

**September 2013**

**STATUTES AND BY-LAWS**

**INTERNATIONAL ASSOCIATION**

**FOR THE**

**PROPERTIES OF WATER AND STEAM**

First Issued July 1977

Amended Moscow 1984 and Reading 1987

Revised and Issued Orlando September 1994

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By-Laws amended Plzeň September 2011

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# STATUTES OF THE INTERNATIONAL ASSOCIATION FOR THE PROPERTIES OF WATER AND STEAM

## 1. DEFINITION, OBJECTIVES, AND CONSTITUTION

### 1.1 Definition:

The International Association for the Properties of Water and Steam<sup>1</sup> (IAPWS) is a voluntary not-for-profit Association of national organizations for the public good.

### 1.2 Objectives:

The objectives of the Association are to advance the knowledge of the properties of water, steam, and aqueous systems, particularly those properties of industrial and environmental importance, and to make the knowledge available to engineers and scientists the world over. In support of these objectives, the Association

- a) prepares and promulgates critically evaluated, internationally agreed-upon formulations for properties of water, steam, ice, seawater, and other important aqueous systems in print and electronic formats.
- b) provides technical guidance, obtained by international consensus of experts, on application of water and steam chemistry and technology for power cycles in fossil and combined cycle plants and other industrial applications.
- c) promotes, stimulates, and coordinates research and analysis and communicates the results thereof by the organization of the International Conferences on the Properties of Water and Steam, joint sponsorship of other conferences, and through publications.
- d) sponsors, encourages, and supports individual projects directly or with the assistance of National Committees.

### 1.3 Constitution:

The Constitution of the International Association for the Properties of Water and Steam shall consist of these Statutes and the By-Laws.

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<sup>1</sup> Note in this document, where water or steam is listed, both ordinary water substance and heavy water are implied.

## 2. MAJOR ACTIVITIES OF THE INTERNATIONAL ASSOCIATION FOR THE PROPERTIES OF WATER AND STEAM

### 2.1 International Conferences on the Properties of Water and Steam (ICPWS)

2.1.1 International Conferences on the Properties of Water and Steam shall be organized under the auspices of the Association by the Executive Committee at intervals of approximately five years.

2.1.2 An International Conference shall consist of sessions dealing with all aspects of scientific and technical work on water, steam, and aqueous systems.

### 2.2 Approved Representations of Critically Evaluated Data

2.2.1 The Association shall prepare and cause to be published and promulgated in various ways in printed or electronic format internationally agreed-upon, critically evaluated representations of thermophysical property data for use by scientists and engineers the world over.

2.2.2 Formats and criteria for these documents and procedures for their adoption may be further defined in the By-Laws, but in all cases they require approval by the Executive Committee. This is also the case for the documents defined in Sections 2.3 and 2.4.

### 2.3 IAPWS Technical Guidance Documents

The Association shall work to establish international consensus on best practices in industrial application of water and steam technology, and shall promulgate these for the benefit of industry worldwide.

### 2.4 IAPWS Certified Research Needs

2.4.1 The Association shall identify and promulgate descriptions of research on water, steam and aqueous systems required by the electrical power industry and others.

2.4.2 IAPWS Certified Research Needs (ICRN) are documents of the Association which detail the identified needs of 2.4.1 above and originate from Working Groups of the Executive Committee. An ICRN is a limited life document with an identified IAPWS contact.

### 2.5 Projects

2.5.1 The Association shall be empowered to sponsor and fund suitable projects.

2.5.2 Suitable projects shall involve scientific and technical matters of importance to the Association. They shall be international in nature and involve at least two Members or Associate Members of the

Association. They shall be for a specific period and scope and have a specific product. A written proposal stating the objectives and the financial support requested shall be made to the Executive Committee. A final report shall be submitted to the Executive Committee at the end of the project.

## 2.6 Other Activities

2.6.1 Other activities may be initiated with the approval of the Executive Committee.

## 3. MEMBERSHIP

3.1 Countries are Members of IAPWS through their National Committees. There are two classes of Members: Full Members, normally called Members, and Associate Members.

