

Information on Operations of IEEE UFFC-S AdCom

Note: For easier copy and updates, a Microsoft Word version of this document is accessible at:
https://ewh.ieee.org/conf/ius_2008/z_doc_misc/02_info_on_adcom_operations.doc

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Notes

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Note 2: The Universal Resource Locators (URLs) of websites that are included in this document may change and thus be outdated overtime. When this happens, it may be possible to find the information on the IEEE-UFFC and other relevant websites. Similarly, as the **UFFC-S Constitution (Version of August 16, 2017 in Appendix B)** (<https://ieee-uffc.org/about-us/governing-documents/uffc-constitution/>) and **Bylaws (Version of May 23, 2017 in Appendix C)** (<https://ieee-uffc.org/about-us/governing-documents/uffc-bylaws/>) are amended in the future, please refer to the latest versions of these documents on the UFFC-S website.

1. Introduction

1.1. The Purpose of This Document and Who May Need It

This document is intended to provide essential information on the governance and operations of the Administrative Committee (AdCom) of the IEEE Ultrasonics, Ferroelectrics, and Frequency Control Society (UFFC-S) so that potential nominees of elected AdCom office would have a better idea of: (1) the job description (**Section 3. Organization Chart of the UFFC-S AdCom**), (2) the basic AdCom operating mode (**Section 4. UFFC-S AdCom Meetings**), and (3) what duties and responsibilities (including time commitment) they will have once they are elected into the office (**Sections 5.5 and 5.6. Duties and Responsibilities of the UFFC-S AdCom**). This document may also be of use to newly elected AdCom members or to other members of AdCom who would like to know more about the UFFC-S governance. It is suggested that a copy of this document be sent to each potential nominee of the elected AdCom.

The UFFC-S is governed by the Society AdCom according to the **UFFC-S Constitution (Appendix B)** and **Bylaws (Appendix C)**, the highest-level governing documents of the Society, which in turn are subordinate to the IEEE governing documents (Constitution, Bylaws, Policies, Code of Ethics, and operations manuals – available on the web at the IEEE homepage www.ieee.org by searching for “governing documents”). In the event of conflict, the following order of precedence prevails: IEEE governing documents, UFFC governing documents, this Document.

According to the Society governing documents, elected AdCom members constitute 50% or more of the voting in AdCom and have responsibilities in deciding various important issues of the Society through their voting privileges. Therefore, it is important for each potential nominee for election to AdCom to be informed of the duties and responsibilities of the office they will be running for prior to their accepting a nomination. In addition, it is important for those who have recently been elected to be familiar with the governance and operations of the UFFC-S so that they can fully participate in AdCom activities right from the beginning of their term in office.

Although there are various documents containing details of the UFFC-S and IEEE governance, they are scattered among multiple pages of the UFFC-S and IEEE websites, and thus it could be time consuming and somewhat difficult for members to find and sort out the relevant information. As volunteers, such as the nominees and elected AdCom members are usually busy with their regular jobs, this document was compiled as a “quick reference”, and may shorten the learning curve. (See **Appendix A** for a sample agenda of a recent AdCom meeting).

2. Glossaries and Relevant Information

(1) **IEEE**: The Institute of Electrical and Electronics Engineers, Inc. The homepage of the IEEE is at:

<http://www.ieee.org/>

As the world’s largest technical association, IEEE is comprised of volunteer-led technical societies, technical councils and committees, a standards association and working groups, regional and local geographic technical groups (sections and chapters), student chapters, and affinity groups, and a

professional staff of IEEE employees that support the operation of these entities. A brief introduction to the IEEE is given via the link:

http://en.wikipedia.org/wiki/Institute_of_Electrical_and_Electronics_Engineers

- (2) **UFFC-S:** Ultrasonics, Ferroelectrics, and Frequency Control Society (one of the many technical Societies of the IEEE). Its homepage is at:

<http://www.ieee-uffc.org/>

- (3) **The Administrative Committee (AdCom) of IEEE UFFC-S:** AdCom is the governing body of the UFFC-S (see the **UFFC-S Constitution in Appendix B**), and as such is responsible for setting Society policies and overseeing all aspects of Society operations.

- (4) **AdCom Minutes:** UFFC-S AdCom Minutes contain records of each AdCom meeting, including all actions taken by vote of AdCom. Minutes are generated by the UFFC-S Secretary, are circulated to AdCom for review following each meeting, and are subsequently approved by vote, typically at the beginning of the subsequent AdCom meeting. Approved AdCom Minutes constitute the official history of the actions of AdCom, and the minutes from 1953 to the present are archived at the UFFC-S website via the link:

<https://ieee-uffc.org/publications/adcom-minutes/>

The link above is accessible by any IEEE UFFC-S member with their IEEE Web Account User Name and Password (the same user name and password for one to renew IEEE UFFC-S membership). If you forget the password, it can be retrieved by try to login to your IEEE membership renewal account at:

https://www.ieee.org/membership_services/membership/renew/index_renew.html.

- (5) **Newsletters of the UFFC-S:** UFFC-S Newsletters from 1953-2014 (starting from 2015, Newsletters are published as news columns at the UFFC-S website) contain a wealth of information on the UFFC-S including AdCom, symposia, and other Society activities. They are archived at the UFFC-S website via the following link (the following link is accessible by any IEEE UFFC-S member):

<https://ieee-uffc.org/uffc-s-newsletters/>

- (6) **Miscellaneous Documents Related to UFFC-S Governance:** This and many other documents related to the UFFC-S governance and operations can be found on the UFFC-S website at:

<https://ieee-uffc.org/about-us/governing-documents/>

In particular, the UFFC-S Constitution can be accessed at:

<https://ieee-uffc.org/about-us/governing-documents/uffc-constitution/>

The UFFC-S Bylaws can be accessed at:

<https://ieee-uffc.org/about-us/governing-documents/uffc-bylaws/>

UFFC-S Job Descriptions on nearly 40 UFFC-S positions, which can be useful for both existing volunteers and those who may be interested in volunteering, are accessible at:

http://ewh.ieee.org/conf/ius_2008/z_doc_misc/03_uffcs_job_descriptions_lu.pdf

http://ewh.ieee.org/conf/ius_2008/z_doc_misc/03_uffcs_job_descriptions_lu.doc

- (7) **IEEE Constitution, Bylaws, and Policies:** The hierarchy of the IEEE Constitution, Bylaws, and Policies is in the order: Constitution, Bylaws, and Policies. The Policies provide more detailed rules and regulations that are not specified in the Bylaws. These documents have a total of over 120 pages and contain a lot of useful information related to the governance of the IEEE and IEEE Societies, Councils, and other organizational units. The file can be found on the IEEE website via the link:

<http://www.ieee.org/about/corporate/governance/index.html>

- (8) **IEEE Technical Activity Board (TAB) Operations Manual:** IEEE Society and Council Presidents are members of the IEEE Technical Activity Board (TAB), which governs most aspects of the IEEE Societies and Councils. The TAB Operations Manual is accessible from the IEEE website via the link:

<http://www.ieee.org/about/corporate/governance/index.html>

- (9) **Other IEEE Documents on Operations, Policies, and Procedures:** A large number of other operations, policies, and procedures manuals related to IEEE governance, including major Boards and Standing Committees, are also located at the IEEE website via the link:

<http://www.ieee.org/about/corporate/governance/index.html>

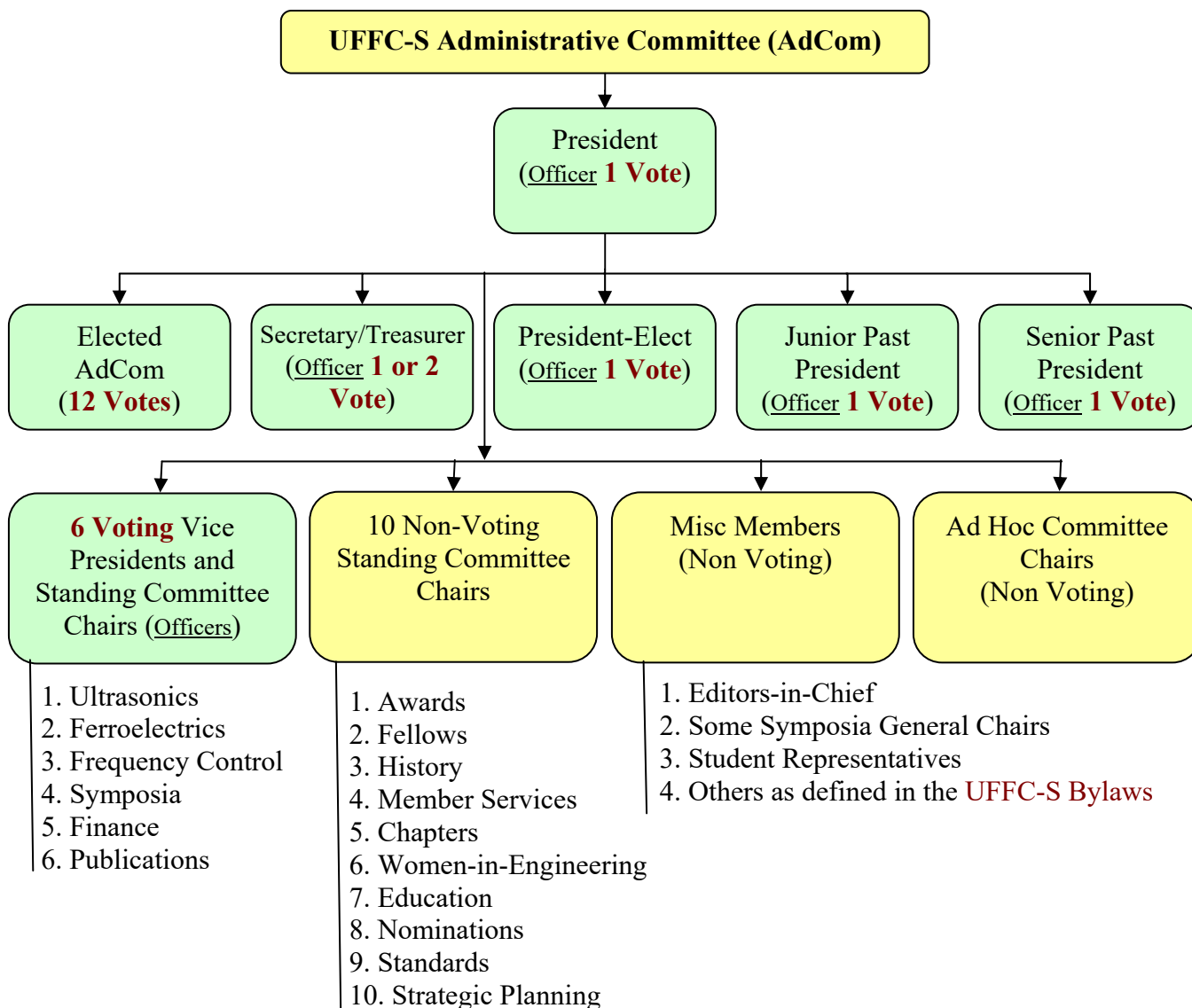
- (10) **IEEE Code of Ethics:** Every IEEE member should follow the IEEE Code of Ethics, which is located at the IEEE website:

