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# CONSTITUTION

IEEE Ultrasonics, Ferroelectrics, and Frequency Control Society (UFFC-S)

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### Article 1. Name and Objectives

#### Section 1.1.

This organization is a unit of the IEEE and shall be known as the IEEE Ultrasonics, Ferroelectrics, and Frequency Control Society, hereinafter referred to as the UFFC-S. The governing body of the UFFC-S shall be The Administrative Committee (AdCom).

#### Section 1.2.

UFFC-S objectives shall be scientific, professional, and educational in character. The UFFC-S shall promote the advancement of the theory and practice of ultrasonics, ferroelectrics, frequency generation and control, and allied arts and sciences.

#### Section 1.3.

The purpose of the UFFC-S is to promote close cooperation and exchange of technical information among its members and with the scientific community. To this end the UFFC-S shall publish

technical papers and hold meetings for the presentation of papers and their discussion. The medium for publication shall be established in the Bylaws.

### **Section 1.4.**

The UFFC-S's governing documents, including the Constitution, Bylaws, and Policies and Procedures, shall be in accordance with and subordinate to IEEE governing documents.

## **Article 2. Membership**

### **Section 2.1.**

Membership in the UFFC-S shall be open to IEEE members and Affiliates having a professional interest in any aspect of ultrasonics, ferroelectrics, or frequency control.

### **Section 2.2.**

Categories of membership, rights, privileges and associated fees related to membership will be specified in the Bylaws.

### **Section 2.3.**

Voting membership shall consist of IEEE voting members and Affiliates belonging to the Society.

## **Article 3. Field of Interest**

### **Section 3.1.**

The field of interest of the UFFC-S shall include theory, technology, materials, and applications relating to:

- The generation, transmission, and detection of ultrasonic waves and related phenomena.
- Medical ultrasound and associated technologies.
- Ferroelectric, piezoelectric, and piezomagnetic materials.
- Frequency generation and control, timing, and time coordination and distribution.

This interest ranges from fundamental studies to the design and/or applications of devices, sensors, systems, and manufacturing technologies within the general scope defined above. Modification of the Field of Interest shall be in accordance with the procedures specified by the IEEE and amendments to this Constitution.

## **Article 4. Finances**

### **Section 4.1.**

The UFFC-S may assess an annual membership fee.

**Section 4.2.**

The UFFC-S may charge registration fees at its Society meetings, symposia, conferences, and conventions.

**Section 4.3.**

The UFFC-S may raise revenue by other means, such as sales of products, advertising, trade and technical shows, requests for contributions, and charges for sending out notices to non-UFFC-S members. Any new revenue means not explicitly covered by IEEE rules and regulations must be approved by the IEEE before being adopted by the UFFC-S.

**Section 4.4.**

The finances of the UFFC-S shall be the responsibility of the AdCom, in accordance with IEEE guidelines.

**Article 5. Administration of the Society****Section 5.1. AdCom Membership and Offices**

**5.1.1.** The AdCom shall consist of not more than 24 Voting Members, including 12 Elected AdCom Members defined in 5.1.3. below, plus not more than 12 UFFC-S Officers defined in Section 5.1.2 below. There may be additional Non-Voting Members as specified in the Bylaws. Procedures for appointments, nominations, and elections shall be as prescribed in the Bylaws. The nomination procedure for Elected AdCom Members shall include provision for UFFC-S members to place names on the ballot.

**5.1.2.** The UFFC-S Officers shall be the President, President-Elect, Junior and Senior Past Presidents; the Vice Presidents for Ultrasonics, Ferroelectrics, Frequency Control, Symposia, Finance, and Publications and the Secretary/Treasurer. The President (the President-Elect in the year prior to serving as President) appoints the Vice Presidents and the Secretary/Treasurer - which may be separate appointments. The Vice Presidents are ratified at the time of appointment by a majority vote of Elected AdCom Members. All Officers are Voting Members.

The President may make appointments to fill vacancies on AdCom for the unexpired terms. Such appointments shall be ratified by a majority vote of Elected AdCom Members.

**5.1.3.** Four Elected AdCom Members shall be elected each year by Society Members. Their term shall be three years. Only two consecutive terms are permitted, but eligibility for reelection is restored after a lapse of one year.

**5.1.4.** The term of the President shall be two years.

**5.1.5.** The term of the President-Elect shall be two years. The President-Elect assumes the Presidency at the conclusion of the outgoing President's term.

**5.1.6.** The term of the Officers appointed by the President shall be one year, with reappointment to multiple terms allowed. Appointed Officers shall serve at the discretion of the President.

## **Section 5.2. AdCom Duties and Responsibilities**

**5.2.1.** The duties and responsibilities of the Officers shall be as defined hereunder and in the Bylaws and as prescribed by AdCom.