### 3.2 Membership

#### 3.2.1 Full Membership

Full Members have the following obligations:

- a) to maintain a National Committee
- b) to secure and make payment of yearly dues to the Association
- c) to send a National Delegate to meetings to vote on behalf of the National Committee on relevant matters. The National Delegate is a member of the Association's Executive Committee
- d) to procure the services of qualified personnel to participate in the Association's scientific and technical activities
- e) to bring to the attention of the Association relevant research in the Member country.
- f) In the event of a Member defaulting on payment of dues, the Member is required to report to the President and the Executive Committee each year the actions that the Member is taking to rectify the position, and after three years its status will be changed to that of Associate Member. In special circumstances, the Executive Committee may vote to keep such a Member at the status of Full Member, with the status to be reexamined each year. After a defaulting Member has been in Associate Member status for three years, its membership shall be terminated; under special circumstances this termination may be deferred by the Executive Committee on an annual basis.

#### 3.2.2 Full Membership of Neighboring Countries

Two or more neighboring countries can also be a Member of IAPWS in cases where individual applications for Membership from the individual

countries would not be probable. These Members have the following obligations:

- a) as stated in 3.2.1
- b) to provide a single delegation and a single Chair for the joint national committee
- c) to ensure that each participating country has members on the joint national committee.

In the rest of these Statutes and By-Laws, terms such as “country” or “National Committee” shall also be taken to refer to neighboring countries who have joined together under this section.

### 3.3 Associate Membership

Associate Membership is considered to be a transition status in obtaining Full Membership. Associate Membership will extend for three years and can be renewed for additional three-year periods if the obligations below have been met. At the time of renewal, the Associate Member shall report on the progress made in seeking Full Membership. The period of Associate Membership is to be used to establish a National Committee. Associate Members pay no dues and have no vote in the Association's business. Associate Members have the following obligations:

- a) to send a non-voting national delegate to meetings
- b) to participate in the scientific and technical activities of the Association
- c) to bring to the attention of the Association the results of relevant research in the Associate Member's country.

### 3.4 National Committee

3.4.1 In any country desiring to participate in the work of the Association, a National Organization or Committee, representative of interests in the properties of water, steam, aqueous systems, and power plant cycle chemistry shall be constituted or designated by a governmental, technical, or professional body. Such a National Organization may then apply to the Executive Committee for Full Membership of the Association.

Upon acceptance of the application by the Executive Committee, the National Committee becomes responsible for meeting the obligations of membership as stated in Section 3.2 above. In addition to these obligations, the National Committee is responsible for the national position on matters to be put before the Executive Committee for vote either at the next meeting or by postal ballot, with the vote to be delivered by the National Delegate. Such matters may be of a business or a scientific or technical nature. If of a scientific or technical nature, it is the responsibility of the National Committee to

evaluate the quality and appropriateness of the technical material proposed.

- 3.4.2 If a group within a country wishes to become active in the Association but is unable to carry out all of the obligations of Full Membership, it may apply to the Executive Committee for Associate Membership. Upon acceptance of the application by the Executive Committee, the Associate Member then becomes responsible for meeting the obligations listed in Section 3.3 above and is expected to make a determined effort to form a National Committee capable of meeting the obligations of Full Membership.
- 3.4.3 The President or the Executive Secretary may, with the approval of the Executive Committee, make contact with appropriate authorities within a country formally inviting that country to apply for Full or Associate Membership.
- 3.4.4 Application forms for Membership will be made available by the Executive Secretary.

#### 4. ORGANIZATION

The primary organs of the Association shall be:

1. The Executive Committee
2. The Officers of the Association
3. The Office of the Executive Secretary.

#### 5. THE EXECUTIVE COMMITTEE

5.1 The Executive Committee is responsible for the overall management and operation of the Association and for establishment and execution of its policies.