<http://www.ieee.org/about/corporate/governance/p7-8.html>

3. Organization Chart of the UFFC-S AdCom

UFFC-S Administrative Committee (AdCom) Organization Chart

(Based on UFFC-S Constitution, Version August 16, 2017, and Bylaws, Version May 23, 2017)



4. UFFC-S AdCom Meetings

One of the important duties of elected AdCom members is to attend the twice-a-year AdCom meetings. Each AdCom meeting is a one full day long, tightly scheduled meeting, and is generally followed by an optional evening social event. During these meetings, both elected and other AdCom members and other AdCom contributors are provided information via reports from chairs of various committees and reports of the operations of the UFFC-S. Questions, discussions, and actions are an

integral part of these meetings. The AdCom meetings are, in general, run in accordance with Robert's Rules of Order (<http://www.robertsrules.com/>).

In addition to attending the regularly scheduled AdCom meetings, elected AdCom members may be asked to participate in email discussions and voting as prescribed in the **UFFC-S Constitution (Appendix B)** and **Bylaws (Appendix C)**, and may volunteer for or be charged with additional duties by the Society President.

The following is a list of major items discussed during a typical AdCom meeting. A sample agenda of an AdCom meeting (October 25, 2015 in Taipei, Tawan) is given in **Appendix A**.

4.1. Introduction and Housekeeping

An AdCom meeting typically starts with the following 5 items:

- (1) Call to order;
- (2) Introduction of members of AdCom;
- (3) Approval of minutes of the previous AdCom meeting;
- (4) UFFC-S President's report; and
- (5) Secretary's report.

4.2. Reports from Standing Committee Chairs

The duties and responsibilities of each Standing Committee are prescribed in detail in the **UFFC-S Bylaws (Appendix C)**. Reports on committee activities are presented at each AdCom meeting, in an order determined by the President, which may or may not correspond to the order in which they are listed below.

4.2.1. Technical Standing Committees (3)

The Chairs of the three Technical Standing Committees (Ultrasonics, Ferroelectrics, and Frequency Control) are Vice Presidents of the UFFC-S and are Voting AdCom Members. Reports from these committees focus on the preparations for and results of the symposia of the respective committees, and may include additional activities or issues of interest to the committees. The three Technical Standing Committees have sections on the UFFC-S website and are accessible via the respective links: <http://www.ieee-uffc.org/ultrasonics/> , <http://www.ieee-uffc.org/ferroelectrics/> , and <https://ieee-uffc.org/frequency-control/> .

4.2.2. Symposia

The Chair of this committee is a Vice President of the UFFC-S and is a Voting AdCom Member. The Chair will give a report on the activities of the committee regarding IEEE conference policies, conference best practices, coordination among the three Technical Standing Committees and general chairs, and other conference-related issues. The UFFC-S holds symposia each year in the technical areas of Ultrasonics, Ferroelectrics, and Frequency Control (see the UFFC-S website via the link

<http://www.ieee-uffc.org/main/symposia.asp>). Similar to publications, symposia provide key services to our members and the scientific community at large. As a resource for volunteer conference organizers, IEEE has placed a lot of conference-related information such as policies, operations, and tools on the IEEE website via the link: http://www.ieee.org/conferences_events/conferences/organizers/index.html.

4.2.3. Finance

The Chair of this committee is a Vice President of the UFFC-S and is a Voting AdCom Member. The chair will give a report on the financial status of the society. Maintaining a healthy financial condition is important in order for the UFFC-S to sustain its services to its members and technical communities.

4.2.4. Publications

The Chair of this committee is a Vice President of the UFFC-S and is a Voting AdCom Member. The Chair gives a general report on issues relating to Society publications. Following the report from the Chair, the Editor-in-Chiefs of IEEE Transaction on Ultrasonics, Ferroelectrics, and Frequency Control (TUFFC), Newsletters, and UFFC-S website report on details of their respective operations. The UFFC-S publications are one of the key services of the UFFC-S for our members and the scientific communities. The publications are archived at the UFFC-S website via the link: <http://www.ieee-uffc.org/publications/>, which is accessible by any IEEE UFFC-S member (with IEEE Web Account User Name and Password).

4.2.5. Awards

The Chair will give a report on the activities of the committee. Detailed information on UFFC-S awards can be found at the UFFC-S website via the link: <http://www.ieee-uffc.org/main/awards.asp>.

4.2.6. Fellows

The Chair will give a report on the activities of the committee and announce the new UFFC-S members elected as Fellows when the information is available. A list of IEEE fellows of UFFC-S can be found at the UFFC-S website via the link: <https://ieee-uffc.org/membership/ieee-fellows-of-the-uffc-society/>.

4.2.7. History

The Chair will give a report on the activities of the committee. Documentation of UFFC-S and IEEE histories can be viewed at the UFFC-S and IEEE websites, respectively, via the links: <https://ieee-uffc.org/about-us/history/> and http://www.ieee.org/about/history_center/index.html.

4.2.8. Member Services

The Chair will give a report on the activities of the committee, including membership development initiatives, statistics, and UFFC-S Chapter activities (see UFFC-S website via the link: <https://ieee-uffc.org/membership/member-services/>).

4.2.9. Chapters

This is a newly created Standing Committee in the UFFC-S Bylaws of May 23, 2017. It was an Ad Hoc Committee before that. The Chair will report on the Chapters activities around the world.

4.2.10. Women-in-Engineering

This is a newly created Standing Committee in the UFFC-S Bylaws of May 23, 2017. It was an Ad Hoc Committee before that. The Chair will report on the Women-in-Engineering activities in the three annual IEEE UFFC-S conferences and other activities. Details of the activities of Women-in-Engineering can be found at the UFFC-S website via the link: <https://ieee-uffc.org/membership/women-in-engineering-wie/> .

4.2.11. Education

This is a newly created Standing Committee in the UFFC-S Bylaws of May 23, 2017. It was an Ad Hoc Committee before that. The Chair will report on the Education activities and initiatives. The UFFC-S Education Committee has a webpage located in the UFFC-S website at: <https://ieee-uffc.org/education-and-learning-resources/> .

4.2.12. Nominations

The Chair will give a report on the activities of the committee and provide, for AdCom approval, a slate of nominees for election to fill upcoming elected member vacancies on AdCom. The nomination procedures for elected AdCom can be found in the UFFC-S Bylaws. The committee will also prepare a slate of candidates for election of the UFFC-S President-Elect.

4.2.13. Standards

The Chair will give a report on the activities of the committee on standards sponsored by the UFFC-S. More information can be found on the Society website via the links: <https://ieee-uffc.org/home/standards/> (a list of standards).

4.2.14. Strategic Planning

The Chair will give a report on the activities of the committee and give recommendations to AdCom. An approved version of recommendations from the committee can be viewed at the UFFC-S website via the link: <https://ieee-uffc.org/about-us/governing-documents/long-range-plan/> .

4.3. Reports from Ad Hoc Committee Chairs

There may be ad hoc committees, which historically have included the Bylaws and Constitution Review and Revision Committee and other committees. Ad Hoc committees are established by the President of the UFFC-S. The chairs of the respective committees will give reports during the AdCom meetings.

4.4. Reports from Student Representatives to AdCom

The student representatives at AdCom give a report of their activities. Information on student activities can be viewed at the UFFC-S website via the link: <https://ieee-uffc.org/membership/students/> (please notice that a guideline for student AdCom representatives, “2007 UFFC Student Representative Guide Book”, by Dr. Emanuel Gottlieb, is available as a resource).

4.5. Reports from UFFC-S Representatives

UFFC-S may have appointed representatives to other IEEE organizations (such as Nanotechnology Council, Sensors Council, Superconductivity Council, and the Women in Engineering (WIE) Affinity Group) and journals (such as the Journal of Lightwave Technology and IEEE Transactions on Medical Imaging). Representatives will give their respective reports at AdCom meetings they attend, or will submit reports to the Society President or Secretary for presentation at the meeting in their absence.

4.6. Old and New Business

Old and New Business: Information on old and new business identified by the President of the UFFC-S will be presented, followed by AdCom discussion and/or action. Issues discussed at prior meetings requiring further consideration will generally be categorized as “Old Business”. New issues not discussed in the foregoing sections may be brought forward as appropriate during the AdCom meeting, during any portion of the meeting agenda (at the discretion of the President), or under the “New Business” portion of the meeting, and may include items such as:

- (1) Ratification of Presidential appointments;
- (2) Election of the President-Elect;
- (3) Proposals to provide support or co-sponsor conferences of other groups outside UFFC-S;
- (4) Discussions of strategic initiatives UFFC-S members may want to undertake;
- (5) Modification of Society Policies or establishment of new policies;
- (6) Progress reports on joint conference(s) not discussed under one of the Technical Standing Committee Reports; and
- (7) Miscellaneous items.

Any AdCom member wanting to raise an issue for discussion at an upcoming AdCom meeting should send the issue and a brief explanation regarding why it should be discussed to the Society President and Secretary at least one month before the meeting, to allow for inclusion in the meeting agenda.

4.7. Closing of AdCom Meetings

The President of the UFFC-S will announce the date and location of the next AdCom meeting, and in discussion with AdCom, and will determine the venue of the following AdCom meeting. Finally, the President will then entertain a motion to adjourn the current AdCom meeting.

