

Council for the Inter-American Conferences on Physics Education (CIACPE)
Consejo para las Conferencias Interamericanas Sobre Educación en Física (CCIAEF)
Conselho para as Conferências Interamericanas sobre Educação da Física (CIAEF)

BYLAWS OF THE COUNCIL OF THE IACPE (CIACPE) (As approved on July 2019)

NOTE: The Council of the IACPE assumes the responsibility of deciding / mediating on all issues / disputes not specifically stated in these Bylaws that may affect the orderly function of the Council.

Introduction:

The IACPE shall be held every two years in a different country of the Inter-American region, to exchange experiences and to define actions for the improvement of Physics Education in this geographic area. Each IACPE is organized by the Council of the InterAmerican Conferences on Physics Education (CIACPE) in coordination with a national committee of the host country.

The CIACPE, recognizing the current technological advances, corroborates and reaffirms that in all the voting established in these Bylaws, the votes of the members of the Board, whether issued in person or virtually, will have equal validity. For the future, the CIACPE is committed to try to use, as much as possible, the technological structures that could allow it to speed up and improve its internal and external interactions.

Objectives:

1. To congregate physics educators of the Americas in conferences offered under the auspices of the Inter-American Council of Physics Education.
2. To stimulate communication, the creation of networks in teaching and learning physics, to foster the exchange of instructional resources, to share among physics educators of the Americas their research findings, experiences, and studies.
3. To organize an Inter-American Conference on Physics Education (IACPE) that will take place with a periodicity of approximately two years.

Membership:

1. All countries of the Americas are entitled to representation on this Council (CIACPE)
2. Each country shall be entitled to nominate up to two representatives to the Council. Countries with very active Physics Education may be entitled to one more representative to the Council.
3. Council-membership nominations can be made by national physics associations and/or physics teachers associations, or by members of the Council. Nominees must be persons active in the teaching-learning of Physics in their countries (without excluding those already retired in their institutions). Advisory members can be proposed by members of the Council. In all cases, acceptance shall be decided by the Council.
4. In one of the meetings of the Council in every IACPE, an analysis of the composition of the Council will be made. The Council may decide to remove members of the CIACPE who have not presented papers at the latest two IACPE, or who represent countries with little systematic assistance to IACPE, or who have had little involvement in the CIACPE activities, or who have ceased in their activities related to physics teaching and learning.
5. The Member Emeritus category is established. Such distinction shall reflect the recognition due to those outgoing members of the Council who have distinguished themselves for their

contributions to the Council during their regular membership as representatives of their countries. The title of Member Emeritus (or Emerita) will be granted when proposed by the formal motion of an active member of the Council and after such a motion is approved by the majority vote of the Council representatives.

6. An In each IACPE an Executive Committee made up by the Council's President, Vice-President and Executive Secretary, shall be established. The mandate of this Executive Committee shall extend until the last session of the Council at the IACPE following the one in which that Executive Council was established.
7. At one of the first Council meetings during each Conference, the final list of candidates that members have nominated for the offices of President and Executive Secretary shall be established. Prior to the end of the Conference, the Council members that participate in the meeting in person or virtually shall elect, by secret ballot, and from the list of nominees, the new Council authorities,. The office of Vice-President shall be held by one of the members of the host-country of the next Conference.

Duties of the Council members:

1. To hold at least one plenary meeting during each Conference.
2. To elect, by secret ballot, the Executive Secretary to complete the roster of the Executive Committee.
3. To choose, by secret ballot, the host-country and, if possible, an alternative host-country for the next Conference.
4. To recommend the general organizational guidelines for each Conference.
5. To propose new members to the Council.
6. To incentivize Conference participation among physics educators.
7. To submit talks for the Conference in which they will participate, when they intend to get financial support from the organizing committee.
8. To approve, whenever possible, the minutes of the IACPE meetings as well as to report on other documents agreed upon as necessary, either generated in person or virtually (such as committees' work, productions, IACPE reports, among others.).
9. To actively participate in Council activities arising between IACPE.

Duties of the Executive Committee:

1. To recommend to the Council the time order in which voting will take place at each conference
2. To meet at least once a year, in person or virtually.
3. To lend advice to the organizing committee of each Conference.
4. To maintain regular communication with Council members.
5. To actively collaborate to obtain financial support for each Conference.
6. Through the President and Secretary, the Executive Committee shall provide the CIACPE for its consideration and approval, all information related to organizational and, most important, academic issues necessary for the efficient and proper functioning of the IACPE

Duties of the President:

1. Preside over all meetings, in person or virtual of the Executive Committee and the CCIAEF
2. To be a member of the organizing committee of each Conference.
3. To assume or delegate the responsibility of the adherence of the CIAVPE members of the terms of these Bylaws
4. To maintain periodic contact with the Vice-President and the Executive Secretary.

Duties of the Vice-President:

1. To assume responsibility before the Council for the Conference to be held in his/her country.
2. To select the members of the Conference's national organizing committee and to preside over their meetings.
3. Report periodically to the Executive Committee of the CIACPE on the progress of the organization of the planned Conference.
4. Submit to the Executive Committee, for the ultimate approval of the Council, the technical and academic report of the Conference, within a time frame not exceeding three months after the Conference ends,

Duties of the Executive Secretary:

1. To actively keep in touch with all Council members.
2. To execute decisions made at the Council and Executive Committee meetings.
3. To keep the Council directory updated.
4. To prepare the minutes of Council meetings and to keep the records of the Council decisions.
5. Maintain periodic contact with the president and Vice-President

The Council of the IACPE assumes the responsibility of deciding/mediating on all issues/disputes not specifically stated in these Bylaws that may be affect the orderly function of the Council.

Montevideo, Uruguay, July 11, 2019