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2 Original Constitution approved: 10/10/1957  
3 Amended: 5/11/70, 7/3/72, 10/17/74, 9/22/76, 6/24/86, 6/24/96, 11/7/97, and 1/18/2008  
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5

6 CONSTITUTION

7  
8 IEEE EDUCATION SOCIETY

9  
10 Article I

11  
12 Name and Object

13  
14 Section 1. This organization shall be known as the Education Society of the Institute of Electrical and  
15 Electronics Engineers, Inc.  
16

17 Section 2. Its objectives shall be scientific, literary, and educational in character. The Society shall strive for  
18 the advancement of the theory and practice of electrical and computer engineering and of the allied arts and  
19 sciences, and the maintenance of a high professional standing among its members and affiliates, all in  
20 consonance with the Constitution and Bylaws of the IEEE and with special attention to such aims within the  
21 field of interest of the Society as are hereafter defined.  
22

23 Section 3. The Society shall aid in promoting close cooperation and exchange of technical information  
24 among its members, and to this end hold meetings for the presentation of papers and their discussion, and  
25 through its committees shall study and provide for the needs of its members.  
26

27 Article II

28  
29 Field of Interest

30  
31 Section 1. The field of interest of the Society shall be Educational Methods, Educational Technology,  
32 Instructional Materials, History of Science and Technology, and Educational and Professional Development  
33 Programs within Electrical Engineering, Computer Engineering, and allied disciplines.  
34

35 Section 2. The field of interest of the Society may be enlarged, reduced, or shifted moderately as the needs  
36 of the occasion indicate with the provision that such revisions shall be processed as an amendment to this  
37 Constitution.  
38

39 Article III

40  
41 Membership

42  
43 Section 1. Membership in the Society shall be available to all members of the IEEE in any grade, including  
44 students, having a professional interest in any phase of the field of interest of the Society.  
45

46 Section 2. Society membership privileges are available to other qualified personnel in accordance with IEEE  
47 policies concerning affiliates. The Education Society bylaws shall define any special limitations in the  
48 application of these policies to the Education Society.  
49  
50

1 Article IV

2  
3 Financial Support

4  
5 Section 1. The Society shall collect from its members and affiliates an annual assessment or fee, in  
6 accordance with the IEEE bylaws and applicable rules and regulations. The amount of the fee shall be  
7 prescribed in the bylaws.

8  
9 Section 2. The society may make registration charges at its Society meetings, symposia, conferences, and  
10 conventions. The registration fee for non-members of the IEEE may be higher than for IEEE members or  
11 affiliates.

12  
13 Section 3. The society may raise revenues by other means, such as advertising, shows, requests for  
14 contributions, and charges for sending out notices to non-Society members, provided such means are  
15 consistent with applicable IEEE rules and regulations. Any new revenue means not explicitly covered by  
16 IEEE rules and regulations must be approved by the General Manager before being adopted by the Society.

17  
18 Article V

19  
20 Administration

21  
22 Section 1. The Society shall be managed by an Administrative Committee of 12 elected members of the  
23 Society plus members “ex-officio with vote” as specified in the bylaws. (There may also be members “ex-  
24 officio without vote.”)

25  
26 Section 2. Sub-Societies may be formed as provided in the IEEE rules and regulations, and the nature of sub-  
27 Societies, and the supervision of sub-Society affairs other than by the Administration Committee, shall be  
28 prescribed in the bylaws.

29  
30 Section 3. The terms of the 12 members-at-large of the Administrative Committee shall be for three years,  
31 four (1/3 total member of number of members-at-large) members to be elected each year. Only two  
32 consecutive full terms are permitted, but eligibility is restored after a lapse of one year.

33  
34 Section 4. The Administrative Committee shall, prior to December 1 of each year, elect a President, Vice-  
35 President, Secretary, and Treasurer. These terms shall be for one year, January 1 - December 31. A  
36 President may not be reelected for more than two consecutive terms.