5. Frequently Asked Questions (FAQ)

Notes: Many texts below refer to various sections of [UFFC-S Constitution \(Appendix B\)](#) and [Bylaws \(Appendix C\)](#) that are included in this document for convenience. You could also access the UFFC-S Constitution and Bylaws via the following links:

UFFC-S Constitution:

<https://ieee-uffc.org/about-us/governing-documents/uffc-constitution/>

UFFC-S Bylaws:

<https://ieee-uffc.org/about-us/governing-documents/uffc-bylaws/>

5.1. Question #1: What are UFFC-S AdCom and its meetings?

Answer: The **UFFC-S Constitution (Appendix B)** and **Bylaws (Appendix C)** provide general information on the UFFC-S AdCom and its meetings as follows:

5.1.1. UFFC-S AdCom

- (1) AdCom is the governing body of the UFFC-S (see **Section 1.1** of the **UFFC-S Constitution**).
- (2) Composition of AdCom (see “**Section 3. Organization Chart of the UFFC-S AdCom**” above);
- (3) Definition of UFFC-S Officers (see “**Section 3. Organization Chart of the UFFC-S AdCom**” above);
- (4) Other AdCom related information:
 - (i) Absence and vacancy policies for AdCom members (see **Section 3.3** of the **UFFC-S Bylaws**);
 - (ii) Nomination and election of elected AdCom members (see **Section 3.4** of the **UFFC-S Bylaws**);
 - (iii) Terms of UFFC-S Officers and elected AdCom members (see **Sections 5.1** of the **UFFC-S Constitution**);
 - (iv) Duties and responsibilities of the UFFC-S Officers (see **Section 5.2** of the **UFFC-S Constitution**); and
 - (v) UFFC-S Committees (see **Section 5.3** of the **UFFC-S Constitution**).

5.1.2. Meetings

- (1) Regular AdCom or committee meetings (see **Section 6.2** of the **UFFC-S Constitution**);
- (2) Definition of a quorum for an action in AdCom or committee meetings (see **Section 6.2** of the **UFFC-S Constitution**);
- (3) Procedure for approval of an action (see **Section 6.2.3** of the **UFFC-S Constitution**);
- (4) Special AdCom or committee meetings (see **Section 3.2.4** of the **UFFC-S Bylaws**);
- (5) AdCom or committee meetings via telecommunications (see **Section 6.2.4** of the **UFFC-S Constitution**);
- (6) Procedures for e-mail vote in lieu of a meeting (see **Section 6.2.5** of the **UFFC-S Constitution**); and

(7) Restrictions on voting (see **Sections 6.2.6, 6.2.7, and 6.2.8** of the **UFFC-S Constitution**).

5.2. Question #2: Is financial support for travel to Adcom meetings available for Elected members?

Answer: Financial support to help Elected AdCom members defray the cost of attending AdCom meetings is available, subject to annual limitations on total amount reimbursed, and subject to specific limitations on the expenses covered. This travel support is provided by the UFFC-S only if the individual member is unable to secure support from their employer. Members are asked to seek travel support from their organization first, and only seek reimbursement from the UFFC-S for qualifying expenses that have not been paid (or reimbursed) by their organization.

Details of the IEEE UFFC Society (UFFC-S) Travel Reimbursement Policy is accessible at: <https://ieee-uffc.org/about-us/governing-documents/>.

5.3. Question #3: Where are the AdCom meetings held?

Answer: AdCom meetings are held twice per calendar year, at times and locations determined by the AdCom. Typically, these meetings will be held in conjunction with another Society function, such as a Technical Program Committee (TPC) meeting or Symposium for one of the three technical areas. AdCom meeting dates and locations are generally set at least one year in advance, to allow members to plan adequately.

Please notice that the venues of AdCom meetings are international, and thus, attendance may involve "above average" transit times.

5.4. Question #4: What are motions of UFFC-S AdCom

Answer: A motion is a proposed AdCom resolution that requires a vote by AdCom Voting Members to approve or reject. A motion can be brought before AdCom by a Voting or Non-Voting AdCom member or by a committee (see **Section 3.2.2** of the **UFFC-S Bylaws**). A motion brought by an individual Voting or Non-Voting AdCom member must be seconded by another member prior to disposition by AdCom, while motions from a committee do not need a second.

The voting procedures to approve a motion or an action are prescribed in the **UFFC-S Constitution (Appendix B)** and **Bylaws (Appendix C)**. All motions, whether approved or defeated, are recorded in the meeting minutes and motions that are approved are then implemented if they are actionable. Some of the motions passed by AdCom that became part of UFFC-S “Policies and Procedures” are listed at the UFFC-S website via the link: <https://ieee-uffc.org/about-us/governing-documents/policies-and-procedures/> (please notice that more recent motions approved by AdCom take precedence over prior motions approved by AdCom, and that the **UFFC-S Constitution (Appendix B)** and **Bylaws (Appendix C)** prevail for interpretation of any conflicts in the Policies and Procedures).

5.5. Question #5: What are the basic duties of UFFC-S AdCom?

Answer: As mentioned before, the basic duties of AdCom Members include attending and actively participating in the AdCom meetings. **Section 3.3** of the **UFFC-S Bylaws (Appendix C)** states that: “In order to maintain a continuously-active AdCom, Members who miss two consecutive meetings shall, in the absence of extenuating circumstances as determined by AdCom, be dropped from AdCom. The procedures to remove a member from AdCom or any committee thereof shall follow those prescribed in Article 5 of the UFFC-S Constitution.”

5.6. Question #6: What actions are the responsibilities of UFFC-S AdCom?

Answer: According to the **UFFC-S Constitution (Appendix B)** and **Bylaws (Appendix C)**, there are a number of actions that require approval or rejection of the Voting Members of AdCom (one of the important responsibilities of AdCom), including but not limited to motions, approval of AdCom Minutes, approval of nominations and appointments, and modifications of UFFC-S Policies and Procedures. For the convenience of potential nominees and members of the Elected AdCom, a list of such actions is given below with references to relevant sections of the **UFFC-S Constitution** and **Bylaws**:

5.6.1. Appointments and Elections Related:

Various appointments of the UFFC-S need AdCom approval:

- (1) **Standing Committee Chairs** (including 6 Vice Presidents who are Chairs of the Ultrasonics, Ferroelectrics, and Frequency Control Technical Standing Committees, Finance, Publications, and Symposia, respectively, and 10 Chairs of the other Standing Committees on Awards, Fellows, History, Member Services, Chapters, Women-in-Engineering, Education, Nominations, Standards, and Strategic Planning, respectively) (see **Section 5.3.2** of the **UFFC-S Constitution (Appendix B)**);
- (2) **Removal of Members and Vacancies** (see **Section 5.4** of the **UFFC-S Constitution (Appendix B)**);
- (3) **Election of President-Elect** (see **Section 3.5** of the **UFFC-S Bylaws (Appendix C)**); and
- (4) **AdCom Emeritus** (see **Section 3.8** of the **UFFC-S Bylaws (Appendix C)**).

5.6.2. Elected AdCom Nomination and Election Related:

AdCom actions are needed on nomination and election of Elected AdCom Members:

- (1) **Elected AdCom Nomination** (see **Section 3.4.1** of the **UFFC-S Bylaws (Appendix C)**); and
- (2) **Ties in the Elected AdCom Election** (see **Section 3.4.2** of the **UFFC-S Bylaws (Appendix C)**).

5.6.3. Publications Related:

AdCom activities related to Publications include:

- (1) **UFFC-S Publications Program** (see **Section 7.1** of the **UFFC-S Constitution (Appendix B)**); and
- (2) **Editor-in-Chief of TUFFC and Other Editor-in-Chiefs** (see **Sections 7.2 and 7.3** of the **UFFC-S Constitution (Appendix B)**).

5.6.4. UFFC-S Finance Related:

AdCom is a guardian of the UFFC-S funds:

- (1) **Finances of the UFFC-S** (see **Section 4.4** of the **UFFC-S Constitution (Appendix B)**);
- (2) **Expenditures** (see **Section 4.1** of the **UFFC-S Bylaws (Appendix C)**);
- (3) **Anticipated Deviations from Budget** (see **Section 4.1** of the **UFFC-S Bylaws (Appendix C)**);
- (4) **UFFC-S Membership Dues** (see **Section 4.1** of the **UFFC-S Bylaws (Appendix C)**);
- (5) **Symposium Budget** (see **Section 4.2** of the **UFFC-S Bylaws (Appendix C)**); and
- (6) **Other Financial Commitments** (see **Section 4.3** of the **UFFC-S Bylaws (Appendix C)**).

5.6.5. Standing Committees Related:

AdCom actions that are related to committees:

- (1) **Standing Committees Addition and Elimination** (see **Section 5.1** of the **UFFC-S Bylaws (Appendix C)**);
- (2) **Technical Standing Committees** (see **Section 5.1.1** of the **UFFC-S Bylaws (Appendix C)**);
- (3) **Finance Committee** (see **Section 5.1.3** of the **UFFC-S Bylaws (Appendix C)**);
- (4) **Awards Committee** (see **Section 5.1.5** of the **UFFC-S Bylaws (Appendix C)**);
- (5) **Nominations Committee** (see **Section 5.1.12** of the **UFFC-S Bylaws (Appendix C)**); and
- (6) **Strategic Planning Committee** (see **Section 5.1.14** of the **UFFC-S Bylaws (Appendix C)**).

5.6.6. Constitution and Bylaws Amendments Related:

Any amendments to the **UFFC-S Constitution (Appendix B)** or **Bylaws (Appendix C)** require AdCom actions:

- (1) **Constitution** (see **Section 8.1** of the **UFFC-S Constitution (Appendix B)**); and
- (2) **Bylaws** (see **Section 8.2** of the **UFFC-S Constitution (Appendix B)**).

Appendix A. A Sample Agenda of UFFC-S AdCom Meetings

IEEE UFFC-S AdCom Agenda

Taipei, Taiwan

October 25, 2015

Note: The agenda below serves only as a sample to provide an idea of a typical AdCom meeting. An actual agenda of each AdCom meeting may be different from meeting to meeting, including the starting time, ending time, and time slots of each agenda item. The links in the sample agenda are not valid since the documents that they are linked to are confidential and can only be accessed by AdCom members.

Begin sample agenda:

Note 1: You can download individual attachments through the links in the agenda in the “Support (Attachments)” column (on the right hand side) if there are any.