##### 5.2 Composition

- 5.2.1 The Executive Committee shall comprise the National Delegates of the Full Members and Associate Members of the Association and the Chairs of Subcommittees of the Executive Committee and Working Groups. The National Delegates of Associate Members of the Association and the Chairs of Subcommittees and Working Groups shall be non-voting Members of the Executive Committee. The President and the Executive Secretary shall participate (without vote) in meetings of the Executive Committee in their roles defined elsewhere in these Statutes.
- 5.2.2 Non-voting observers shall be welcomed at meetings of the Executive Committee at the discretion of the President.

### 5.3 Functions of the Executive Committee

- 5.3.1 Subject to other items of these Statutes, the Executive Committee may take action on any matter which will further the objectives of the International Association for the Properties of Water and Steam.
- 5.3.2 The Executive Committee will promulgate new or revised representations for the properties of water, steam and aqueous systems in the name of the Association.
- 5.3.3 The Executive Committee will promulgate new or revised recommendations for power plant cycle chemistry in the name of the Association.
- 5.3.4 The Executive Committee may authorize and establish procedures for awards to be given in the name of IAPWS.
- 5.3.5 The Executive Committee shall consider those matters for which it is given responsibility in these Statutes and shall consider
  - a) the reports of Subcommittees and Working Groups and approve or disapprove them in part or in whole
  - b) the report of the Executive Secretary and approve or disapprove it in part or as a whole
  - c) any changes in the Statutes or By-Laws.

### 5.4 Frequency of Meetings

- 5.4.1 In order to maintain the continuity of operation of the Association, the Executive Committee shall hold an Annual Meeting.
- 5.4.2 Special Meetings of the Executive Committee may be called by the President and must be called by the President when at least three National Delegates of Full Members so request.

### 5.5 The Annual Meeting

The business at Annual Meetings of the Executive Committee shall include those matters for which it is given responsibility in other items of the Constitution, and also:

- a) a report from the Executive Secretary, including a statement of annual accounts and budgetary proposals
- b) the assessment of dues from Members of the Association for the next year
- c) the appointment of independent parties to examine the financial records of the next year
- d) a review of progress in the knowledge of water, steam, aqueous systems, and power plant cycle chemistry
- e) consideration of reports from Subcommittees and Working Groups

- f) the appointment and discharge of Observers to meetings of other bodies.

#### 5.6 Voting at Executive Committee Meetings

- 5.6.1 Voting at Executive Committee Meetings shall be by a simple majority vote of those National Delegates present. In the event of a tie, the status quo will be maintained.
- 5.6.2 At the discretion of the Executive Committee, voting on a question may be carried out at a meeting of the Executive Committee or by postal ballot.

### 6. OFFICERS OF THE ASSOCIATION

- 6.1 The officers of the Association shall be the President, Vice-President, and Executive Secretary.
- 6.2 The President and Vice-President shall be the Deputies of the Members elected to fill these posts by the Executive Committee at the Annual Meetings held in even-numbered years. Upon election, the Members elected must confirm to the Executive Committee the name of the Deputies who shall hold these posts. The President may not also serve as a National Delegate.
- 6.3 The terms of the President and Vice-President shall be for two years and they shall not be eligible for immediate re-election to the same position.
- 6.4 The expenses of the President and Vice-President shall not be paid by the Association.
- 6.5 The duties of the President shall be:
  - a) to be responsible for transacting the business of the Association between meetings of the Executive Committee. All actions taken by the President must be submitted to the Executive Committee for its approval at its next meeting
  - b) to represent the Association
  - c) to preside at meetings of the Association and of the Executive Committee
  - d) to preside over International Conferences on the Properties of Water and Steam
  - e) to choose, in consultation with the Executive Secretary, the date and place for meetings of the Executive Committee.
  - f) together with the Executive Secretary, to encourage and facilitate applications for membership from countries not currently members of IAPWS



6.6 In the absence or incapacity of the President, the Vice-President shall act in his or her place.

## 7. THE EXECUTIVE SECRETARY

7.1 The Executive Secretary of the Association shall be chosen by the Executive Committee, which shall make all necessary provision for the Executive Secretary to perform his or her duties and to be reimbursed for all expenses incurred in this role. The Executive Committee may, within the limits of budgetary resources, appoint other staff to assist the Executive Secretary for specific tasks.

