

# **SIM BYLAWS**

## **PREAMBLE:**

The Inter-American Metrology System (SIM, by its acronym in Spanish) was created to promote international, AND regional, and particularly Inter-American cooperation in metrology issues. SIM is committed to implementing a global measuring system upon which all users may rely. SIM promotes and supports an integrated measuring infrastructure within the Americas which enables its members to accomplish their specific missions and to effectively participate of the international metrology community.

## **CHAPTER 1: ORGANIZATION**

### **Article 1.1 - Name**

The Inter-American Metrology System, hereinafter abbreviated and referred to as SIM, is an international non-governmental, non-profit organization fully independent and of unlimited duration.

It is governed by the following statutes and by applicable laws and regulations.

### **Article 1.2 - Headquarters**

SIM Headquarters are located in Montevideo, Uruguay.

### **Article 1.3 - Composition**

Organizationally, SIM is divided into five geographical regions in America: ANDIMET, CAMET, CARIMET, NORAMET and SURAMET.

## **CHAPTER 2: OBJECTIVES**

### **Article 2.1 - Objective**

The objective of SIM is to improve the regional measuring infrastructure in order to boost global competitiveness and life quality. The following SIM activities aim at achieving such objective:

1. To cooperate with the development of international metrology infrastructures in order to meet the national needs of each of its members.
2. To contribute to the development of the required measuring infrastructure for promoting equity in all transactions.
3. To contribute to the development of the metrological infrastructure required for environmental protection, innovation, technological development, and promotion of the population's general welfare, including consumers protection, health and safety.
4. To ensure comparability of results in all measuring processes carried out in the different participating laboratories.
5. To promote international recognition of measurements among member countries in order to improve the competitiveness of the economies from the region.
6. To identify sectors and institutions that are capable of performing specific multinational activities which underpin metrology.
7. To represent the Americas in the implementation of the Mutual Recognition Arrangement of the International Committee for Weights and Measures (CIPM MRA) and to keep the nature of a recognized Regional Metrology Organization within such framework.
8. To maintain favourable relationships with other organizations related to metrology and quality infrastructure issues.

## **CHAPTER 3: ASSETS**

### **Article 3.1 - The SIM Assets shall include:**

1. contributions of Members, and
2. contributions, donations and bequests made to SIM to support its activities.

### **Article 3.2 - Structure of the Contributions**

The structure of possible contributions from members shall be proposed by the Steering Council and approved by the General Assembly.

## **CHAPTER 4: AFFILIATION, RIGHTS AND OBLIGATIONS**

### **Article 4.1 - Participation Categories**

There are three participation categories at SIM: Active Members, Associate Members and Observers.

#### **4.1.1 ACTIVE MEMBERS:**

Officially designated National Metrology Institutes (NMI) of any country in the Americas may be active members provided they agree to the affiliation terms and conditions of this Bylaw. The acknowledged authority for such official designation shall be the responsible authority for national measurement standards or, failing this, the organization responsible for the national weights and measures system.

#### **4.1.2 ASSOCIATE MEMBERS:**

Officially designated NMIs from countries in the Americas who have chosen not to become Active Members per 4.1.1 may be Associate Members. Likewise, the Designated Institutes (DIs) nominated by their NMI member because of their relevant competences in relation to any given measuring area may also be Associate Members. In both cases, agreement to the membership terms and conditions is a requirement.

#### **4.1.3 OBSERVERS:**

Other organizations which contribute to developing metrology and/or quality infrastructure may become Observers provided they are previously granted due approvals from the Council and the General Assembly.

### **Article 4.2 - Admission, Withdrawal and Readmission of Members**

The admission of new members or re-entry of former members shall be requested in writing to the President and shall be supported the Council as well as approved by the General Assembly.

An Active Member wishing to withdraw from SIM must do so by written notice to the President at least six (6) months prior to the date on which the withdrawal will be effective.

An Associate Member or Observer may effectively withdraw from SIM during the subsequent GA after having given written notification to the President at least 30 days in advance.

Any member may be excluded from SIM or re-categorized as a result of its failure to comply with its obligations. Such resolution must be approved by the General Assembly.

