

# Iberoamerican Society of Digital Graphics, SIGraDi

## Bylaws

Updated October 22, 2021

### **Article 1. Institution**

The Ibero-American Society of Digital Graphics (SIGraDi), founded in 1997, is a non-profit organization. Its primary purpose is to promote the dissemination and exchange of ideas in computer graphics and emerging technologies in professional practice, education, and research in Architecture, Design, Art, and related disciplines. The Society is represented by the General Assembly and the International Executive Committee in charge of its administration. The official languages of SIGraDi are Spanish, Portuguese and English, and its legal domicile is in Montevideo, Uruguay.

### **Article 2. Objectives**

The specific objectives of SIGraDi are to:

- **Encourage** the adoption of new technologies and the constant actualization of the academic and professional community with a critical and reflective attitude
- **Promote** the exchange of knowledge and the generation of collaborative networks
- **Guarantee** the organization of an annual international congress to disseminate and discuss the most recent production of knowledge in the area
- **Promote** the organization and dissemination of international and regional events, workshops, publications, exhibitions, and related activities
- **Maintain** an updated and accessible database of people and institutions that develop research, training, and production in SIGraDi's areas of interest

### **Article 3. Membership**

Only natural persons can be members of the Society. All members have the mission to promote the exchange between their countries and the SIGraDi community and collaborate to fulfill the Society's objectives by participating in working committees convened by the International Executive Committee. In addition, they may nominate their institutions as future venues for the Annual Congress and participate in the voting at the General Assembly, if their membership is up to date. The complete list of members shall be made public and updated annually.

Membership lasts one year. The General Assembly approves the amount upon the proposal of the International Executive Committee, which publicly discloses the agreed value. The registration fee for the Annual Congress generally includes the membership charge. The list of registered members and the total collected membership fees will be submitted by the Local Organizing Committee of the current Annual Congress to the SIGraDi Treasury at the end of the event. If a member does not attend a congress and wishes to renew the membership, the member should contact the SIGraDi Treasury to make the payment. The collected fees from

memberships finance the operational costs of the Society and the fulfillment of its objective, establishing as priorities the financial commitments and the support to the organization of the following congresses. Secondly, editorial, academic, research, and dissemination purposes.

The voluntary termination of membership can be by simple request, notifying in writing to the General Secretariat of SIGraDi, or when the membership is not renewed. Mandatory termination, or temporary suspension of membership, shall be decided by the International Executive Committee upon the defense of the person in question. In all cases, the person may appeal to the first Assembly to be held.

#### **Article 4. General Assembly**

The General Assembly includes all the members of the Society. It is held at least once a year, usually during the Annual Congress. The President of SIGraDi conducts the session with the participation of the International Executive Committee, the Advisory Committee, and all members of the Society attending the session. For exceptional and justified reasons, the General Assembly may be convened by the International Executive Committee in a different instance than the Annual Congress if it is convenient for the majority of the members of the Society. If the SIGraDi President is unable to conduct the General Assembly, in that case, the President must inform the International Executive Committee and delegate in writing that role to a member of the Committee.

The President of SIGraDi shall present a specific agenda with the central themes and communicate to all members at least one month in advance the meeting's day, place, and time. The minimum annual agenda of the General Assembly includes the annual report on the management of the Society with the following structure:

- Results of the Annual General Election and constitution of the new International Executive Committee and Advisory Committee
- Annual Financial Statement
- Report of the Directorates
- Annual Arturo Montagú Award to the trajectory in the Society and other awards promoted by SIGraDi
- Presentation of future congresses of sister organizations and organizations with common interests
- Presentation of the next SIGraDi Annual Congress venue

Additional topics, proposed by members of the Society and approved by the International Executive Committee, may be included in this agenda between the date of the announcement and the day of the General Assembly. A simple majority shall approve the resolutions of the General Assembly of the members participating in the session. All members in good membership standing have the right to be present and participate in the General Assembly. All resolutions by the General Assembly shall be reported to all members of the Society. Decisions by vote at the Assembly are for:

- Approving amendments to the By-laws. In the event of changes to the By-Laws or other essential resolutions, the International Executive Committee shall inform all members at least two months in advance
- Approving proposals of the International Executive Committee
- Approving the annual balance presented by the SIGraDi Treasury.
- Approving the dissolution of SIGraDi. This decision must be a unanimous motion by the International Executive Committee and approved exceptionally by a two-thirds majority of the members of the Assembly. If the dissolution is effective, the existing funds will be donated to a non-profit organization

### **Article 5. International Executive Committee**

The International Executive Committee has ten members who serve in a voluntary, non-remunerated capacity. The composition of the Committee is the result of the Annual General Election. The terms of office are for two consecutive years. No member may be elected for more than two consecutive terms. A member who has completed two consecutive terms may only run again for the Committee after one year.