7.2 The Executive Secretary shall be an ex-officio, non-voting Member of the Executive Committee and of all other Committees and Working Groups of the Association. The Executive Secretary may not act as the National Delegate of any Member or Associate Member of the Association.

7.3 The Executive Secretary shall be the secretary and administrative officer of the Association and the secretary of the Executive Committee. It shall be his or her duty to keep and to circulate records of all meetings and actions of the Association and its Executive Committee.

7.4 The Executive Secretary shall prepare and circulate agendas for all meetings of the Association and its Executive Committee. Within budgetary limitations, he/she shall also:

- a) reproduce and make available all representations of data, papers, and other publications authorized in the name of the Association
- b) reproduce and make available any technical paper submitted to the International Secretariat at an Annual Meeting
- c) together with the President, encourage and facilitate applications for membership from countries not currently members of IAPWS
- d) carry out any other work for the Association which may be requested by the Executive Committee.

7.5 The Executive Secretary shall receive Minutes of all meetings of Subcommittees and Working Groups and keep a file of the Minutes and other documents and actions of these groups.

7.6 The Executive Secretary shall also act as Treasurer of the Association and shall be responsible for collecting, keeping, and disbursing the funds of the Association, preparing a statement of annual accounts, and submitting budgetary proposals for the coming year.

## 8. GENERAL MEETING OF THE ASSOCIATION

### 8.1 Timing of the General Meeting

A General Meeting will be held in conjunction with every International Conference on the Properties of Water and Steam.

### 8.2 Composition and functions of a General Meeting

#### 8.2.1 The General Meeting will consist of

- a) the Executive Committee
- b) any other interested individuals in the status of observers.

#### 8.2.2 Review of Progress and Policy

A report will be given by the President on products produced since the previous General Meeting, the nature of ongoing projects and products in preparation, a complete listing of current approved representations of critically evaluated data, Technical Guidance Documents, principal research efforts and developments envisioned for the period before the next General Meeting, and the membership and financial condition of the Association. There shall be opportunity for the observers present to make proposals regarding the future directions of the Association.

## 9. COMMITTEES

### 9.1 Subcommittees and Working Groups

- 9.1.1 Ad hoc Subcommittees or Working Groups needed to carry out the work of the Association may be established by the Executive Committee.
- 9.1.2 The duties of all Subcommittees and Working Groups shall be specified by the Executive Committee.
- 9.1.3 The President and Executive Secretary of IAPWS shall be *ex officio* members of all Subcommittees and Working Groups.
- 9.1.4 The Chairs and Members of all Subcommittees and Working Groups shall be approved by the Executive Committee. Chairs and Members of Working Groups and Subcommittees need not be nationals of or residents in member countries of IAPWS. Capability and willingness to contribute to the tasks of the Working Group or Subcommittee should be the principal requirement.
- 9.1.5 The Chair of any Subcommittee or Working Group may co-opt additional persons for specific tasks, and may propose additional Working Group or Subcommittee Members to the Executive Committee.

- 9.1.6 Reports shall be submitted annually by each Subcommittee or Working Group to the Executive Committee.
- 9.1.7 Subcommittees and Working Groups shall be discharged by the Executive Committee. Chairs of Subcommittees and Working Groups are appointed for at most five-year terms. Appointments may be renewed with the approval of the Executive Committee.
- 9.1.8 Task Groups may be appointed by Subcommittees or Working Groups as needed.