### **Article 4.3 - Rights of Members**

#### **4.3.1 ACTIVE MEMBERS RIGHTS**

Active Members have the right:

- a) to participate with voting privileges of General Assembly (GA) meetings through their duly appointed representative and through delegations approved by the active member;
- b) to nominate or be nominated as candidates for the different positions in SIM, including President, President of the Technical Committee (TC), Professional Development Coordinator (PDC), President of the Quality System Task Force (QSTF), Projects Coordinator (PC), Sub-regional Coordinators, member of the Fiscal Commission and member of the Electoral Commission;
- c) to appoint people to participate in the different working groups institutionalized in this Bylaw and of *ad hoc* groups that the Steering Council or the GA decide to establish for specific objectives;
- d) to appoint experts to participate in activities organized within SIM;
- e) to represent SIM in national, regional or international issues, according to the Council's instructions;
- f) to submit proposals to the Council and/or the General Assembly (GA);
- g) to review and approve the General Assembly official minutes;
- h) to access SIM official documents, including the Bylaws, Rules of Order, terms and conditions of membership and participation, lists of SIM members and elected officials, minutes of meetings of the General Assembly, minutes of meetings of the Council, technical documents, and SIM reports submitted to other organizations;
- i) to request and receive support available through SIM-funded projects to take part in SIM activities through their own experts and experts of their DIs;
- j) to host the Annual General Meeting and other SIM meetings; and
- k) in the event that the active member is a signatory to the CIPM Mutual Recognition Arrangement (CIPM MRA), to join the Quality System Task Force (QSTF) with their own experts or experts from their DIs, as well as to appoint experts in relevant metrology working groups in order to review and adjust the calibration and measurement capabilities of other NMIs, for adding data to the Key Comparison Database (KCDB) of the CIPM MRA.

#### **4.3.2 ASSOCIATE MEMBERS RIGHTS**

Associate members have the right:

- a) to attend the Annual Meeting as participants with voice but without vote rights;
- b) to participate in internally-financed technical activities (this would be the case of DIs designated by Active Members or cases with an express decision from the Steering Committee which may receive SIM funds);
- c) to receive information about SIM technical activities and meetings;
- d) in the event that the Associate Member is an NMI signatory to the CIPM Mutual Recognition Arrangement (CIPM MRA), to join the Quality System Task Force (QSTF) as well as to appoint experts for relevant metrology working groups in order to review and adjust the calibration

and measurement capabilities of other NMIs, for adding data to the Key Comparison Database (KCDB) of the CIPM MRA.

e) if the associate member is a DI, to appoint experts for relevant metrology working groups to review and adjust the calibration and measurement capabilities of other NMIs, for adding data to the Key Comparison Database (KCDB) of the CIPM MRA.

#### **4.3.3 OBSERVERS RIGHTS**

Observers have the right:

a) to attend the Annual Meeting as participants with voice but without vote rights;

### **Article 4.4 - Obligations of Members**

All Members have the responsibility to contribute to the SIM objectives as described in the Rules of Order, as well as to comply with the obligations established for each member category.

#### **4.4.1 ACTIVE MEMBERS OBLIGATIONS**

a) To agree to the terms and conditions of SIM membership.

b) To comply with the Bylaw, Rules of Order and all resolutions adopted by the Council and the General Assembly, as well as with any other applicable obligations.

c) To promote the adoption of resolutions from the General Assembly and/or the Council.

d) To prepare and submit to the Project Coordinator an annual report on the status of metrology in member NMIs and their DIs. This report must be submitted on January 31st, immediately after the reference year .

#### **4.1.2 ASSOCIATE MEMBERS AND OBSERVERS OBLIGATIONS**

a) To comply with this Bylaw.

b) To observe SIM decisions relevant to its type of member.

## **CHAPTER 5. ORGANIZATIONAL STRUCTURE**

### **Article 5.1 Organization**

SIM is organized as follows:

- a. General Assembly (5.1.1)
- b. Steering Council (5.1.2)
- c. Fiscal Commission (5.1.3)
- d. Electoral Commission (5.1.4)

#### **5.1.1 THE GENERAL ASSEMBLY**

The General Assembly (GA) consists of one representative from each organization with SIM active membership, each having one vote.

The following fall under the authority of the General Assembly:

1. To elect the President, the sub-regional coordinators, and the members of the Electoral Commission and of the Fiscal Commission.
2. To define the SIM policies.
3. To revise, amend and approve the Statutes.
4. To revise, amend and approve the Rules of Order for the GA.
5. To revise and approve the annual financial report.
6. To revise and approve budget priorities.
7. To ratify or rectify Council resolutions.
8. To approve the Council members who have not been directly elected.
9. To revise and approve agreements proposed by the Steering Council.
10. To conduct their meetings in accordance with the Rules of Order of the GA.
11. To approve the admission and termination of members.

12. To decide on the relevance and structure of a possible membership fee.

### **5.1.2 STEERING COUNCIL**

The Steering Council is set up and operates in accordance with the rules included in the SIM document "Rules of Order".