Note 2: You can also [download all attachments](#) at once as one .zip file shortly after the AdCom meeting (you will be notified by an email when a complete attachment package with updates is ready for downloading after the meeting).

Note 3: “**WebEx**” means delivering talks remotely using the IEEE Cisco WebEx.

Note 4: “**No Show**” means that scheduled talks were neither given, nor cancelled by the presenters.

AdCom Meeting Registration Web (free): <http://www.ieee-uffc.org/main/governance/adcom-2015-10-25-registration.asp>

AdCom Meeting Location: 4F, Elegance Room, Teipei International Convention Center (TICC), 1 Hsin-Yi Rd., Section.5, Taipei 11049, Taiwan, Republic of China (ROC)

Time Zone of the Agenda: Taipei, Taiwan, ROC (GMT+08:00 Hours). (Notice that WebEx users may be in different zones)

#	Start Time	Time (Min)	Agenda Item	Presenter(s)	Support (Attachments)
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			<u>Breakfast:</u>		
	7:30	60	Continental Breakfast (4F, Joy Room)		
			<u>AdCom Meeting (4F, Elegance Room):</u>		
1	8:30	60	Call to Order – Welcome, Introduction, and Updates, etc		
			President's Report	Jian-yu Lu	Lu1
			UFFC-S AdCom/Reps Photos for Networking	Jian-yu Lu	Lu2
2	9:30	5	Approval of Minutes	Debra Coler	
3	9:35	5	Secretary's Report	Debra Coler	Col
4	9:40	5	IEEE Division II Director Remarks	Hirofumi Akagi	Aka
5			Standing Committee – Nominations		
	9:45	5	Chair's Report	WebEx - Jackie Hines	Hin1
	9:50	5	Slates of Candidates for President-Elect	WebEx - Jackie Hines	Hin2
6			Election of President Elect		
	9:55	5	Introduction	Jian-yu Lu	
			Candidates in the Room One at a Time	Jian-yu Lu	
	10:00	5	(1) Nazanin Bassiri-Gharb (brief speech)		
	10:05	5	(2) Paul Reynolds (brief speech)		
	10:10	5	(3) Clemens Ruppel (brief speech)		
	10:15	5	(4) Jafar Saniie (brief speech)		
	10:20	10	Executive Session - Discussion	Jian-yu Lu	
	10:30	10	Voting by secret ballots according to Bylaws	Jian-yu Lu	
	10:40	15	Morning Coffee Break		
7	10:55	10	Standing Committee – Finance	Mark Schafer	Sch

8	11:05	5	Standing Committee – Strategic Planning	WebEx - Mike Garvey	Gar1
9			UFFC-S Donations and Their Policies		
	11:10	15	Charitable Contributions	WebEx - Jackie Hines	Hin3
	11:25	5	Donation to IEEE History Center	John Vig	Vig1
10	11:30	5	IEEE New Initiative – Smart Materials	WebEx - Geoff_Brennecka	Bre
11			Standing Committee – Frequency Control		
	11:35	10	Chair's Report	WebEx - Mike Driscoll	Dri
12	11:45	5	Standing Committee – Fellows	WebEx - Susan Troler-McKinstry	Tro
13			Standing Committee – Publications		
	11:50	5	UFFC-S Newsletters	WebEx - Mike Garvey	Gar2
	11:55	15	Photo Session – Group Photos	Jian-yu Lu	
	12:10	60	Lunch (4F, Joy Room)		
	13:10	10	Chair Report	John Vig	Vig2
	13:20	10	Transactions (TUFC)	Steve Freear	Fre
	13:30	10	Website	Sidney Lang	Lan1
14			Standing Committee – Ultrasonics		
	13:40	10	Chair's Report	Jafar Saniie	San1
			Suppl: Report During UltraCom Meeting		San2
			Suppl: UltraCom Ops Manual		San3
			Suppl: 1 st UltraCom Minutes		San4
	13:50	5	Briefing on 2015 IEEE IUS (incl. Mobile Apps)	Pai-Chi Li	Li
15	13:55	10	Standing Committee – Ferroelectrics		
			Chair's Report	Dragan Damjanovic	Dam

16	14:05	5	Standing Committee – Symposia	Clemens Ruppel	Rup1 , Rup2
17	14:10	5	Standing Committee – Awards	Jan Brown	Bro
18			Standing Committee – History		
	14:15	10	Report and Oral History	Sidney Lang	Lan2
19	14:25	10	Standing Committee – Member Services	Nikolai Kozlovski	Koz
20	14:35	5	Standing Committee – Standards	Zuo-Gang Ye	Ye
21			Ad Hoc Committees		
	14:40	5	Women-in-Engineering (WIE)	Lori Bridal	Bri
	14:45	8	Education	Gangbing Song	Son1
			Suppl: UFFC-S Online Education Materials		Son2
			Suppl: Education on Ultrasonics		Son3
			Suppl: Education on Ferroelectrics		Son4
			Suppl: Education on Frequency Control		Son5
	14:53	5	Chapters	Qifa Zhou	Zho1
			Suppl: France Chapter		Zho2
	14:58	5	Publicity	Zhen Xu	Xu
	15:03	15	Afternoon Coffee Break		
22	15:18	5	UFFC-S AdCom Student Representatives	Anton Shkel et al.	Shk
23			UFFC-S Representatives		
	15:23	5	IEEE Transaction on Medical Imaging (TMI)	Rajesh Panda / Kai Thomenius	Tho
	15:28	0	IEEE Journal of Light-Wave Technology (JLT) (written report only)	Xueding Wang / John N. Lee	Wan
	15:28	0	IEEE Sensors Council (written report only)	WebEx - Venkat Bhethanabotla	Bhe
	15:28	0	IEEE Superconductivities Council (written report only)	Moises Levy	Lev

	15:28	3	IEEE Biometrics Council	Manfred Weihnacht	Wei
	15:31	3	IEEE Nanotechnology Council	Xiaoning Jiang / James B. Spicer	Jia
	15:34	0	IEEE Region 8 Chapter (no report)	Qifa Zhou	
	15:34	3	SPAWDA Conference in China	Yook-Kong Yong	Yon1
			Suppl: Summary		Yon2
	15:37	3	IEEE RFID Technical Committee (no show)	Don Malocha	
24	15:40	10	2016 AdCom Appointments	Clark Nguyen	Ngu1
25	15:50	15	Appreciations of Services	Jian-yu Lu	Lu3
26	16:05	40	Old / New Businesses	Jian-yu Lu	Lu4
27	16:45	10	Future AdCom Meetings	Clark Nguyen	Ngu2
28	16:55	5	AdCom Dinner/Social Events Instructions	Debra Coler	
29	17:00		Meeting Adjournment	Jian-yu Lu	
			<u>AdCom Dinner and Social Events:</u>		
	17:30 – 21:30	4.0 HRS	Time and place: Buses leave Grand Hyatt Hotel to the National Palace Museum at 5:30 pm. Dinner (with musical performance) will start at around 6:00 pm, followed by a private and guided tour at the museum of about 1-1.5 hours. Buses will leave the museum around 8:30 pm to 9:00 pm. We will be back to Grand Hyatt Hotel sometime between 9:00 pm - 9:30 pm. The National Palace Museum is located at No. 221, Section 2, Zhishan Rd, Shilin District, Taipei City, Taiwan 111, +886 2 2881 2021. It is about 4 miles north of TICC.		
			<u>Notes:</u>		
Note 1			WebEx: For those who could not physically attend the meeting, please let the President (Lu) and the Secretary (Debra) know if you could join the meeting remotely through IEEE Cisco WebEx		
Note 2			President's Reception: AdCom members and representatives who will be available during the 2015 IEEE IUS are invited to the President's		

			Reception on Thursday, October 22, 2015, from 5:00 pm – 6:00 pm, in Room 3F, North Lounge in TICC.		
Note 3			President's Student Reception: AdCom members and representatives who will be available during the 2015 IEEE IUS are encouraged to attend the President's Student Reception breakfast on Friday, October 23, 2015, from 7:00 – 8:00 am, in Room 3F, Banquet Hall in TICC to interact with students.		

Appendix B. Full Text of UFFC-S Constitution (Version: August 16, 2017)

It is included here only for convenience: <https://ieee-uffc.org/about-us/governing-documents/uffc-constitution/> (for easier updates in the future, a Microsoft Word version of the UFFC-S Constitution can be accessed at: http://ewh.ieee.org/conf/ius_2008/z_doc_misc/01_lu_constitution_clean_final.doc and a version that includes comments during last round of updates can be accessed at http://ewh.ieee.org/conf/ius_2008/z_doc_misc/01_lu_constitution_w_comments.doc)

Article 1. Name and Objectives

Section 1.1. UFFC Society

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

Section 1.2. Objectives

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. Purpose

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 Bylaws shall establish the medium for publication.

Section 1.4. Compliance

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. UFFC-S Membership

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

Section 2.2. UFFC-S Voting Members

UFFC-S voting membership shall consist of IEEE voting members, Affiliates, and Associate Members belonging to the Society.

Section 2.3. Categories, Rights, Privileges, and Dues

The Bylaws shall specify the categories of membership, rights, privileges and associated dues related to membership.

Article 3. Field of Interest

Section 3.1. Field of Interest

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.

Section 3.2. Modification

Modification of the Field of Interest shall be in accordance with the procedures specified by the Technical Activities Board Operations Manual and Section 8 of this Constitution.

Article 4. Finances

Section 4.1. Membership Dues

The UFFC-S may assess annual membership dues.

Section 4.2. Registration Fees

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

Section 4.3. Other Revenues

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 requires approval by the IEEE before adoption by the UFFC-S.

Section 4.4. Responsibility

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

Article 5. Administration of the Society

Section 5.1. AdCom Membership and Offices

5.1.1. Administrative Year

The Administrative Year of the Society shall be January 1 through December 31 of the same year.

5.1.2. AdCom Members

AdCom shall consist of not more than 24 Voting Members, including 12 Elected AdCom Members defined later in this section, plus not more than 12 UFFC-S Officers also defined later in this section. 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.

5.1.3. UFFC-S Officers

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 beginning to serve as President for terms starting on January 1 of the following year) appoints the Vice Presidents and the Secretary/Treasurer. Whether the Secretary/Treasurer are separate positions or one combined position is up to the individual making the appointment. The Vice Presidents are ratified at the time of appointment by an affirmative vote of a majority of all Elected AdCom Members. All Officers are Voting Members.

