitted to the VIMS Secretary.

- 9.2. **Approval.** The proposed amendment shall be reviewed and approved by the VIMS Leadership before being voted upon by the voting members. Upon initial approval, the proposed amendment shall be distributed to the VIMS voting Members who shall be given the opportunity to vote the at the next available VIMS annual meeting. To become effective, the proposed amendment shall receive an affirmative vote of not less than two-thirds (2/3) of the VIMS Committee voting members in attendance.

10. ADMINISTRATIVE PROVISIONS

- 10.1. **Conflict of Interest.** A Conflict of Interest shall be herein defined as any activity, transaction, relationship, service, or consideration which is, or appears to be, contrary to the best interest of the ASCE or the VIMS Committee, or in which the interests of an individual or another organization have the potential to be placed above those of the ASCE or the VIMS Committee. Any individual interested in running for a VIMS Officer position must disclose the existence of any actual or possible conflict of interest and all material facts to the VIMS Leadership. Action to address the conflict shall be taken by either the interested individual or the VIMS Leadership.
- 10.2. **Limitations on Political and Lobbying Activity.** No substantial part of the activities of the VIMS Committee shall involve carrying on propaganda or otherwise attempting to influence legislation, and the VIMS Committee shall not participate in, or intervene in (including the publishing or distributing of statements), any political campaign on behalf of or in opposition to any candidate for public office. The VIMS Committee shall not carry on any activities prohibited by the provisions of the ASCE's governing documents and official policies.