#### **Membership**

The SIM Council comprises eleven (11) members:

The following members (7) are directly elected by the General Assembly:

1. President
2. Immediate Past President
3. Five Sub-regional Coordinators

The following members (4) are elected by the Steering Council on the basis of their individual merits:

4. President of the Technical Committee
5. Professional Development Coordinator
6. Projects Coordinator
7. President of Quality System Task Force (QSTF)

#### **Responsibilities and Authorities**

The Steering Council shall plan and coordinate the implementation of all SIM activities.

1. At least three months before the completion of the offices, the Steering Council calls for nominating candidates for: President of the Technical Committee, Professional Development Coordinator, President of the Quality Systems Task Force (QSTF), and Project Coordinator. The selection of the winning candidate is based on the CVs of the applicants.
2. Establishes working groups for specific tasks.
3. Approves the creation of new technical Metrology Working Groups (MGW).
4. Approves the presidents for the technical working groups.
5. Applies and enforces the resolutions of the General Assembly.

6. Convenes the General Assembly.
7. Approves an annual budget for SIM activities.
8. Approves an annual financial report to be subsequently submitted to the General Assembly for further approval.
9. Recommends the agreements to be signed by SIM.
10. Designates members to represent SIM in conferences and meetings with other organizations, among others.
11. Recommends admission and termination of members before the General Assembly.
12. Reviews SIM's proposals for their submission to potential funding agencies.
13. Decides on custody (stored) and final disposal of any equipment donated to or purchased by SIM.
14. Approves the use of SIM's name and logo for any activity.

#### **5.1.2.1 THE PRESIDENT**

##### **Mandate:**

The President's mandate shall be a two-year term, counting from January 1st of the year immediately after the election, and may be renewed for a maximum of two consecutive terms.

##### **Responsibilities:**

The responsibilities of the President are:

1. To administer the Inter-American Metrology System (SIM), and to conduct *ex officio* all collective acts and decisions aimed at implementing the goals and resolutions of the General Assembly.
2. To legally represent SIM.
3. To represent SIM before national, regional and international fora. The representation of SIM shall be exercised by the President or by other Members holding special mandates with prior authorization from the General Assembly or the Council, as it may be appropriate.
4. To chair the Council and GA meetings.
5. To conduct Council executions of all actions that may be necessary to meet SIM objectives.
6. To prepare and distribute the agenda for the Steering Committee meetings at least one month before the meeting.
7. To be in contact with the Standing Committees, Working Groups, Secretariat and other national and international organizations.
8. To submit the annual report to the General Assembly.



The member institution to which the President belongs shall provide full support to the SIM President in order for him/her to be able to fulfil his/her responsibilities.

#### **5.1.2.2 SUB-REGIONAL COORDINATORS**

##### **Mandate:**

Sub-regional Coordinators are elected by the active members of each sub-region for a period of two years and they represent their sub-regions in accordance with the Rules of Order. They may be re-appointed for a maximum of 2 consecutive terms. The election shall be held in the GA together with the election of President, according to the Rules of Order.

##### **Responsibilities:**

The sub-regional coordinators have the following responsibilities:

1. To represent their sub-region at the Council and the TC.
2. To submit to the General Assembly a report with activities for their sub-region.
3. To submit to the Project Coordinator the annual financial report of their sub-region.
4. To generate proposals for development activities and their implementation.
5. To promote the exchange of information as well as the coordination among sub-regional members.
6. To promote equal participation as well as fair distribution of benefits and responsibilities among sub-regional members.
7. To keep information updated in regard to measurement capabilities in their sub-regions.
8. To promote comparison of standards within each sub-region and among different sub-regions.
9. To act as a link between their sub-regions and the Council, the PDC, and the TC as well as to implement the SIM resolutions within their respective sub-regions.

#### **5.1.2.3 PRESIDENT OF THE TECHNICAL COMMITTEE (TC)**

##### **Mandate:**

The President of the TC is nominated by SIM active members, appointed by the Steering Council and finally ratified by the General Assembly for a period of three years. He/She can be designated for a maximum of two consecutive terms.

##### **Responsibilities:**

The President of the TC is responsible for supervising the activities of the technical Metrology Working Groups (MWGs). Candidates must come from an institution which is signatory of the CIPM MRA. He/She may select a deputy whenever necessary.

He/She shall:

1. serve as SIM representative before the Joint Committee of the Regions and the BIPM (JCRB), executive body of the CIPM MRA, and determine the SIM delegation for each meeting of the JCRB;
2. report on the activities of the TC to the Council, to the General Assembly and to the JCRB;
3. ensure that the working groups are meeting SIM responsibilities under the CIPM MRA (e. g.: reviewing CMCs);
4. advise the President and the Steering Council on technical metrology issues.