5.1.4. Elected AdCom Members

Four Elected AdCom Members shall be elected each year by UFFC-S voting 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.

5.1.5. Term of Office of President

The term of the President shall be two years.

5.1.6. Term of Office of President-Elect

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.

5.1.7. Term of Office of Other Officers

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. Duties and Responsibilities of Officers

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

5.2.2. Duties and Responsibilities of the President

The President shall lead the affairs of the UFFC-S and preside at all AdCom meetings. In the President's absence or incapacity, the President-Elect shall perform the President's duties. In the event that neither the President nor the President-Elect is available, the Junior Past-President shall perform the President's duties.

5.2.3. Representation to IEEE

The President shall represent UFFC-S to the IEEE.

Section 5.3. Committees of the Society

5.3.1. Standing and Ad Hoc Committees

AdCom may establish Standing Committees and the President may establish Ad Hoc Committees as provided in the Bylaws.

5.3.2. Standing Committee Chairs

The President (the President-Elect in the year prior to beginning to serve as President for terms starting on January 1 of the following year) shall appoint the Standing Committee Chairs for the following calendar year. Each appointment shall be ratified at the time of appointment by an affirmative vote of a majority of all Elected AdCom Members.

5.3.3. Ex-Officio Member

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

Section 5.4. Removal of Members and Vacancies

Removal of a member of AdCom or any committee thereof requires that the member in question be notified of the intention of removal at least 10 days before a vote is taken to remove the member.

5.4.1. Removal of Appointed Member

An Appointed Member of AdCom or any committee thereof may be removed, with or without cause, by an affirmative vote of two-thirds of all Voting Members of AdCom (or committee).

5.4.2. Removal of Elected Officer

An Officer elected by the Voting Members of AdCom or any committee thereof may be removed from office, with or without cause, by a vote of the Voting Members of AdCom (or committee), within thirty days following an affirmative vote of two-thirds of all Voting Members of AdCom (or committee) on a motion to remove such Officer.

5.4.3. Removal of Elected AdCom Member

An Elected AdCom Member may be removed from office, with or without cause, by a vote of the Voting Members of AdCom, within thirty days following either: (a) an affirmative vote of two-thirds of all Voting Members of AdCom on a motion to remove such individual; or (b) the receipt by the IEEE Vice President for Technical Activities of a petition signed by at least 10% of the total number of UFFC-S voting members moving for the removal of such individual, a ballot on such motion shall be available for the UFFC-S voting members by IEEE. If a majority of the ballots cast by the UFFC-S voting members for or against such motion are to remove such individual, the individual shall be removed from AdCom.

5.4.4. Vacancies

The President (or the Chair in the event of a committee) may make appointments to fill vacancies on AdCom (or the committee) for the unexpired terms. Such appointments shall be ratified by an affirmative vote of a majority of all Elected AdCom Members (or an affirmative vote of all Voting Members of the committee).

Article 6. Meetings

Section 6.1. General Meetings

6.1.1. General Meetings

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. Participants of General Meetings

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 Meetings

AdCom shall hold meetings as specified in the Bylaws.

6.2.2. Quorum

A majority of all Voting Members of AdCom, or any committee thereof, shall constitute a quorum.

6.2.3. Voting at Meetings

An affirmative vote of a majority of Voting Members of AdCom or any committee thereof, who are present at the time of the vote, provided a quorum is present, shall be required to approve the action, unless stipulated otherwise.

6.2.4. Meetings via Telecommunication

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. E-mail Vote in Lieu of a Meeting

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 Voting Members of 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 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. Voting of Presiding Officer

The Presiding Officer of AdCom or any committee thereof shall have no vote on AdCom (or committee in the case of a committee meeting) except if the vote is by secret ballot or unless the Presiding Officer’s vote can change the outcome of the vote or unless otherwise stipulated in the UFFC-S Bylaws.

6.2.7. Voting of Individuals Holding Multiple Positions

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

Proxy voting is not allowed.

Article 7. Publications

Section 7.1. Publications Program

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

Section 7.2. Editor-in-Chief of Transactions

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. Other Editors-in-Chief

The Vice President for 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

Section 8.1. Amendment of Constitution

8.1.1. Initiation

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. AdCom Approval

Initial approval of an amendment to this Constitution requires an affirmative vote of two-thirds of all Voting Members of AdCom, 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. IEEE Approval

The AdCom-approved amendment shall be submitted to the IEEE for approval by the IEEE Vice President for Technical Activities and be forwarded to Technical Activities Board for information.

8.1.4. General Comment

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. Amendment of Bylaws

Suitable Bylaws, and amendments thereto, may be adopted by an affirmative vote of two-thirds of all Voting Members of AdCom, 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 submitted to the IEEE Vice President for Technical Activities for approval. After such approval, it 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 all necessary approvals and notifications have taken place.

Appendix C. Full Text of UFFC-S Bylaws (Version: May 23, 2017)

It is included here only for convenience: <https://ieee-uffc.org/about-us/governing-documents/uffc-bylaws/> (for easier updates in the future, a Microsoft Word version of the UFFC-S Bylaws can be accessed at: http://ewh.ieee.org/conf/ius_2008/z_doc_misc/01_lu_bylaws_final.doc and a version that includes comments during last round of updates can be accessed at http://ewh.ieee.org/conf/ius_2008/z_doc_misc/01_lu_bylaws_final_w_comments.doc)

1. Nature of the Bylaws

These Bylaws provide rules governing the internal affairs of the IEEE Ultrasonics, Ferroelectrics, and Frequency Control Society (UFFC-S, or the “Society”), and shall be in accord with IEEE governing documents and the UFFC-S Constitution.

2. Society Membership

2.1. UFFC-S Member

A UFFC-S member is an individual who is an IEEE member or IEEE Society Affiliate and has paid the annual UFFC-S dues prescribed in Section 4 of these Bylaws, or who is a qualifying IEEE Life Member as prescribed in the IEEE Bylaws.

In these Bylaws, the term “member in good standing” shall mean an IEEE member of any grade who is a UFFC-S member and is not under suspension as defined in the IEEE Bylaws.

2.2. UFFC-S Voting Member

As prescribed in Section 2.3 of the UFFC-S Constitution, the voting members of the UFFC-S (UFFC-S voting members) shall consist of IEEE voting members, Affiliates, and Associate Members belonging to the Society.

3. Administrative Committee (AdCom) and Meetings

3.1. AdCom Composition

Section 5.1 of the UFFC-S Constitution states that AdCom shall consist of not more than 24 Voting Members (including 12 Elected AdCom Members plus not more than 12 UFFC-S Officers), plus additional Non-Voting Members as specified in these Bylaws.

The Non-Voting Members of AdCom shall consist of: (1) the Standing Committee Chairs who are not UFFC-S Officers, (2) the Ad Hoc Committee Chairs, (3) the Student Representatives of AdCom, (4) the Transactions Editor-in-Chief (EIC), (5) the Transactions EIC-Elect, (6) the Newsletter EIC, (7) the Web EIC, and (8) the General Chairs of UFFC-S-sponsored Ultrasonics, Ferroelectrics, and Frequency Control technical symposia of the past calendar year, current year, and next year (in the event of a symposium with General Co-Chairs, the corresponding Technical Standing Committee Chair shall designate one of them to represent at AdCom).

Other contributors to AdCom are not AdCom Members. They may include Vice Chairs and members of various committees, AdCom emeriti, UFFC-S representatives, Officers of UFFC-S Chapters, the Student Advisor(s), and selected IEEE Headquarters Officers.

3.2. Meetings

The conduct of AdCom meetings or meetings of any committee thereof is addressed in Section 6.2 of the UFFC-S Constitution. AdCom shall meet at least twice a year. Every AdCom Member shall be notified of the place and date of such meetings at least thirty days prior to the meeting date.

Meetings of AdCom or any committee thereof can be held in-person, or by any means of telecommunication, or by a combination of the two methods, provided that the telecommunications equipment allows all persons participating in the meeting to hear each other at the same time, as is required in Section 6.2 of the UFFC-S Constitution.

3.2.1. Quorum

Section 6.2 of the UFFC-S Constitution defines a quorum in a meeting as a majority of all Voting Members of AdCom or any committee thereof. Quorum shall be determined at the beginning of the meeting by the presiding officer. Any Voting Member can request to verify that a Quorum is present at any point of time during the meeting.

In the case that there is less than a quorum attending a duly called meeting of AdCom or any committee thereof, informal discussions may be held, but no actions or votes may be taken.

3.2.2. Motion

Any member of AdCom or any committee thereof may make or second a motion. Motions from a committee do not need a second.

3.2.3. Voting

In these Bylaws, approval of an action by AdCom or any committee thereof means that the action is approved by a vote of Voting Members, with or without a meeting, where said vote is held following the requirements of section 6.2 of the UFFC-S Constitution. Voting procedures differ based on the circumstances in which the vote is taken, as described in the sections below.

3.2.3.1. *Voting at Meetings*

During in-person meetings, meetings that are held solely via telecommunications, and meetings that are held where members participate via a combination of in-person and telecommunications methods, approval of an action by AdCom or any committee thereof means an affirmative vote of a majority of Voting Members who are present at the meeting when the vote is taken, provided that the Quorum is met, as required in Section 6.2 of the UFFC-S Constitution, unless stipulated otherwise. The word

“present” in this context means a physical presence in the meeting room or participation in the meeting via telecommunications equipment allowing all persons participating in the meeting to hear each other at the same time.

3.2.3.2. E-mail Vote in Lieu of a Meeting

As prescribed in Section 6.2 of the UFFC-S Constitution, AdCom or any committee thereof may take action without a meeting, by email voting. An affirmative vote of a majority of all AdCom (or committee) members eligible to vote shall be required to approve the action. The action item(s) shall be distributed to AdCom (or committee) members for discussion along with background information of the item(s) at least 1 (one) week before the discussion deadline. The voting deadline shall be at least 1 (one) week after the discussion deadline.

The results of all e-mail votes conducted shall be confirmed promptly in writing or by electronic transmission to the entire AdCom (or committee). A summary of the writings and/or electronic transmissions, including the outcome of the vote, shall be filed with the minutes of the AdCom (or committee). “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.

