



FORUM

International Forum for Heavy Vehicle Transport & Technology

CONSTITUTION

Version 2022

Version history

First drafted in 1992
Various amendments in 2004
By-law 3.1 added in 2007
Board size increased in 2010
Various amendments in 2018
Name change in 2019
Logo change in 2022

PREAMBLE

Two *International Symposia on Heavy Vehicle Weights and Dimensions* were held by the Roads and Transport Association of Canada in Kelowna, British Columbia, in 1986 and 1989. A third symposium was held in Cambridge, UK, in 1992. The *International Forum for Road Transport Technology* was then formed to continue to hold regular symposia around the world, and to facilitate information exchange between researchers, policy makers, regulators, road agencies and the transport industry. The scope of the symposia has expanded over time, and they are now each called an *International Symposium on Heavy Vehicle Transport Technology*. In 2019, the name of the Forum was brought into line with the name of the symposium. The name of the Forum is *International Forum for Heavy Vehicle Transport & Technology*, abbreviated with *HVTT Forum*. The name for the symposium is the *International Symposium on Heavy Vehicle Transport & Technology*.

STATUTES

1. Name and legal address

- 1.1 The name of the organization is International Forum for Heavy Vehicle Transport & Technology, which may be abbreviated to HVTT Forum.
- 1.2 The legal address of the HVTT Forum is that of the permanent residence of its Secretary.

2. Purpose

2.1 To provide a forum for discussion of contemporary issues related to the safety, productivity and future operations of heavy vehicles, including:

- (i) High-productivity vehicles
- (ii) Pavement and bridge infrastructure
- (iii) Vehicle-infrastructure interaction
- (iv) Economics, operations and multimodality
- (v) Compliance and enforcement technologies
- (vi) Dynamics, suspension and tyre technology
- (vii) Policy formation and regulations.

2.2 To facilitate information exchange and dissemination.

3. Activities

3.1 To arrange regular international symposia at a default interval of about two years.

3.2 As appropriate:

- (i) To run working groups and ad hoc meetings
- (ii) To run an electronic information exchange network
- (iii) To publish a regular newsletter
- (iv) To cooperate with other organisations that have interests in common
- (v) To identify areas worthy of research
- (vi) To promote technology transfer.

4. Membership

4.1 Membership of the HVTT Forum is available in the following forms:

- (i) *Individual Member* – a person engaged professionally in activities related to the purpose of the Forum
- (ii) *Patron Organization* – an organization invited by the Board of Trustees to promote and support the activities of the HVTT Forum within their organizations and in the countries in which they operate
- (iii) *Honorary Member* – distinguished persons whom the HVTT Forum chooses to honor.

4.2 Procedures for enrolling members shall be defined by the Board of Trustees.

4.3 The benefits of membership shall be defined by the Board of Trustees.

4.4 Membership fees shall be defined by the Board of Trustees.

4.5 Membership of this Forum shall not be used for commercial or political purposes.

5. Board of Trustees (Board)

5.1 The Board determines the policy of the HVTT Forum and is responsible for its operation and finances. It consists of not more than 30 elected members. The elected members may co-opt not more than 5 additional members.

- 5.2 The 30 elected members of the Board shall be elected at a General Meeting of members of HVTT Forum, to be held at each International Symposium. Members of the Board shall be elected from members of the HVTT Forum proposed to the Secretary not less than 24 hours before the General Meeting. Members of the existing Board may be proposed for the succeeding Board. Election shall be by ballot. Members of HVTT Forum who are not present at the symposium may designate another member to cast a proxy vote, by a written statement to the Secretary. One member may carry only 1 proxy. Co-opted members of the Board cease to be members of the Board at the time of the election of the elected members, but may be co-opted again by the new Board.
- 5.3 The Board shall elect the following Officers immediately after the election of the Board:
- (i) President
 - (ii) Vice Presidents representing
 - Europe
 - North America
 - Central and South America
 - Africa
 - Asia
 - Pacific.
 - (iii) Secretary
 - (iv) Treasurer
 - (v) Information Officer.

There will not normally be a Vice President from the same geographical area as the President.

- 5.4 Board members may be re-elected time and time again, but the President may only be elected for two consecutive terms. In case of an early retirement from the Board, a Board member may be replaced by a co-opted substitute member through a decision of the Board even if there are already 5 co-opted members; the new member may be in office until the end of the election interval.
- 5.5 The Board shall meet regularly, including a special meeting at each International Symposium, to follow the General Meeting of the HVTT Forum. Any member of the Board who cannot attend a meeting may designate a substitute by a written statement to the Secretary. Decisions of the Board are valid provided the meeting is attended by not less than half of its members, including proxies, and that a majority of the members present are elected members of the Board.
- 5.6 The Board has the right to resolve all questions concerning the HVTT Forum. A simple majority of the members in attendance is required to resolve all problems with the exception of amendments to the Statutes, which requires a 2/3 majority at a General Meeting of the HVTT Forum. In case of a deadlock the President has a deciding vote.
- 5.7 Issues may from time to time be resolved by electronic ballot of the Board. Requests for electronic ballot may be made to the Secretary by the President seconded by any Vice President or by any group of not less than 1/3 of the Board members. The Secretary shall distribute ballot requests to all Board members within one month of receipt and shall conduct ballots within a time period of not less than 6 weeks from receipt of a request. Electronic ballots require that a

simple majority of the members of the Board cast a vote, and shall be decided by a simple majority of votes cast.