## 9.2 Editorial Committee

- 9.2.1 An Editorial Committee shall be appointed by the Executive Committee. The duties of the Editorial Committee are to review proposed publications of the Association to ensure clarity, use of appropriate grammar and stylistic conventions, conformity with approved IAPWS format, use of internationally recommended notations and definitions, and such other matters as may be required to ensure clear and concise readability.

## 10. FINANCE

- 10.1 The monetary standard of the Association shall be the Swiss franc (Sfr.).
- 10.2 Funds of the Association shall be placed in a bank account maintained by the Executive Secretary, in a currency that is convenient to the Executive Secretary and approved by the Executive Committee.
- 10.3 The power to sign for Association expenditures in all banking matters shall be vested in the President, Vice-President, and Executive Secretary. Expenditures of less than 10 000 Sfr. shall require the signature of only the Executive Secretary, while expenditures of more than this amount shall require the approval of both the Executive Secretary and either the President or Vice-President. Transmission of powers of signature shall be the responsibility of the Executive Secretary.
- 10.4 The Executive Secretary shall keep a complete record of all receipts and disbursements and shall submit written reports to the Executive Committee following the end of each calendar year. These reports shall contain statements of accounts for the last calendar year and the budget estimates for the rest of the current year and the next calendar year.
- 10.5 The annual statement of accounts shall be examined by two independent persons appointed by the Executive Committee especially for this task, and these two persons shall not come from the same Member country as the Executive Secretary. The Executive Committee shall approve the

statement of accounts for the past calendar year and the budget for the next calendar year.

- 10.6 Funds may be spent without prior approval on the ordinary expenses of the Executive Secretary. All such expenditures shall be reported for review in accordance with paragraph 10.4 above.
- 10.7 The funds of the Association can be spent in support of the International Conferences on the Properties of Water and Steam, on Association projects (see 2.5), on the travel and subsistence of selected young scientists to give papers at annual meetings, on the travel and subsistence of IAPWS officers representing IAPWS at other meetings, on the work of Subcommittees and Working Groups, or on other matters approved by the Executive Committee. In each case a budget must be prepared beforehand and approved by the Executive Committee. If approved, this budget shall become part of the general budget of the Association and shall be subject to the control of the Executive Secretary.

## 11. LANGUAGE

The official language of the Association is English. All official documents emanating from the Association shall be in English. Papers at International Conferences may be presented orally in one other language; however, it is the responsibility of the Arrangements Committee of the host country to arrange for production and funding of simultaneous translation into English.

## 12. DISSOLUTION OF THE ASSOCIATION

- 12.1 The Association may be dissolved only by a formal vote of the Members of the Association.
- 12.2 A proposal to dissolve the Association must be supported by at least three Members of the Association. Such a proposal shall then be circulated to the Members by the Executive Secretariat, and must be acted on by the Membership at the first meeting following the lapse of six months from the date of circulation of the proposal.
- 12.3 At least two-thirds of the votes of all Members of the Association, which in this case may alternatively be given by post, shall be required for dissolution. Absence of the receipt of a vote from any Member shall be counted as a negative vote. In the event of an inconclusive vote, the matter shall be submitted to a second vote, after a lapse of six months. Dissolution in this second vote shall then be decided by at least two-thirds of the Members of the Association registering a vote.

12.4 Upon dissolution of the Association, the net assets shall be transferred to such international scientific, non-profit organizations existing for the public good as the Executive Committee of the Association shall select with a majority agreement.

13. AMENDING THESE STATUTES

13.1 An affirmative vote by the Executive Committee of at least three-fourths of the membership is required for these Statutes to be amended. Any proposed amendment must be circulated to the Members at least four months prior to the Annual Meeting at which the vote to change Statutes is taken. A Member unable to send a delegate to the relevant annual meeting may vote electronically on proposed changes to the Statutes; failure to cast such a vote shall be counted as a "no" vote for this purpose.

14. BY-LAWS

Members may propose by-laws, or amendments to existing by-laws, to the Executive Committee for approval. These by-laws become effective upon approval by the Executive Committee by majority vote.