#### **5.1.2.4 PROFESSIONAL DEVELOPMENT COORDINATOR (PDC)**

##### **Mandate:**

He/She is nominated by active SIM members, appointed by the Steering Council and ratified by the General Assembly for a period of three years during which he/she is to promote activities to improve the technical capacity of members and partners in the region. He/She can be designated for a maximum of two consecutive terms.

##### **Responsibilities:**

1. To promote the exchange of information on training opportunities.
2. To carry out other tasks entrusted by the Council and related to professional development.
3. To submit reports to the Council and one annual report to the General Assembly on SIM activities for professional development.
4. To work in close coordination with the President of the TC in the coordination of SIM training activities.

#### **5.1.2.5 PROJECTS COORDINATOR**

##### **Mandate:**

The Projects Coordinator is nominated by SIM active members, appointed by the Steering Council and ratified by the General Assembly. His/Her task is to coordinate the Project Managers of SIM activities. The Projects Coordinator is appointed for a period of three years and may be designated for a maximum of two consecutive terms.

##### **Responsibilities:**

The Projects Coordinator shall:

1. coordinate with the different SIM project leaders to look for synergies and avoid redundancies and overlapping in SIM supported projects;

2. strengthen and coordinate projects' progress presentations and submit the corresponding annual reports to the Council and the General Assembly;
3. supervise budget planning and financial reports;
4. act as a link with SIM funding organizations.

#### **5.1.2.6 PRESIDENT OF THE QUALITY SYSTEMS TASK FORCE (QSTF)**

##### **Mandate:**

The President of the QSTF is nominated by SIM active members, appointed by the Steering Council and ratified by the General Assembly for a period of three years. He/She can be designated for a maximum of two consecutive terms.

##### **Responsibilities:**

To convene and coordinate the QSTF.

He/She is a member of the SIM delegation at the JCRB and acts as surrogate SIM representative.

#### **5.1.3 FISCAL COMMISSION**

##### **Composition and mandate:**

The Fiscal Commission shall consist of three active member representatives, all of legal age, who shall remain in office for two years. They shall be elected together with two preferential alternates and simultaneously with the election of President and Sub-regional Coordinators. They may be reappointed for one additional period. Members may not simultaneously be members of the Steering Council.

##### **Powers:**

The powers of the Fiscal Commission include:

- a) Requesting that the Steering Council summon the General Assembly or directly convening it in case the Committee fails to or is not able to do so.
- b) Supervising SIM funds and their use at any time.
- c) Inspecting accounting records and any other operational aspects of the institution at any time.
- d) Verifying the annual balance, which it shall approve or make well-founded observations to before its consideration by the General Assembly.

- e) Advising the Steering Council whenever it may be required.
- f) Performing any other inspection or control task that the Commission may deem convenient or that may be requested by the General Assembly.

#### **5.1.4 ELECTORAL COMMISSION**

##### **Composition and mandate:**

The Electoral Commission shall consist of three Active Member representatives who shall remain in office for two years. They shall be elected together with two preferential alternates and simultaneously with the election of President and Sub-regional Coordinators. They may be reappointed for one additional period.

##### **Responsibilities:**

This Commission will be responsible for all issues relating to electoral procedures, including vote counting and determination of results and winning candidates. The Commission has the power to convene the General Assembly in case of serious irregularities in the election process.

## **CHAPTER 6: STANDING COMMITTEES**

### **Article 6.1. The Technical Committee (TC)**

#### **6.1.1 MEMBERSHIP**

The TC is composed of:

1. the President of the TC
2. the Presidents of the technical Metrology Working Groups (MGW) who are selected by the SIM Council to support SIM activities in specific technical areas
3. the Sub-regional Coordinators

#### **6.1.2 MISSION**

- To promote technical cooperation among SIM members and to coordinate the activities of the technical Metrology Working Groups (MWGs).
- To propose new MWGs to the Council for approval.
- To propose presidents of the MWG for the Council's approval.
- . To encourage the development of new services in order to meet regional needs.
- To assess the need for comparisons within SIM and prioritize them as needed.

- To promote cooperation between SIM and BIPM in carrying out key and supplementary comparisons prescribed in the CIPM MRA.
- To supervise SIM comparisons and to take due action to speed up any delayed activities.
- To perform other technical activities according to the Council's recommendations.
- To promote cooperation between SIM and OIML, as well as among other legal metrology organizations.
- To prepare the Technical Committee's annual budget and plans.
- To work in close coordination with the PDC and the Projects Coordinator in the coordination of SIM activities.