- 5.8 Extraordinary meetings of the Board may be called at the request of not less than 1/3 of its members. These meetings must be convened within 6 months of the request.
- 5.9 Notwithstanding the provisions of Section 5.3, the Secretary shall hold office until 3 months after the end of an International Symposium, in parallel with the Secretary-elect for the new Board.
- 5.10 If the President is absent or unable for any reason to fulfill his or her functions, he or she shall nominate a Vice President to deputize.
- 5.11 The duties of the President include:
- (i) To represent the interests of the HVTT Forum in public
 - (ii) To convene and chair Board Meetings
 - (iii) To direct the major activities of the HVTT Forum, including symposia, information exchange, and the newsletter
 - (iv) To direct the overall development of the HVTT Forum, including membership and Patron Organizations.
- 5.12 The duties of the Vice Presidents include assisting the President to fulfill his or her function, as required, on a regional basis.
- 5.13 The duties of the Secretary include:
- (i) To keep a list of members
 - (ii) To act as a permanent center for the HVTT Forum
 - (iii) To administer the business and conduct correspondence for the HVTT Forum as directed by the Board
 - (iv) To bring all matters of the HVTT Forum to the attention of the Board for proper action
 - (v) To circulate to Board members an agenda prior to each meeting
 - (vi) To operate the election and voting procedures
 - (vii) To keep and publish, as appropriate, the minutes and transactions of the Board.
- 5.14 The Treasurer manages the financial affairs of the HVTT Forum as directed by the Board.
- 5.15 The Information Officer is responsible for all technical databases and information exchange activities of the HVTT Forum, and for ensuring that such activities comply with the data protection requirements.
- 5.16 The Board may set up working groups and may appoint experts to present reports on special questions.
- 6. International Symposia**
- 6.1 International Symposia shall normally be held every 2 years. The institution responsible for organizing an International Symposium will be determined by the Board, and shall inform the Board of progress with the organization of the symposium.

- 6.2 The Board shall appoint an international Technical Committee to prepare an International Symposium and publish the Proceedings. The chairman of this committee will represent the organizing institution. The chairman shall form a Local Organizing Committee.
- 6.3 To the extent that funds permit, the HVTT Forum may defray the expense of invited speakers attending symposia and contribute to other expenses of the symposium as seen fit by the Board.

7. Finance

- 7.1 The financial resources of the HVTT Forum derive from sources such as dividends paid by the organisers of the International Symposia and membership fees.
- 7.2 The Board will agree the dividend structure for each International Symposium.
- 7.3 The Board is responsible for administering the finances of the HVTT Forum. It has the right to set up bank accounts on behalf of the HVTT Forum.
- 7.4 The financial year shall be the calendar year.
- 7.5 All attendees of the International Symposium will automatically become Individual Members of the HVTT Forum, unless they opt-out during registration.
- 7.6 Members of the HVTT Forum, its Board and its Officers will not be personally responsible for the finances of the HVTT Forum.
- 7.7 No person may derive any private pecuniary gain from the HVTT Forum. Persons may be reimbursed for expenditure incurred and may be paid reasonable remuneration for services rendered.
- 7.8 Before the General Meeting of the HVTT Forum the accounts of the HVTT Forum shall be published and made available to the Members.

8. General provisions

- 8.1 The Board may, subject to the general provisions of the Statutes, adopt any by-law it deems necessary to achieve the aims and govern the activity of the HVTT Forum. Such a By-Law shall be established or amended on a simple majority of votes cast by the Board, either by direct ballot or by electronic ballot. Such By-Laws and amendments must not affect the prohibition against private pecuniary gain as detailed in clause 7.7 or the provisions for the HVTT Forum's assets to be distributed in the event of its dissolution as provided for in clause 8.2.
- 8.2 The procedure for the dissolution of the HVTT Forum is the same as for amendments to the Statutes. In the event of the dissolution of the HVTT Forum any surplus funds and other properties will be transferred to a suitable non-profit organization as agreed by the Board.

BY-LAWS

1. Membership

1.1 The Board shall be empowered to identify highly regarded individuals in the field of road transportation and related disciplines and to designate such persons as an Honorary Member of the HVTT Forum.

2. Board of Trustees (Board)

2.1 The term of Board membership shall start immediately after the General Meeting at the regular International Symposium.

2.2 The Secretary shall prepare the agenda for all meetings of the Board and inform all Board members of this agenda not less than 1 month before the date fixed for the meeting.

2.3 The Treasurer shall prepare a general 2-year budget and submit it to the members of the Board not less than 1 month before the date fixed for the meeting. Approval of the budget shall be a required agenda item at each meeting of the Board. The Treasurer shall submit financial reports to Members prior to the General Meeting.

3. Finance

3.1 Expenditure authorities are as follows:

- (i) The President can authorize expenditure of up to USD\$1,000 at the President's discretion.
- (ii) Expenditure of up to USD\$5,000 requires the support of at least four Officers of the Board, of which two must be the President and the Treasurer.
- (iii) Expenditure of larger amounts requires the majority approval of the full Board.