## BY-LAWS OF THE IAPWS

### 1. Dues Incurred by Members

Members shall pay annual dues. Dues are apportioned according to the gross economic product of the member country. Dues for new Members will be assessed on this principle using the scale of dues paid by existing Members. However, there is a minimum annual rate below which dues are not apportioned. The countries currently paying the lowest dues are at the minimum rate. The dues schedule shall be set annually. Dues are assessed in the monetary standard of the association (Statute 10.1), but the amounts billed to the Members shall be expressed in the currency of the IAPWS bank account using the exchange rate on the first day of the year.

### 2. International Conferences on the Properties of Water and Steam

2.1 An International Conference on the Properties of Water and Steam shall be held in the country selected at the previous Conference and at a date and place chosen by the Executive Committee in consultation with the National Committee of the host country.

The International Conferences shall be numbered in the series which commenced in 1929.

2.2 The scientific content of the program of ICPWS would include but not be limited to the following items relating to ordinary water substance, heavy water, aqueous solutions, and power cycle chemistry:

- a) equilibrium thermodynamic properties
- b) transport properties
- c) other properties
- d) equations and formulations describing these properties
- e) thermodynamics of the power cycle
- f) chemistry for power cycles
- g) selected chemical topics relating to corrosion, water purification, and other aspects of industrial importance.

All Members shall be invited to submit papers and to encourage attendance at the International Conferences on the Properties of Water and Steam, at their own expense and without limit, of scientists and other persons interested in the properties of water substance and aqueous systems. Submission of papers by other interested bodies and persons shall be encouraged. The arrangements for the scientific program of the ICPWS shall be the responsibility of a Program Committee appointed by the Executive Committee in consultation with the Arrangements Committee appointed by the National Committee of the host country. The decisions as to whether the proceedings of any Conference shall be published, and what form such publication shall

take, and the arrangements for publication shall be the joint responsibility of the Executive Committee and the Arrangements Committee of the host country.

2.3 The selection and arrangements of the technical content of the scientific program for a Conference shall be the responsibility of the Executive Committee, who may appoint such Subcommittees and Working Groups as they judge to be necessary to assist them. The local arrangements for a Conference shall be the responsibility of the National Member of the country in which the Conference is to be held. The responsibility for liaison between these various bodies shall be that of the President in office at the time of the Conference, who shall also be assisted by the Executive Secretary in making arrangements for the Conference.

### 3. Documents Issued by IAPWS

#### 3.1 Types of Documents

3.1.1 IAPWS shall publish and promulgate in print and electronic form internationally agreed-upon information about the properties of water and aqueous systems. The types of documents are listed below; other types of documents may be issued at the discretion of the Executive Committee. Normally the documents will be issued by IAPWS and will not have named authors; exceptions would include the Proceedings of International Conferences which would have named editors.

3.1.2 Releases provide carefully evaluated, internationally agreed-upon data and formulations of properties for which measurements of high quality exist over a wide range of states. The quality of formulations shall represent the best available at the time of adoption. Releases are intended to provide a basis for technical and scientific calculations over an extended period of time.

3.1.3 Supplementary Releases provide more detail, or a more convenient representation for calculation, of material covered by a release.

3.1.4 Guidelines are carefully evaluated internationally agreed-upon data and formulations of properties for which measurements of high quality over a wide range of states do not exist. Their quality should be as high as the quality of the existing data will allow; however, it is expected that guidelines may need revision as new data and/or theory become available.

3.1.5 Advisory Notes are documents giving additional information that might be useful to users of other IAPWS documents, such as information about uncertainties or about the proper context in which to use various formulations.

3.1.6 Technical Guidance Documents represent the consensus of experts within IAPWS on best practices for industrial application of water and

steam technology, including but not limited to applications in steam power cycles.