The ten offices of the Committee are the Presidency, the Administrative Vice-Presidency, the Vice-Presidency for International Relations, the General Secretariat, the Treasury, and five Directorates: Communications, Scientific, Editorial, Education, and Innovation. The Committee will establish the positions of its ten members internally, and the appointments will be presented to the Annual General Assembly for ratification. The following background information is suggested to ensure the suitability of those who assume the Committee's positions:

- Presidency: having served as Vice-Presidency or two terms as Director
- Vice-Presidencies, Treasury, and Secretariat: having served at least one term in the Committee
- Scientific and Editorial Boards: having served on the Editorial Committee or Scientific Committee before

The members of the International Executive Committee have the right to speak and vote in the Executive Meetings according to the agenda proposed by the Presidency. The Committee will resolve its controversies internally by simple majority. The SIGraDi President has a double vote to decide in cases of a tie. Depending on the results of the Annual General Election, the Committee may include Alternate Members. These members are elected from among the candidates who have not achieved the necessary votes to integrate the Committee in the Annual General Election. Alternate Members may be invited to attend Executive Meetings with the right to speak but not vote and may replace elected members if they leave the office or request a temporary leave of absence. An Alternate Member may only be an Alternate for one year, which is not considered a term of office. After this time, this member is eligible to stand again for the Annual General Election.

### **Article 6. Functions of the International Executive Committee**

This Committee is responsible for the Society's policy, management, and implementation of the resolutions by the General Assembly. The Committee has the

full authority to make proposals to the Assembly and has the following powers and responsibilities:

- Directing and supervising the activities of the Society
- The pre-selection and selection of future venues for the Annual Congress
- The supervision of the organization of the congresses progress, including the approval of the venue and schedule
- The continuity of the economic, legal, and academic commitments previously assumed, as well as the evaluation of their continuity
- Communication with institutions and other organizations dedicated to common themes in other regions
- The exclusion of members for disciplinary offenses

In addition, the members of the International Executive Committee shall assume the following functions:

Presidency: It represents the Society, presides, and convenes the International Executive Committee, the General Assembly, and the Executive Meetings. It Presides over the opening and closing of the Annual Congress and is responsible for maintaining the economic, legal, and academic commitments. The President communicates with other similar organizations and signs the documents and agreements required by the operation of SIGraDi. The President coordinates the International Executive Committee and elaborates the plan and strategic objectives for the Society during the term in office. The Presidency also chairs the Editorial Committee of the current Annual Congress. Two Vice-Presidencies support the functions of the Presidency.

Administrative Vice-Presidency: It is responsible for ensuring compliance with the Society's Bylaws, Code of Ethics, and Venue Manual. It coordinates the work of all the Directorates and supervises the finances of the Society with the Treasury. It is also in charge of the administrative aspects of the Civil Association.

The Administrative Vice-Presidency replaces the Presidency in its absences and impediments, assuming the position in case of vacancy. The Administrative Vice-Presidency legally replaces the Treasury in its absences and impediments, provisionally taking the position in case of vacancy.

Vice-Presidency of International Relations: It oversees the processes of invitation, evaluation, selection, implementation, and control of venues of the Annual Congress, as well as support and advice of the current venue. It is responsible for the links with sponsors. This Vice-Presidency communicates with government, industry, and education entities, as well as with other societies. In addition, it is responsible for overseeing regional events organized or sponsored by the Society.

The Vice-Presidency of International Relations is responsible for substituting the Administrative Vice-Presidency in case of absence or impediment. It will provisionally assume the position in case of vacancy. The Vice-Presidency for International

Relations shall represent the General Secretariat in its absence and impediments and shall provisionally assume the office in case of vacancy.

General Secretariat: It shall summon the sessions and keep the record of the decisions and actions of the International Executive Committee at its Executive Meetings through minutes that shall be of public domain, which it shall sign together with the Presidency. The Secretariat organizes the call for nominations and the Annual General Election. It is also responsible for updating the database of members of the Society and keeping a historical record of venues and awards presented by SIGraDi.

The General Secretariat is responsible for substituting the Vice-Presidency of International Relations in its absences and impediments, provisionally assuming the position in case of vacancy.

Treasury: It oversees all the financial aspects of SIGraDi, the administrative expenses, the bank account, the economic balance of each Congress, the preparation of the annual balance to present to the General Assembly, and the registration of membership payments. The Treasury prepares the yearly budget with the Presidency according to the available funds and the budget forecasts for the following year. The Treasury signs, together with the Presidency, all receipts issued by the Civil Association.

Communications Direction: It oversees the Society's communication and dissemination systems, coordinates the activities and registration of the General Assembly, maintains permanent communication with members, sponsors, and related organizations. It is responsible for keeping the registry of the Society's activities up to date, ensuring its free and permanent access by the community.

Scientific Direction: It oversees the coordination of the Editorial Committee responsible for the edition of the Book of Proceedings of the Annual Congress and the Scientific Committee that evaluates the articles presented at the Congress. It is responsible for the follow-up of the compilation and indexing of the Proceedings Books and for coordinating the awards promoted by SIGraDi.