Should a Voting member of AdCom or any committee thereof feel that e-mail is an insufficient conduit for discussion, that Voting member may move to have the action considered via Special Meeting, as prescribed by Section 3.2.4 of these bylaws. Pursuant to approval of the motion via an affirmative vote of the majority of all Voting Members of AdCom or any committee thereof, said Special Meeting shall be arranged by the President (or committee Chair in the event of a committee meeting) or a designee expeditiously and in accordance with section 3.2.4. In special circumstances where timeliness is deemed by the President (or committee Chair in the event of a committee meeting) to be critical, a special meeting may be called with less notice than provided for in Section 3.2.4.

3.2.4. Special Meetings

Special meetings of AdCom or any committee thereof may be called by the President (or committee Chair in the event of a committee meeting), or may be arranged pursuant to a motion approved by AdCom (or by committee in the event of a committee meeting), on notice to all committee members. Such special meetings may be held as a face-to-face gathering, videoconference, or by teleconference. As specified in Section 6.2 of the UFFC-S Constitution, 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.

Notice of such special meetings, giving the time and place of the meeting, the purpose of the meeting, and any required documentation shall be provided to all Members of AdCom (or committee in the event of a committee meeting) not less than ten days before the date set for the special meeting by such routings as shall ensure prompt delivery.

3.2.5. Parliamentary Procedure

Meetings of AdCom or any committee thereof shall be conducted in accordance with IEEE governing documents and UFFC-S governing documents. All documents governing UFFC-S such as operations

manuals, policy statements, and the Bylaws shall conform to and not conflict with the provisions of the IEEE Bylaw I-300.1, which takes precedence.

In the event that said documents do not provide sufficient guidance on specific issues relating to parliamentary procedure, Robert's Rules of Order (newly revised, latest version) shall be used to provide additional guidance, as prescribed in IEEE governing documents.

3.3. Absences and Vacancies

In order to maintain a continuously-active AdCom, Members who miss two consecutive meetings shall, in the absence of extenuating circumstances as determined by AdCom, be dropped from AdCom. The procedures to remove a member from AdCom or any committee thereof shall follow those prescribed in Article 5 of the UFFC-S Constitution. A vacancy thus or otherwise created shall be filled by Presidential appointment for the unexpired term, and ratified by an affirmative vote of a majority of all Elected AdCom Members, as prescribed in Article 5 of the UFFC-S Constitution.

3.4. Nomination and Election of Elected AdCom Members

3.4.1. Nomination

A slate of nominees for forthcoming vacancies in the position of Elected AdCom Member shall be prepared by the Nominations Committee for approval by AdCom at the first scheduled AdCom meeting of the year. All nominees must be UFFC-S voting members in good standing at the time of nomination; evidence of willingness to serve shall be provided with the nomination. The total number of nominees shall be at least eight. Broadest representation from all IEEE Regions and technical areas of the UFFC-S shall be attempted for the nominations slate.

For each Elected Member position on AdCom, a nominating petition containing the signatures of at least 2% of the UFFC-S voting members as listed in the official IEEE membership records at the end of the year preceding the election, also places a nominee on the ballot. Such nominating petitions must be completed at least 28 days before the date of election. Any UFFC-S voting member who is interested in becoming a nominee through petition shall contact the Chair of the UFFC-S Nominations Committee no later than one day after the first AdCom meeting of the year so that an official IEEE society annual election website can be set up for the individual nominee to collect the petition signatures.

Petition signatures can be submitted electronically through the official IEEE society annual election website as described above, or by signing and mailing a paper petition. The name of each member signing the paper petition shall be clearly printed or typed. For identification purposes of signatures on paper petitions, membership numbers as listed in the official IEEE membership records shall be included. Only signatures submitted electronically through the IEEE society annual elections website or original signatures on paper petitions shall be accepted. Facsimiles, or other copies of the original signature, shall not be accepted.

Nominations may be presented from the floor by members of AdCom during the first AdCom meeting of the year when the Nominations Committee presents a slate of nominees for approval, provided that the nominees are UFFC-S voting members in good standing and evidence of willingness to serve is also presented. An affirmative vote by AdCom places the nominee on the ballot.

3.4.2. Election

The election to fill forthcoming vacancies for the position of Elected AdCom Member shall be by ballot to all UFFC-S voting members. The deadline for the return of the ballots shall be at least 30 days after the distribution date of the ballots. Distribution, collection, and counting of ballots shall be done by IEEE Headquarters. Ties shall be broken by a majority vote of the AdCom.

3.5. Nomination and Election of President-Elect

The Nominations Committee shall prepare a slate of at least 2 (two) nominees with nomination packages for the office of President-Elect. Nominees shall be UFFC-S voting members in good standing. In the event that less than two nominees are available, exemption to proceed with one nominee shall be obtained from the IEEE Vice President for Technical Activities. An affirmative vote of two-thirds of all Voting Members of AdCom is required to elect the single nominee.

A complete nomination package shall consist of a letter of nomination signed by at least 2 (two) AdCom Members, an up-to-date candidate biography including IEEE and UFFC-S contributions, and a position statement by the candidate. Nominees shall be included on the slate as long as a complete nomination package has been received by the Chair of the Nominations Committee at least 4 (four) weeks prior to the last scheduled AdCom meeting in an election year. Nomination packages shall be distributed to AdCom within one week after the nomination deadline. At the last AdCom meeting in an election year, the President-Elect shall be elected.

During the election process, at the discretion of the incumbent President, candidates may be invited to make brief statements and answer questions from the floor, provided such opportunity is uniformly provided to all candidates under consideration. The election shall be by secret ballot. An affirmative vote of a majority of all AdCom Members who are eligible to vote shall determine the election. In the case that there are more than two nominees, and no nominee receives the required number of votes, the nominee who received the least votes shall be removed, and the voting repeated. The incumbent President shall not vote unless there is a tie, and shall conduct this election process with the assistance of the Society Secretary and appropriate administrator(s).

3.5.1. Terms of Office

As provided in Section 5.1 of the UFFC-S Constitution, the terms of both the President and the President-Elect shall be two years. The retiring President shall not be eligible for election to the office of President-Elect for a period of ten years after completing the term of the office of President.

The President-Elect assumes the Presidency at the conclusion of the outgoing President's term as prescribed in Section 5.1 of the UFFC-S Constitution. The term of the President-Elect starts January 1st immediately following the election year.

If a President is unable to complete the first year of office, the President-Elect shall become the President and shall complete the unexpired term vacated by the President, and then shall become the Junior Past President. The election for President-Elect shall be held as soon as practical.

If the President is unable to complete the second year of office, the President-Elect shall become the President and shall complete the unexpired term vacated by the President, and then shall serve the term as President for which he/she was originally elected.

3.6. Duties of UFFC-S Officers

As provided in Article 5 of the UFFC-S Constitution, the UFFC-S Officers shall consist of the President, President-Elect, six Vice Presidents, Secretary/Treasurer (combined or separate positions), and the Junior and Senior Past Presidents. It is the expectation that all officers provide a complete, comprehensive turnover to their successors prior to the start of the successors' terms, and upon request to assist their successors to ensure continuity of Society operations. Additional provisions in this section are intended to provide general guidelines for duties and are not intended to be comprehensive nor limiting in nature.

3.6.1. President

The President shall lead the affairs of the Society, as defined in Article 5 of the UFFC-S Constitution, and shall speak for the Society on all matters not specifically delegated to others. The President or designee is automatically a member of certain IEEE committees, and in these positions is expected to promote the interest of the Society and the IEEE.

3.6.2. President-Elect

The President-Elect shall perform the Presidential duties in the President's absence or incapacity, and shall fulfill such other functions as directed by the President or by AdCom.

3.6.3. Vice Presidents

There shall be six Vice Presidents as defined in Article 5 of the UFFC-S Constitution: Ultrasonics, Ferroelectrics, Frequency Control, Publications, Symposia, and Finance. The Vice Presidents are chairs of their respective Standing Committees, with duties described in Section 5 below. Vice Presidents shall be appointed by the President (by the President-Elect in the year prior to beginning to serve as President for terms starting on January 1 of the following year) and ratified by an affirmative vote of a majority of all Elected AdCom Members.

3.6.4. Secretary/Treasurer

The Secretary/Treasurer shall be appointed by the President (by the President-Elect in the year prior to beginning to serve as President for terms starting on January 1 of the following year). Whether these are separate positions or one combined position is left to the discretion of the individual making the appointment.

The Secretary shall be responsible for keeping the records of AdCom. These responsibilities include maintaining appropriate files, preparing and distributing notices and minutes, posting minutes of AdCom on the UFFC-S website, and transmitting the same to the UFFC-S section of the IEEE archives. Draft meeting minutes, including attachments, shall be distributed or otherwise made available to AdCom Members within thirty days after the AdCom meeting with an update provided to AdCom Members before the next AdCom meeting.

The Treasurer shall be a Society fiduciary and is responsible for the financial activities of AdCom. These responsibilities include reviewing, and if approved for payment, endorsing and transmitting all bills for payment to the IEEE, and monitoring receipts and expenditures in order to ensure conformance to the Society's budget and guidelines.

3.6.5. Junior and Senior Past Presidents

The Junior and Senior Past Presidents are the immediate and the prior past presidents, respectively. The Junior and Senior Past Presidents shall advise and support the Society and its AdCom leadership and fill roles as otherwise described herein. The terms of office of the Junior and Senior Past Presidents are two years each, starting on January 1 of the calendar year after the completion of their terms in the prior position.

3.7. AdCom Student Representatives

There shall be up to three Junior and three Senior Student Representatives to AdCom, no more than two from any of the three Society technical areas. The term of the Student Representatives shall be two years, starting from January 1 of the calendar year. There shall be three new Junior Student Representatives selected each year, one from each of the three Society technical areas. Junior Student Representatives become Senior Student Representatives during the second year of their term.

The Student Representatives shall be appointed by the President (by the President-Elect in the year prior to beginning to serve as President for terms starting on January 1 of the following year).

It is desirable that Student Representatives remain students during their term of service. If a Student Representative cannot complete his or her term, a replacement shall be appointed by the President to serve the remainder of the term of the student.