**5.2.2.** The President shall lead the affairs of the UFFC-S and preside at all meetings. In the President's absence or incapacity, the President's duties shall be performed by the President-Elect. In the event that neither the President nor the President-Elect is available, the President's duties shall be performed by the Jr. Past President.

**5.2.3.** The President shall represent UFFC-S to the IEEE.

## **Section 5.3. Committees of the Society**

**5.3.1.** The President may establish standing and ad hoc committees as provided in the Bylaws.

**5.3.2.** The President (the President-Elect in the year prior to serving as President) shall appoint the Standing Committee Chairs for the following calendar year. Each appointment shall be ratified at the time of appointment by a majority vote of Elected AdCom Members.

**5.3.3.** The President shall be an ex-officio member of all committees of the UFFC-S.

## **Article 6. Meetings**

### **Section 6.1. General Meetings**

**6.1.1.** The UFFC-S may hold meetings, conferences, symposia, or conventions either alone or with other IEEE organizational units, or other technical organizations, subject to IEEE rules and regulations.

**6.1.2.** Meetings, conferences, symposia and conventions of the UFFC-S shall be open on an equal basis to all members of the IEEE, and may be attended by non-IEEE members.

## **Section 6.2. AdCom and Committee Meetings**

- 6.2.1.** AdCom shall hold meetings as specified in the Bylaws.
- 6.2.2.** A majority of the Voting Members of AdCom, or any committee thereof, shall constitute a quorum.
- 6.2.3.** An affirmative vote of a majority of Voting AdCom Members present at the time of the vote, provided a quorum is present, shall be required to approve the action.
- 6.2.4.** AdCom or any committee thereof may also assemble for a meeting and vote by any means of telecommunication. The normal voting requirements shall apply when action is taken by means of telecommunications equipment allowing all persons participating in the meeting to hear each other at the same time.
- 6.2.5.** The AdCom or any committee thereof may take action without a meeting if applicable (e.g. email voting). An affirmative vote of a majority of all the voting members of the AdCom or any committee thereof shall be required to approve the action. The results of the vote shall be confirmed promptly in writing or by electronic transmission. The writings and/or electronic transmissions shall be filed with the minutes of the proceedings of the AdCom or any committee thereof. “Electronic transmission” means any form of electronic communication, such as e-mail, not directly involving the physical transmission of paper, that creates a record that may be retained, retrieved and reviewed by a recipient thereof, and that may be directly reproduced in paper form by such a recipient.
- 6.2.6.** The Presiding Officer of AdCom shall have no vote on AdCom except if the vote is by secret ballot or unless the Presiding Officer’s vote can change the outcome of the vote.
- 6.2.7.** Individuals holding more than one position on AdCom, or any committee thereof, shall be limited to one vote on each matter being considered by AdCom or the committee.
- 6.2.8.** Proxy voting is not allowed.

## **Article 7. Publications**

### **Section 7.1.**

Publications undertaken by the UFFC-S shall be subject to the guidance and control prescribed by AdCom or its duly appointed committees. The UFFC-S shall be responsible for the financial aspects of its publication program.

### **Section 7.2.**

The President, with the review and approval of AdCom, shall appoint the Transactions Editor-in-Chief. The duties of the Editor-in-Chief shall be as prescribed in the Bylaws.

### **Section 7.3.**

The Vice President of Publications, with the review and approval of AdCom, shall appoint all other Editors-in-Chief as may be required to implement the publications program. The duties of these other Editors-in-Chief shall be as prescribed in the Bylaws.

## **Article 8. Amendments and Bylaws**

### **Section 8.1. Amendments**

*8.1.1.* Amendments to this Constitution may be initiated by AdCom, or by petition submitted by at least twenty members of the UFFC-S. Amendments shall not conflict with the IEEE governing documents.

*8.1.2.* Initial approval of an amendment to this Constitution requires a two-thirds vote of Voting AdCom Members, provided that notice of the proposed Amendment has been sent to each member of AdCom at least 30 days prior to voting.

*8.1.3.* The AdCom-approved Amendment shall be submitted to the IEEE for approval.

*8.1.4.* The IEEE-approved Amendment shall be published in the Newsletter, or otherwise publicized by direct notification to Society membership for general comment during a 30 day period. In the absence of objections during this period by at least twenty members compelling reconsideration by AdCom, the Amendment shall take effect.

### **Section 8.2. Bylaws**

*8.2.1.* Suitable Bylaws, and Amendments thereto, may be adopted by a two-thirds vote of Voting AdCom Members, provided that notice of the proposed Bylaw, or Amendment, has been sent to each AdCom member at least 30 days prior to voting. The approved Bylaw, or Amendment, shall be published in the UFFC-S Newsletter, or otherwise publicized by direct notification to Society membership. No Bylaw, or Amendment, shall take effect until a copy has been provided to the IEEE, and filed with IEEE records.