Editorial Direction: It coordinates the Editorial Committees of the scientific journals in which the Society participates and promotes new collaborations, as well as overseeing SIGraDi's own or sponsored editorial projects.

Education Direction: It coordinates the organization of the Ph.D. workshop and support of the specific Scientific Committee. It also coordinates the Annual Congress workshops, regional events, and exhibitions sponsored by SIGraDi.

Innovation Direction: It oversees the coordination, integration, and actualization of the systems that support the Society's activities. These systems include but are not limited to registration processes, the Book of Proceedings, events, and means of communication with the members of the Society.

In addition, all members of the International Executive Committee commit to participating in working commissions convened by the Directorates and as Directors or Session Moderators in the Annual Congress as well as in the General Assembly.

### **Article 7. Early Termination of the Term**

The resignation to the International Executive Committee must be submitted in writing to the Presidency of SIGraDi thirty days before the cessation of the functions. Whoever follows the line of succession, an Alternate Member, or whoever the Committee designates upon the proposal of the Presidency will assume the responsibilities. The members of the International Executive Committee may also be removed from office for inactivity or repeated non-attendance at meetings according to the majority of the Committee, which may appoint a replacement when there are Alternate Members. The office shall become vacant in the event of death, indefinite leave of absence, or termination of office. In that case, an Alternate Member shall complete the term.

### **Article 8. Executive Meetings**

The members of the International Executive Committee shall hold Executive Meetings called by the Presidency to achieve the objectives and review the development of the proposed plans. The Presidency is responsible for defining the agenda of each meeting. The Executive Meetings shall be scheduled in December and held between the beginning of the year of the new Committee's term and the following Annual Congress.

Ordinary Meetings: The Presidency must schedule a minimum of six dates before the General Assembly. Failure to attend three consecutive meetings may result in the vacancy of the position.

Extraordinary Meetings: The President convenes the meeting through the General Secretariat. The agreements are made by those that participate in the meetings, and there is no penalty for non-attendance.

The minimum quorum for a meeting is fifty percent of the members of the International Executive Committee, necessarily including the participation of the Presidency. The outcome of these meetings shall be recorded in publicly accessible minutes, signed by the Secretariat and the President.

### **Article 9. Advisory Committee**

The Advisory Committee is a voluntary and non-remunerated position. This Committee has three members who preferably have served as President of the Society or at least two full terms on the International Executive Committee. The Presidency elects the members of the Advisory Committee, and the International Executive Committee must ratify their nomination. The Advisory Committee is presented to the General Assembly. The specific function of the Advisory Committee is to assist the Presidency in the direction of the Society based on experience and historical memory. The members of the Advisory Committee may participate in the Executive Meetings with the right to speak but not to vote.

### **Article 10. Annual General Election**

At the Annual General Election, members running for the International Executive Committee are elected by direct vote by a simple majority in descending order according to the number of open positions. Five members will be elected each year. These can be members starting their first term or members running for re-election. Only members who participated in at least two consecutive congresses or three non-consecutive congresses within the last ten years and have current membership during the election for which they are running are eligible to run for SIGraDi through the International Executive Committee. All members in good standing may vote for up to five candidates in the Annual General Election. The call shall be made at least thirty days in advance. Candidates shall follow the calling procedure established by the SIGraDi General Secretariat.

### **Article 11. Venues of the Annual Congress**

Proposals for venues should be sent to the SIGraDi Presidency two years in advance. The project must identify the sponsoring institution, propose coordinators and structure of the Local Organizing Committee, propose a budget that will depend on the possibilities of financing and sponsorships, present a graphic description of the spaces to be used, propose the theme of the Congress and establish a preliminary calendar. The selection of the venues is the responsibility of the International Executive Committee based on the merits of the project. The fees from the registration finance the costs of organizing the Annual Congress, the indexation, and payment of SIGraDi memberships.

### **Article 12: Local Organizing Committee**

Each venue designated for the organization of the Annual Congress shall propose a Local Organizing Committee, the structure of which is defined by each institution responsible for the organization and presented to the International Executive Committee. The host Institution shall designate at least one person responsible for the Annual Congress. The Local Organizing Committee will use for its management and operation the Venue Manual prepared by SIGraDi. The International Executive Committee will be responsible for advising and assisting the Local Organizing Committee through the Vice-Presidency for International Relations. The members of the Local Organizing Committee will be invited to some Executive Meetings to discuss and evaluate the progress of the organization of the Annual Congress.

### **Article 13: Sponsors**

The Society must promote exchanges with academia, industry, practice, and government institutions while ensuring the independence of the Society, avoiding exclusive agreements. The Vice-Presidency of International Relations updates and oversees the Sponsors Brochure that describes the obligations and responsibilities with the sponsors. The Presidency, the Vice-Presidency of International Relations, the General Secretariat, and the Treasurer's Office must sign the specific agreements.

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