The duties of Student Representatives include publicizing the Society to the broader community of fellow students, and promoting the Society to students by appropriate means as approved by AdCom, which may include the Society website, social media and other online activities, reaching out to those students attending its symposia, and other activities. The Student Representatives shall select among themselves a lead individual who shall present an oral and written report of their activities on their behalf in each AdCom meeting. The lead individual shall also keep the information on the Students sections of the UFFC-S website up-to-date.

3.8. AdCom Emeritus

AdCom Emeriti are individuals who have been long-term contributors to AdCom. AdCom Emeriti shall support the UFFC-S using their “corporate memory” and may on occasion be assigned duties by AdCom or by the President. A minimum of two AdCom Emeriti, not including those who are currently serving in other positions as AdCom Members, shall be invited by the President to attend each AdCom meeting. Emeritus candidates are recommended to AdCom by the UFFC-S Awards Committee and approved by AdCom. The term of AdCom Emeritus is life.

3.9. Policies and Procedures

Decisions on UFFC-S policies and procedures made by vote of AdCom, as reported in its minutes, are binding as written and approved. Only the most time independent procedures have been incorporated in these Bylaws. Policies and procedures approved by AdCom shall be posted on the UFFC-S website for access by UFFC-S members.

4. Society Funds

4.1. Annual Dues and General Expenditures

The Society may raise funds as specified in Article 4 of the UFFC-S Constitution and in the IEEE Bylaws and rules and regulations. Expenditures shall fall within budget projections as approved by AdCom. It is the responsibility of the Treasurer to monitor general expenditures on an ongoing basis, and in the case of anticipated deviations of 15% or more from the approved budget to consult with the Vice President for Finance and obtain AdCom approval for those expenditures. The annual Society dues for IEEE members and Affiliates shall be set by AdCom subject to approval by the IEEE. IEEE shall act as a bursar for all Society funds except as specified hereunder. Billings and receipt of the annual dues shall be handled by the IEEE.

4.1.1. Student Dues

The annual dues for students shall be 50% of the Society regular membership dues.

4.2. Symposia Funds

Financial arrangements for symposia sponsored or co-sponsored by the Society shall be covered by a separate budget with adequate safeguards against undue risk. The symposium organizing committee may authorize the Symposium Finance Chair to open an account to be used for the deposit and disbursement of funds related to the symposium, and the Symposium Finance Chair or General Chair may request a loan (or loans) from the Society's general fund to cover expenses in advance of the symposium.

All symposia must comply with IEEE audit requirements, and adhere to IEEE conference finance rules.

4.2.1. Responsibilities of Symposium General Chair

The Symposium General Chair is required to submit a formal budget to AdCom for approval at least one year before the symposium. The AdCom approved budget shall be forwarded to IEEE for inclusion in the budget process through the Vice President for Finance. The General Chair is also required to present a preliminary account of symposium income and expenses at the first scheduled AdCom meeting after the symposium, and to work with the Symposium Finance Chair to ensure the conference books are closed in a timely fashion.

4.2.2. Financial Oversight of Symposia

Financial oversight of all major Society sponsored or co-sponsored symposia in which the Society has a significant financial interest shall be provided by the Symposium Finance Chair and a Symposium Finance Co-Chair appointed by the UFFC-S Finance Committee.

The Symposium Finance Chair is responsible for preparing the symposium budget, in collaboration with the Symposium General Chair, the Symposium Finance Co-Chair, and other symposium organizing committee members as appropriate. The draft budget shall be prepared and submitted to the UFFC-S Finance Committee for review and approval at least 13 months in advance of the symposium so that the budget approved by the Finance Committee can be submitted to AdCom for approval at least one year before the symposium. The Symposium Finance Chair is also responsible for the day-to-day financial operations of the symposium, including handling all symposium related

financial transactions, and providing monthly account reconciliations to the Symposium Finance Co-Chair for review.

The Symposium Finance Co-Chair is responsible for assisting the Symposium Finance Chair as needed, and for monitoring the financial operations of the symposium and ensuring that the financial operations of the symposium are progressing satisfactorily.

The Symposium Finance Chair, the Symposium General Chair, and the Symposium Finance Co-Chair shall all be signatories on any bank accounts established on behalf of the symposium.

The Symposium Finance Chair, the Symposium General Chair, and the Symposium Finance Co-Chair shall all be signatories on any bank accounts established on behalf of the symposium.

In all conference planning, IEEE Finance and Conference policies shall take precedence.

4.3. Other

In other activities involving the Society or any of its subgroups, financial commitments shall be approved by AdCom, and prudent arrangements shall be made to safeguard the Society funds that may be involved.

5. Committees

5.1. Standing Committees

Standing Committees may be added or deleted by AdCom as the need arises through amendment of the Bylaws. Standing Committee Chairs shall be appointed by the President (by the President-Elect in the year prior to beginning to serve as President for terms starting on January 1 of the following year) and ratified by an affirmative vote of a majority of all Elected AdCom Members. While the terms of office shall be one year, consecutive terms of office are not limited by these Bylaws.

UFFC-S Standing Committees shall be:

- Ultrasonics
- Ferroelectrics
- Frequency Control
- Symposia
- Finance
- Publications
- Awards
- Fellows
- History
- Member Services
- Nominations
- Chapters
- Women-in-Engineering
- Education
- Standards
- Strategic Planning

The Chairs of the first six listed Standing Committees are Society Vice Presidents and are Voting Members of AdCom. The duties of the Standing Committees as listed below are intended to be general guidelines, and serve only as minimum requirements. The Chairs shall prepare written and oral reports for presentation to AdCom at each regularly scheduled AdCom meeting.

5.1.1. Three Technical Standing Committees

The Society is comprised of three Technical Standing Committees: Ultrasonics, Ferroelectrics, and Frequency Control. The UFFC-S Vice Presidents for Ultrasonics, Ferroelectrics, and Frequency Control are the Chairs of their respective Committees. The Committee members are appointed by the Committee Chairs pursuant to procedures adopted by each Committee. The Committees shall encourage the development of technical activities and standards related to their respective technical areas, and shall promote the Society as the focal point of these activities.

The Committees shall be responsible for selecting symposia General Chairs, locations, and schedules, and submitting the names of the General Chairs and locations to AdCom for review and approval, and shall ascertain that preparations for each symposium are progressing satisfactorily. After the General Chairs and locations have been approved, the Symposium Finance Chair and Co-Chair shall develop the budgets of the symposia for approval by AdCom according to the procedures prescribed in Section 4.2 “Symposia Funds”. The Committees shall support their symposia organizing committees and ensure that the symposia plans are in accordance with Society and Committee policies and IEEE directives. Committee activities also include the organization of workshops, tutorials, and the organization of topical sessions in their technical areas at other IEEE conferences. The Committees shall be responsible for administering their respective technical awards that are monitored by the UFFC-S Awards Committee as specified in Section 5.1.5 below. The Committees shall each appoint a web editor who shall work with the UFFC-S Web EIC to keep the respective sections of the UFFC-S website up-to-date.

5.1.2. Symposia

The Vice President for Symposia is the Chair of the Symposia Committee. The Committee members shall consist of the Vice Presidents for Ultrasonics, Ferroelectrics, and Frequency Control, the General Chairs who are AdCom Members as defined in Section 3.1, and others who may be appointed by the Chair. The Symposia Committee is responsible for developing and maintaining archival information about the conduct and procedures used in Society symposia, including an assessment of lessons learned and best practices, and for collecting and archiving statistical data from each of the symposia sponsored by the UFFC-S. The Committee informs and encourages the sharing of best practices among the three Symposium Organizing Committees in the three Society technical areas. The committee supports the Symposia Organizing Committee General Chairs in their responsibilities, and ensures that Society symposia practices are in consonance with IEEE conference policies, and that all required documents are submitted to the IEEE. The Committee shall also support preparation and approval of Memoranda of Understanding (MOUs) for cosponsored symposia.

5.1.3. Finance

The Vice President for Finance is the Chair of the Finance Committee. The members of the Committee shall consist of all other Vice Presidents, the Symposia Finance Co-Chairs appointed by the Finance Committee, and the Society Treasurer. Additional members may be appointed by the Committee Chair. The Treasurer shall act as Vice-Chair of the committee.

The duties of the Finance Committee are to establish a long range financial policy for the Society and to monitor and analyze its financial data. It shall prepare the annual Society budget, submit the budget to AdCom for approval and submission to the IEEE, and shall report the financial status of the Society to AdCom. The Committee shall act as the sole interface between the Society and IEEE on all financial matters. The Committee shall review each Symposium Budget and Financial Report before it is submitted to AdCom for approval, and after approval shall submit these documents to the IEEE.

5.1.4. Publications

The Vice President for Publications is the Chair of the Publications Committee. The Committee shall consist of the Editor-in-Chief (EIC) and EIC-Elect of the Transactions, the Newsletter EIC, the Web EIC, as well as the Symposia Proceedings Editors. Additional members may be appointed by the Chair. The Committee's responsibilities are to establish a long range publications policy; evaluate the relevance, quality, timeliness, and cost of the publications; and negotiate contracts (excluding symposium proceedings contracts) and make recommendations on resources required to best serve the Society. The Vice President for Publications shall act as liaison with the IEEE Publications Services and Products Board (PSPB) and with IEEE Publication Services or external vendors providing publication services to the UFFC-S.

The Society shall publish a Transactions, a Newsletter (which may be in web column or other web-based format), a Proceedings for each Symposium sponsored or co-sponsored by the Society, a Digital Archive and a Website.

The UFFC-S President, with the review and approval of AdCom, shall appoint a Transactions EIC-Elect at least one year before the expiration of the last term of incumbent EIC or as soon as possible should the EIC-Elect position become vacant, with input from the Vice President for Publications, the incumbent EIC, and AdCom. At the expiration of the term of the incumbent EIC, the Transactions EIC-Elect shall become the EIC. The Vice President for Publications shall appoint the Newsletter EIC and Web EIC. These appointments (Newsletter EIC and Web EIC) are subject to the review and approval of AdCom. The editors for the Symposia Proceedings shall be appointed by the General Chairs of the relevant symposia.

