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## IACES Coordination Center

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Email address: [cc@iaces.org](mailto:cc@iaces.org)

Website: [www.iaces.net](http://www.iaces.net)

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## Formal procedure to become a Local Committee of IACES

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### Procedure of becoming a local committee LC

- The first step is to become a contact person (CP). This is done by visiting an IACES event.
- When you are under CP status you have to comply with the “Formal procedures of becoming a LC”. They are:
  - o At least three students studying for a Civil Engineering degree to be President, Secretary and Treasurer
  - o An official letter from the head of the Civil Engineering Department or University recognizing the Local Committee and its board as an organization in the University and showing support to them (send to [gb@iaces.org](mailto:gb@iaces.org)).
- When complied with the formal procedures the CP will be under observer group (OG) conditions.
- To become a LC, the OG must be voted LC during a general assembly of representatives (GAR).
- When all of these steps have been completed the local committee has been formed.

The General Board recommends each Local Committee to have a website to publish their news and activities and also a Facebook page.

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General Board  
International Association of Civil Engineering Students