

CNC-IUTAM Terms of Reference

(Approved by CSME Board - 28 Sept 2018)

(Approved Amendments – 20 January 2024)

Preamble

The 5-year MOU signed with NRC on July 4, 2016, which was re-affirmed for another 5 years in 2021, entrust to the CSME the responsibility to provide international representation of the Canadian Mechanics community and the proper management of this representation. The MOU specifically requires the CSME to create and manage a “Canadian National Committee” (CNC-IUTAM) that can embody this Canadian community representation. The membership of the CNC-IUTAM is to be representative of researchers, and disciplines within the Canadian Mechanics community - regardless of race, citizenship, language, political stance, or gender.

Mandate (as per MOU with NRC)

The CNC-IUTAM will engage with the Canadian scientific, engineering and industrial innovation communities they represent, i.e. stakeholder community, to implement the following goals:

- (i) facilitate international scientific activity around global challenges for the benefit of Canadians and the global community;
- (ii) enhance Canada's position and reputation in matters of science, engineering and industrial innovation;
- (iii) collect, reconcile and represent the views of their stakeholder community on relevant issues;
- (iv) ensure the promotion of Canadian contributions to international decision-making;
- (v) encourage and support their stakeholder community to take advantage of emerging international networking opportunities;
- (vi) encourage and support their stakeholder community to take advantage of opportunities to showcase Canadian achievements, technologies, and capacity; and
- (vii) encourage their stakeholder community to take active roles in international conferences, symposia, and workshops; and disseminate relevant information obtained about developments in the wider international community to Canadian stakeholders.

Membership

- The CNC-IUTAM regular membership is limited to individuals actively involved in research in mechanics and who are either members of the CSME or members of other Canadian technical/learned societies. The total number of members shall not exceed ten (10).
- The regular membership shall, as much as possible, be divided equally among members involved in fluid mechanics and in solid mechanics research, with allowance made for individuals involved in research on the interface of these areas.
- The regular membership will be composed, as a minimum, of six representatives delegated by these three CSME Technical Committees (TC): two representatives from the TC on Computational Mechanics, two from the TC on Fluid Mechanics, and two from the TC on Solid Mechanics.
- The regular term of each member shall be for four (4) years. Past members can again become regular members after a minimum of a two-year hiatus.
- To ensure some continuity through regular membership rotations, the initial terms for one of the two members being delegated by each of the three aforementioned TCs will be for two (2) years only. Every two years afterwards, three new members will be appointed/delegated (one by each of the TCs) for regular four-year terms.
- Appointment of any additional members within the limit of 10 maximum in the CNC-IUTAM will be decided by a simple majority vote of the existing CNC-IUTAM members.
- Active participation in the CNC-IUTAM activities is expected.

Chair

- A Chair shall be appointed by the CSME Board of Directors on the recommendation of the CNC-IUTAM (i.e. the CNC members will choose, via an open or confidential vote, who amongst them shall serve as committee Chair).
- In order to facilitate proper liaison with the CSME Board and the IUTAM, the Chair shall serve as an ex-officio, non-voting member on the CSME Board of Directors and shall also serve as one of four official Canadian representatives on IUTAM's General Assembly.
- The Chair's term shall be two (2) years, renewable once. A past-Chair can be re-appointed as Chair after a minimum hiatus of two (2) years. The term as Chair does not count towards the aforementioned membership term limitations.
- The Chair shall alternate between members working in solid mechanics and members working in fluid mechanics with some flexibility in the case of individuals working in a field involving fluid-structure interaction.

Secretary (committee position/role mandated by IUTAM)

- A Secretary shall be appointed by the CSME Board of Directors on the recommendation of the CNC-IUTAM as based on a majority vote of the CNC membership.
- The Secretary's term shall be two (2) years, renewable once. A past Secretary can be re-appointed as Secretary after a minimum hiatus of two (2) years. The term as Secretary shall count towards membership limitations.
- The Secretary should preferably be from a different technical discipline than that of the Chair (e.g. if the Chair works in solid mechanics, the Secretary should work in fluid mechanics).
- The Secretary shall be responsible for working with the Chair to schedule/organize meetings of the CNC, taking meeting minutes, assisting with CNC elections, and maintaining a current roster of members that includes names, affiliations, primary discipline (fluid vs solid), starting and ending dates of term.

IUTAM General Assembly delegates

- NRC's national adhering membership in IUTAM allows for up to four (4) Canadian delegates to be appointed to IUTAM's General Assembly. The CSME, through a recommendation of the CNC-IUTAM as based on a majority vote of the CNC membership, will nominate the Canadian delegate(s) to the General Assembly and forward their names and addresses to the NRC. The NRC will then formalize their official appointments.
- Ideally, two of the delegates should represent fluid mechanics and two should represent solid mechanics. One of the four delegates shall be the CNC-IUTAM Chair.
- The Canadian delegates to IUTAM must be CNC-IUTAM members and preferably CSME members. The appointment as official Canadian delegates is for four years.
- Renewal is conditional upon the member's proper exercise of obligations as IUTAM General Assembly member. Such members are expected to attend all GA meetings (typically held every two years).
- The CNC-IUTAM Secretary does not become IUTAM General Assembly delegates unless so recommended by the CNC-IUTAM and nominated by the CSME Board through the regular process.

Finances

- The IUTAM has a tradition where their members cover their own travel expenses. CNC-IUTAM operations shall follow this tradition.
- The CNC-IUTAM has limited funds available for supporting its operations, funds that came from income generated by past activities and held in a restrictive CSME Fund. Caution must be exercised in the spending of this Fund.

- The CNC-IUTAM may provide a subsidy equal to 50% of travel costs associated with attending IUTAM functions.
- The CNC-IUTAM shall not provide travel assistance for attending CNC-IUTAM functions or other national meetings.
- Both the Chair and the Secretary must sign off on all invoices and expense claims prior to their submission to the CSME National Office for processing.

CNC-IUTAM Duties and Responsibilities

- The CNC-IUTAM shall meet regularly and at least once a year.
- The CNC-IUTAM shall submit required reports in a timely manner (once annual performance report required by NRC, two semi-annual progress reports required by the CSME Board, and any other reports that may be required from time to time).