5.1.4.1. Transactions

The IEEE Transactions on Ultrasonics, Ferroelectrics, and Frequency Control shall be the primary publication of the Society. It shall contain technical papers and review articles. The EIC is responsible for the Transactions format, publication schedule and content. Modification of the format or schedule shall be subject to review and approval of AdCom. The EIC is also responsible for recruiting qualified Associate Editors who are responsible for selecting appropriate manuscript reviewers, assembling an Editorial Board to assist the EIC on strategic matters and to act in an advisory role, overseeing the quality and timeliness of the review and publication processes, and communicating with contributors. Rules for manuscript preparation shall be published in the Transactions. Paper review procedures shall be administered in accordance with IEEE and Society policies. The EIC may appoint guest editors for special issues and may delegate corresponding responsibility for assembling the technical papers. The EIC shall also keep the information on the Transactions sections of the UFFC-S website up-to-date.

The responsibility of the EIC-Elect shall be to prepare for a smooth transition to EIC. The term of office of the EIC shall be three years, with an opportunity for reappointment to one additional term. The terms of office for the Associate Editors and the Editorial Board members shall be three years, with an opportunity for reappointment to additional terms.

5.1.4.2. Newsletter

The Newsletter shall be published in a web column or other web-based format in a timely manner. The Newsletter shall contain a historical record of Society administration including AdCom and Standing Committee activities, awards, Symposia highlights, and other items of interest to members of the Society. Working with the UFFC-S Web EIC, the Newsletter EIC shall have the responsibility of assembling the news material for posting on the UFFC-S website.

5.1.4.3. Website

The Society website shall contain items of interest to members of the Society. This especially includes Society symposia, Society governance information, major committees and activities, news items, and the Digital Archive. As updated information of each section is posted, older contents of that section shall be placed into pages for the section to permanently archive the history of the activities of UFFC-S. Past news items of UFFC-S Newsletters shall be permanently archived with time stamps in the news sections and be made easily accessible. The Web EIC shall be responsible for the Society's website.

5.1.4.4. Symposium Proceedings

A Symposium Proceedings shall be published for each Symposium sponsored or co-sponsored by the Society, and shall contain only papers presented at that Symposium. The Proceedings Editor shall be a member of the relevant symposium organizing committee. In all aspects, the Proceedings Editor shall follow relevant guidelines of IEEE, AdCom, and respective Technical Standing Committees of the UFFC-S.

5.1.5. Awards

The Awards Committee shall consist of at least five members appointed by the Chair, not more than three of whom shall be present AdCom Members, with representation from each of the three Society technical areas. The Awards Committee members shall be anonymous and are eligible for appointment for six consecutive one-year terms. Members retired from this Committee shall be eligible for reappointment after a lapse of one or more years. Members of the Committee are not eligible to be candidates for Society awards for which the Committee is considering. The Awards Committee annually shall select candidates and make final decisions for the UFFC Achievement Award, Distinguished Service Award, and Outstanding Paper Award(s); and select candidates for the Distinguished Lecturer Award(s) and AdCom Emeriti for subsequent review and approval by AdCom. Additionally, the Committee shall prepare Certificates of Appreciation for AdCom and committee members who are completing their tenure; prepare a plaque for the retiring UFFC-S President in the last year of his/her Presidency; monitor awards presented by the three Society technical areas; and select candidates and prepare nominations for the various IEEE Awards. Additional Awards may be awarded by the UFFC-S Standing Committees. The Awards Committee shall also keep the information on the Awards sections, including sections of Distinguished Lecturers, of the UFFC-S website up-to-date.

5.1.6. Fellows

The Society's Fellows Committee shall consist of at least five members appointed by the Chair, all of whom must be Fellows. The chair shall endeavor to renew committee membership periodically. The Fellows Committee members shall be anonymous. The Fellows Committee shall be responsible for receiving and evaluating nominations for Fellow grade candidates engaged in the fields of activity

covered by the Society. The Committee shall make recommendations concerning these nominations on behalf of the Society. Its deliberations and conclusions are confidential and shall only be transmitted to the IEEE Fellows Committee. Members of the Fellows Committee shall not serve as Fellow nominators or references. The Fellows Committee shall provide the information on newly elected IEEE Fellows of UFFC-S to the UFFC-S Newsletter EIC and the UFFC-S Web EIC in a timely manner for inclusion in the Newsletters and posting on the UFFC-S website.

5.1.7. History

The Society's History Committee shall consist of the Chair and at least three members, one from each of the three Society technical areas, appointed by the Chair. The History Committee shall be responsible for maintaining a historical record of the Society, obtaining oral histories of significant technical contributors in fields relevant to the technical activities of the UFFC-S, keeping history sections of the UFFC-S website up-to-date, submitting relevant records to the IEEE Engineering and Technology History Wiki, participating in IEEE historical events, and publishing Society historical articles.

5.1.8. Member Services

The Member Services Committee shall consist of at least three members appointed by the Chair, one from each of the three Society technical areas. The Committee shall encourage IEEE and UFFC membership, recruitment of UFFC-S student members, promotion of eligible members to senior membership status, initiate membership drives, prepare membership material for special mailings, and organize a membership booth at all Symposia sponsored or financially co-sponsored by the Society. The Chair shall maintain society membership statistics, provide the statistics and membership information to AdCom Committees as needed, keep information on the membership sections of the UFFC-S website up-to-date, and interface with the Membership Development Committee of the IEEE.

5.1.9. Chapters

The UFFC-S Chapters Committee shall consist of at least three members appointed by the Chair, one from each of the three Society technical areas. The Committee shall actively promote the generation of new UFFC-S Chapters and Student Branch Chapters, maintain an up-to-date list of officers of all existing UFFC-S Chapters and Student Branch Chapters and their activities on the UFFC-S website, monitor their activities to ensure that they remain active, and review financial and other support requests from Chapters and coordinate with the Society Treasurer and other appropriate resources to assist in Chapter activities. The Committee Chair shall interact with the IEEE Member and Geographic Activities (MGA) to get Chapters related information.

5.1.10. Women-in-Engineering

The UFFC-S Women-in-Engineering Committee shall consist of a Chair and at least three members appointed by the Chair, one from each of the three Society technical areas. The Committee shall actively promote the participation of women engineers and women engineering students in UFFC-S activities and administration, and shall develop and maintain an informal network of UFFC-S members that can provide mentoring for development of their professional careers in engineering. The Committee shall organize at least one activity at each of the three annual UFFC-S symposia every year. The Chair of the Committee shall be the liaison to IEEE Women-in-Engineering. The Committee shall encourage all UFFC-S members, independent of gender, who support the cause of

Women-in-Engineering to participate in its organized activities. The Committee shall also maintain the Women-in-Engineering sections of the UFFC-S website and keep the website up-to-date.

5.1.11. Education

The Education Committee shall consist of the Chair and at least six members appointed by the Chair, two from each of the three Society technical areas. The UFFC-S Student Advisor, Web EIC, WIE Chair, and Member Services Chair shall also be members of the Committee. The Committee shall actively promote the UFFC-S through educational programs, including generating proposals for fellowships funded by industry, educational courses at various institutions, educational webinars, and tutorial or review-like papers for IEEE TUFFC and UFFC-S symposia. The Committee shall also consider other educational opportunities such as Summer School and Student Design Competitions at the symposia and other meetings sponsored by the UFFC-S if the Committee feels that these activities would benefit a large number of people. Plans for all Committee activities involving or representing the UFFC-S, interfacing with external organizations, establishing educational programs, or expenditure of funds shall be presented to AdCom for approval prior to beginning execution of the plans. The Committee shall also maintain the Education sections of the UFFC-S website and keep the website up-to-date.

5.1.12. Nominations

The Junior Past President of the UFFC-S shall be the Chair of the Nominations Committee. The Chair of the Nominations Committee shall appoint Committee members for ratification by AdCom. The Committee shall have representation from the three Society technical areas. In the event of the unavailability or conflict of interest of the Junior Past President, the most recent Past Chair of the Nominations Committee or an available Past President of the UFFC-S shall be the Chair of the Nominations Committee. In extenuating circumstances, a different individual may be appointed to this position. The Chair shall not be eligible to stand for election for the position of Elected AdCom Member or President-Elect during his/her term of service.

The Committee shall annually prepare a slate of nominees for election to AdCom, as prescribed in Section 3 of these Bylaws. It shall solicit and prepare candidate biographies and photos for inclusion with the ballots. The Committee shall also prepare a slate of candidates for President-Elect in the election years, as prescribed in Section 3 of these Bylaws. The Nominations Committee shall provide the information on newly elected AdCom members to the UFFC-S Newsletter EIC and the UFFC-S Web EIC in a timely manner for inclusion in the Newsletters and posting on the UFFC-S website.

A Nominations Committee member may not be a nominee for another AdCom position for which the Committee is responsible for making nominations, unless the member resigns from the Committee prior to its first meeting of the year in which the nomination shall be made.

5.1.13. Standards

The Chair of the Standards Committee shall, in coordination with the Technical Standing Committees, appoint subcommittee chairs who shall constitute subcommittees to handle specific technical standards. The Standards Committee consists of the Chair and the Subcommittee Chairs. The Chair shall be an ex-officio member of all such UFFC standards subcommittees. The Standards Committee shall be responsible for establishing and reviewing IEEE Standards within the Field of Interest of the Society. The Committee shall periodically upgrade existing standards and shall initiate standards in

new areas as appropriate. The Committee shall maintain the Standards sections of the UFFC-S website and keep the website up-to-date.

5.1.14. Strategic Planning

The Strategic Planning Committee shall consist of members appointed by the Chair, with representation from each of the three Society technical areas. The Committee shall review Society activities and goals, remain cognizant of IEEE-wide strategic initiatives, and suggest strategies for the long-term health of the Society. The Committee shall present its recommendations to AdCom for review and possible action.

5.2. Ad Hoc Committees

Special or Ad Hoc Committees may be created by the President without approval by AdCom as the need arises, as provided for in Section 5.3 of the UFFC-S Constitution. The President shall define the purpose of the Committee and may provide guidance for how long the Committee shall be constituted, the number of members the Committee shall have, how the members are to be selected, and the terms of office of the Chair and the members. All Ad Hoc Committees should disband at the end of the calendar year or the end of the appointing President's term of office. The Ad Hoc Committee may be reappointed by the President's successor.

6. Amendment of Bylaws

Amendments to these Bylaws may be adopted by an affirmative vote of two-thirds of all Voting Members of AdCom, 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 submitted to the IEEE Vice President for Technical Activities for approval. After such approval, it 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 all necessary approvals and notifications have taken place.