- 3.1.7 Proceedings of International Conferences on the Properties of Water and Steam may be published at the discretion of the Executive Committee and the Member hosting the Conference, who are responsible for assuring their quality. They are not subject to the additional requirements for documents detailed in Sections 3.2 to 3.6 below.
- 3.2 Each release shall be supported by an authored paper or papers in a reviewed scientific or technical publication which shall provide full documentation of the scientific basis of the release, including details of the published experimental data used in its preparation, and an evaluation of the data. It is strongly suggested that such a publication accompany guidelines and supplementary releases. The publication need not be in print before the document is approved by IAPWS.
- 3.3 Documents shall be prepared under the technical direction of one or more Subcommittees or Working Groups of the Association which shall be responsible for their scientific and technical quality.
- 3.4 Proposed documents shall be recommended to the Executive Committee for acceptance by the responsible Subcommittee(s) or Working Group(s). While this recommendation would normally be made at a meeting of the Subcommittee(s) or Working Group(s) in conjunction with an annual meeting, these entities may establish procedures for obtaining approval by electronic balloting, provided their members are given at least one month to respond to the ballot. In the case of electronic balloting, the approval of the document by the Subcommittee(s) or Working Group(s) shall be noted in the minutes of their next meeting. Before such recommendation to the Executive Committee, the document shall have been confirmed to be numerically correct by an evaluation committee appointed by the Subcommittee(s) or Working Group(s) and have been reviewed for grammar and consistency with Association and allied technical standards by an Editorial Committee appointed by the Executive Committee.
- 3.5 Documents may be approved at an annual meeting of the Executive Committee, provided that a final (or nearly final) draft has been circulated to all members suitably far in advance. The advance period required is three months for new releases and Technical Guidance Documents, and one month for all other documents (including revisions of existing releases and Technical Guidance Documents). Alternatively, final approval may be by postal vote as detailed in Section 6.
- 3.6 The Executive Secretary shall maintain a file of all current documents, copies of which shall be made freely available on request.



#### 4. Preparation of IAPWS Certified Research Needs Documents (ICRN)

- 4.1 IAPWS Certified Research Needs are documents published by the Association.
- 4.2 They must be prepared or adopted, and approved by one or more Working Groups.
- 4.3 They must have an identified IAPWS contact and an expiration date.
- 4.4 The IAPWS certification of the Research Need is obtained by a request for approval and postal vote by the Executive Secretary to the National Delegations. The close-off date for objections and for votes is four months after the date of mailing. If objections raised in this postal vote are limited to minor technical matters, the Chair of the Working Group presenting the ICRN may coordinate minor revisions and resubmit it to the Executive Secretary for postal vote; the time allowed for this second vote will be two months. Minor editorial corrections may be made during this process by the Working Group Chair in consultation with the Editorial Committee and do not require any additional voting.
- 4.5 If the research need no longer exists, the Working Group Chair is responsible for providing the Executive Committee with a closure document that explains cessation of the need and requests termination of the ICRN.  
  
If the need still exists, the Working Group Chair initiates the renewal process in the Working Group, one year prior to expiration of the ICRN. The Executive Committee will then have the opportunity to vote for extension of the ICRN prior to expiration, on request of the Working Group.
- 4.6 If no action is taken, the ICRN expires in five years. If it desires, the responsible Working Group may set the expiration time for an ICRN to three or four years instead.

#### 5. Proposal of Projects

- 5.1 Projects shall be proposed to the Executive Committee by Working Groups or Subcommittees which will be charged with responsibility for their technical content and quality. The Executive Committee may accept or refuse the project. Acceptance is dependent on funds being available.
- 5.2 The Executive Secretary shall maintain a record of all approved projects and copies of all project reports and publications resulting from them. These shall be noted in the minutes of the meetings of the Association in an appropriate way.

## 6. Conduct of a Postal Vote

### 6.1 Administrative Details

The procedure for postal voting on administrative matters shall be that a ballot (paper or electronic) shall be sent out by the Executive Secretary. Any Member whose ballot is not received (in paper or electronic form) by the Executive Secretary within forty-five (45) days after the date of mailing, which shall be stated in the mailing, shall be counted as having voted affirmatively.

