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The Acoustics Laboratory  
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CIRCULAR LETTER NO. 1Actions to be taken by the members of the Board:

1. Comments on this Circular Letter should be sent to the President by 10 February 1975.
2. Approval of Professor John Johnson as a member of the Board as representative of INTER-NOISE 74. Please, sign and return the enclosed ballot paper.
3. Approval of the Danish Acoustical Society as a member of INTERNATIONAL/INCE. Please, sign and return the enclosed ballot paper.
4. Members of the Board are especially requested to examine the list of Acoustical Societies having received letters about the announcement of INTERNATIONAL/INCE to ascertain that this list include all societies which have received such a letter.
5. Members of the Board are requested to inform the President about which acoustical societies they are willing to contact with the purpose of inviting them to join INTERNATIONAL/INCE. The President will then forward the appropriate material.
6. Members of the Board are asked to contact appropriate persons to promote applications for membership of INTERNATIONAL/INCE. Up till now the President has received two applications only.



The Board of Directors present at the plenary session of ISO/TC 43/SC 1, held in Paris 16-18 October 1974, met at an ad hoc-meeting on 17 October. With the exception of J.Crocker and O. Juhl Pedersen, all members of the Board participated in the meeting.

The Agenda of the meeting is attached as Appendix A.

On basis of the discussions and information presented at the ad hoc-meeting, the President has prepared this Circular Letter. The members of the Board are requested to study, and to comment on the Circular Letter.

1. The official status of INTERNATIONAL INCE.

The INTERNATIONAL/INCE is officially established on basis of Swiss Civil Law (Schweizerisches Zivilgesetzbuch, Art. 60 ff.) on 1 October 1974.

The final edition of the BYLAWS is attached as Appendix B.

The list of the Initial Board of Directors is attached as Appendix C.

2. Decisions already taken concerning future INTER-NOISE conferences.

- a) INTER-NOISE 75 will be held in Sendai, Japan, on 22-29 August 1975.

FIRST ANNOUNCEMENT is attached as Appendix B.

SECOND ANNOUNCEMENT is attached as Appendix E.

- b) INTER-NOISE 76 will be held in Washington, D.C., U.S.A., April 1976.

- c) INTER-NOISE 77 will be held in Zürich, Switzerland, on 2-4 March 1977.

3. Announcement of INTERNATIONAL/INCE.

- a) Letters have been sent to the following Acoustical Societies:

Crocker: Great Britain.

Lang: U.S.A. - Japan - South Africa -  
Sweden.



Juhl Pedersen: Australia - Denmark - Finland -  
Germany - Norway.

Rathe: Belgium - Switzerland.

A copy of the letter which in future will be sent to acoustical societies is attached as Appendix F.

4. Election of a member of the Board representing INTER-NOISE 74.

It is proposed by W.W.Lang that Professor John Johnson is elected as member of the Board representing INTER-NOISE 74. A ballot paper is attached.

5. Newsletter.

The final form of the NEWSLETTER is now printed and a copy is attached as Appendix G. The Secretary-General will take the necessary steps for having the first issue of the NEWSLETTER edited and published as soon as possible.

6. Rules of Procedure of the Board of Directors.

- a) The election period for members of the Board of Directors follows the calendar year. The first election period for the President and Secretary-General expires on 31 December 1978.
- b) The accounting year is the calendar year. The Secretary-General shall send the audited accounts to the President by 1 April each year, for the first time in 1976.
- c) The Board is legally competent to transact business when at least half of the members of the Board are present.
- d) Applications for membership of INTERNATIONAL/INCE should be sent to the President. The President will examine the applications, and send the applications to the members of the Board for consideration.
- e) The Board of Directors select the host-society(ies) for INTER-NOISE conferences. Proposals for host-societies may be submitted by members of the Board of Directors and by member societies. All proposals shall be sent to the President. The proposals are recorded and considered when the Board discuss host-society(ies) for an INTER-NOISE conference.



7. Applications for membership of INTERNATIONAL/INCE.

The President has received the first two applications for membership. The applications are from the Danish Acoustical Society and from Acoustical Society of Japan. The applications are attached as Appendix H (Denmark) and Appendices I and J (Japan). An English translation of the BYLAWS of the Danish Acoustical Society is attached as Appendix K. The President feels that the Danish Acoustical Society conform to the requirements for membership. A ballot paper is attached. The President has not yet received the BYLAWS of the Acoustical Society of Japan. When received from Japan, the BYLAWS will be forwarded to the members of the Board together with a ballot paper.

Yours sincerely



Fritz Ingerslev

President,  
INTERNATIONAL/INCE

Encl.