### **6.1.3 MEETINGS**

- The Technical Committee will meet at least once each two years, and as many times as necessary.
- Such meetings shall be private sessions unless otherwise requested by either the President or any of its members.

### **6.1.4 TECHNICAL METROLOGY WORKING GROUPS (MWGs)**

Technical working groups shall be composed of technicians registered as NMI Active Members and Associates who work in the technical area covered by the MWG.

The technical Metrology Working Groups shall:

- elect, by secret ballot, the President of each group in order that it may be approved by the Council (only NMI Active Members or DIs designated by Active Members shall be eligible and shall have voting rights).

Each MWG will meet whenever necessary.

The MWGs must:

- promote the participation of all NMI members and of their DIs with technical measuring capabilities in their area;
- keep record, coordinate and ensure proper functioning of the SIM comparisons, as well as the adequate dissemination of the results thereof;
- review the calibration and measuring capabilities (CMC) of SIM members for submitting it to the JCRB through the President of the TC;
- review the CMCs of national metrology institutes from other regional organizations within the framework of CIPM MRA;
- suggest and organize training activities and collaboration projects among its members.

Document SIM-01 contains the Rules of Order of the MWGs.

## **Article 6.2. Quality System Task Force (QSTF)**

The QSTF is responsible for reviewing and approving the quality management systems of SIM members and associates as it may be required.

Such activity shall be coordinated by its President.

**The QSTF shall consist of:**

1. the President of the QSTF
2. representatives from NMIs or economies which are signatory of CIPM MRA, who shall be entitled to vote. Representatives must be nominated by their respective active or associated members.

Representatives appointed by each SIM Active Member and Associate shall have voting rights.

The QSTF shall:

- meet at least once a year;
- review the quality systems of any SIM members, associates or designated institutes;
- assess whether the management system in each NMI or DI meets the requirements of the CIPM MRA;
- review and update its Rules of Order (SIM 09).

## **CHAPTER 7: SECRETARIAT**

The Secretariat carries out administrative tasks supporting the legal status of SIM has and is based in the country where SIM has been registered as legal entity.

It can be constituted by one or more persons who must be designated by the Steering Council. At least one of them shall be established in the country where SIM is registered as a legal entity.

Responsibilities:

- To keep contact with local authorities in the country where SIM is registered as a legal entity.
- To maintain the SIM directory of members and participants.
- To maintain the official SIM website.
- To answer general correspondence.
- To keep official SIM records and documents.
- To keep the SIME assets records.

- To keep due record of contributions, donations and bequests received by SIM (legal entity) as a support for its activities, and to prepare the annual balance.

## **CHAPTER 8: GENERAL PROVISIONS**

### **Article 8.1 Official Language**

SIM's official language is English. General Assembly and Council resolutions, as well as any other kind of document, may be written in either Spanish, English, Portuguese, Dutch or French. The reference language shall be the one in which the document was originally prepared. The Secretariat shall keep all official documents in English, as well as in the corresponding reference language.

### **Article 8.2 Amendments to the Bylaws**

The Bylaws may be amended by the vote of two thirds of total SIM Active Members.

### **Article 8.3 Other issues**

Situations not envisaged in this Bylaw shall be settled by the Council.

### **Article 8.4 Resolutions**

All decisions made during meetings of the SIM Council or the General Assembly shall be issued as resolutions.

## **CHAPTER 9 TERMINATION OF SIM**

The General Assembly may decide upon the dissolution of SIM only if it has been specifically convened for that purpose and only by a two-thirds majority of Active Members in favour of such decision. In the event of dissolution, all SIM property and assets shall be donated to non-profit organizations whose aims include the improvement of Metrology in the continent, following what the Council may decide at the time and with the approval of the General Assembly, all in accordance with legal requirements in the hosting country.

## **CHAPTER 10 TRANSITIONAL PROVISIONS**

Once this Bylaw enters into force, the active Steering Committee members shall remain in office until the end of their respective appointments.

At the time of such enforcement, the Steering Committee shall make a one-off call for members to form a specific electoral commission, which will be responsible for conducting the election of elected members --when applicable-- and of the Fiscal and Electoral Commissions during the following General Assembly.

This Bylaw was passed in Heredia, Costa Rica, on September 23, 1998.

It was first amended in Miami, Florida, in December 2001.

It was electronically modified and approved in April 2009.

It was modified and approved in Bogota, Colombia, in November 2014.

It was amended and approved in Montevideo on November 14, 2016.