### 6.2 Guidelines, Releases, and Other IAPWS Documents

These documents require more time for analysis by the National Committees than administrative questions.

At an annual meeting, the Executive Committee may authorize a postal ballot if the substance of a document has been approved by the appropriate Working Group(s) or Subcommittee(s). The document is distributed by the Executive Secretary after it has been approved by the Editorial Committee. The deadline for response to the postal ballot shall be three months after the distribution by the Executive Secretary, or a later deadline if the Executive Committee specifies that more time is needed. If the vote is in the affirmative, the document will be dated as having been adopted at the annual meeting where the Executive Committee authorized the postal ballot. If no comment is received from a Member, it will be assumed that the vote of that Member is an abstention.

Alternatively, a document that has been approved by the Working Group(s) or Subcommittee(s) sponsoring the document and by the Editorial Committee may be sent for postal ballot during the time between annual meetings. The work shall be planned so that the distribution by the Executive Secretary occurs at least three months before the next annual meeting of the Executive Committee. Any objections must be made in writing before the end of the first day of the next annual meeting at which the balloting is to be completed by the Executive Committee. If the vote is in the affirmative, the document will be dated as having been adopted at this annual meeting. If a Delegate is not in attendance at the meeting and no comment has been received from that Member, it will be assumed that the Member abstains from the vote.

## 7. Awards

### 7.1 Honorary Fellow of IAPWS

7.1.1 IAPWS may confer on individuals the title of "Honorary Fellow of the International Association for the Properties of Water and Steam" as a mark of appreciation for outstanding contributions to the Association. Nominations for receipt of this honor may be made by any Member of IAPWS, except that a Member country may not nominate an individual from the same country. Each election to the title will normally require approval without dissent.

- 7.1.2 A Committee made up of Fellows shall be appointed by the Executive Committee for the purpose of soliciting and reviewing nominations and recommending no more than two candidates per year for the final ballot.
- 7.1.3 The abovementioned Committee, in conjunction with the Executive Secretary, may set appropriate deadlines for nominations and a timetable for balloting; the final ballot shall be issued at least 4 months prior to the annual meeting at which the award is to be given.
- 7.2 The IAPWS Gibbs Award is given to a senior individual with outstanding contributions in the scientific and technical areas of interest to IAPWS. One award may be given in conjunction with each International Conference on the Properties of Water and Steam. Procedures for nomination and procedures for choosing the winner shall be determined by the Executive Committee, or by a Committee whom they appoint. IAPWS shall pay the travel and meeting registration costs for the winner to attend and give an oral presentation at the ICPWS.
- 7.3 The IAPWS Helmholtz Award is given to an individual (less than 15 years from the receipt of his or her highest earned degree at the time the award would be given) for outstanding contributions and future promise in the scientific and technical areas of interest to IAPWS. One award may be given in conjunction with each annual meeting of the Executive Committee. Procedures for nomination and procedures for choosing the winner shall be determined by the Executive Committee, or by a Committee whom they appoint. IAPWS shall pay the travel and meeting registration costs for the winner to attend and give an oral presentation at the annual meeting.
- 7.4 The Executive Committee may authorize other awards on behalf of IAPWS. Any funds spent on such awards are subject to requirements on spending set forth in the Statutes and By-Laws.

## 8. Election of Officers

The election of officers shall be the last item on the Agenda of the relevant Executive Committee Meeting.

## 9. Affiliation

- 9.1 The Association may accept international organizations that may have applied or have been invited as Affiliates with the right to appoint non-voting delegates. The matter of dues for Affiliates shall be fixed by the Executive Committee as necessary.
- 9.2 The Association may become an Affiliate Member of other international organizations at the discretion of the Executive Committee.

- 9.3 The Association may become affiliated for a limited time with other organizations for the purpose of sponsoring an international conference on an appropriate subject or for other appropriate reasons. Such affiliation requires the approval of the Executive Committee with at least two-thirds of the vote.