37  
38 Section 5. Newly elected President, Vice-President, Secretary, Treasurer, and members of the Administrative  
39 Committee shall assume office on the first of January each year, unless a different time is provided by the  
40 bylaws.

41  
42 Section 6. The duties and responsibility of the officers shall be as defined hereunder and in the bylaws and  
43 as delineated by the Administrative Committee.

44  
45 Section 7. The President, under direction of the Administrative Committee, shall have general supervision of  
46 the affairs of the Society. He/she shall preside at meetings of the Administrative Committee, at general  
47 meetings of the Society, and at the “Annual Meeting of the Society”, and have such other powers and  
48 perform such other duties as may be provided in the Society bylaws, or as may be delegated to the President  
49 by vote of the Society Administrative Committee. In the President’s absence or incapacity, the President’s  
50 duties shall be performed by the Vice-President.

51  
52

1 Section 8. The President shall be an ex-officio member of all Committees of the Society. Further, as a  
2 member of the IEEE Technical Activities Board, the President shall represent the Society at meetings of the  
3 Board, or designate an alternate, such as the Vice-President or Secretary, to represent the Society. If an  
4 alternate cannot be found, the President shall present the views of the Society by a letter of proxy.  
5

6 Section 9. The Administrative Committee may establish standing or ad hoc committees as prescribed in the  
7 bylaws, including both functional committees (e.g. Awards, Chapters, Membership, Nominations) and  
8 technical committees. Technical Committees may be established as needed to develop specific areas of the  
9 field of interest. All appointments to committee and similar posts will be for a term of one year or until  
10 successors are appointed or the committee is dissolved.  
11

12 Section 10. The Administrative Committee may utilize the services of Headquarters as bursar, for all or part  
13 of the Society funds, as provided by the IEEE bylaws and rules and regulations. If any part of the Society  
14 funds are received and deposited separately, the terms and conditions shall be in accordance with IEEE  
15 policies and subject to the provisions of the Society bylaws and to any special limitations imposed by the  
16 Administrative Committee.  
17

18 Section 11. Neither the Education Society, nor any officer or representative thereof, shall have any authority  
19 to contract debts for, pledge the credit of, or in any way bind the IEEE except within prior approved budgets.  
20

## 21 Article VI

### 22 Nomination and Election of Administrative Committee

23  
24  
25 Section 1. The nominating procedure shall include provision for petition by Society members to place a  
26 name on the ballot.  
27

28 Section 2. Election of the 12 members-at-large of the Administrative Committee shall be as prescribed in the  
29 bylaws.  
30

31 Section 3. Within-term-vacancies on the Administrative Committee shall be filled by appointments, for the  
32 unexpired terms, by the President with the consent of the Committee.  
33

## 34 Article VII

### 35 Meetings

36  
37  
38 Section 1. The Societies may hold meetings, conferences, symposia, or conventions either alone or in  
39 cooperation with Sectional, Regional, or National Convention Committee of the IEEE, or other technical  
40 organizations, subject to IEEE rules and regulations. The Society shall sponsor at least one technical  
41 conference of national scope each year, which may be held during the International Convention, or during  
42 some other IEEE meeting, or as separate conference.  
43

44 Section 2. Meetings, Conferences, or Conventions of the Society shall be open on an equal basis to all  
45 members of the IEEE. The Society may not sponsor or cosponsor a meeting which is subject to security  
46 clearance.  
47

48 Section 3. The Administrative Committee shall hold at least two meetings, one an Annual Meeting at a time  
49 specified in the bylaws. Other meetings of the Administrative Committee shall be held at such times as are  
50 found necessary and/or convenient. Special meetings of the Committee may be called by the President of the  
51 Society at his/her own discretion or upon request of three other members of the Committee.  
52  
53

1 Section 4. A majority of the voting members of the Administrative Committee or any committee thereof  
2 shall constitute a quorum. All members shall have an equal vote. Individuals holding more than one position  
3 on the Administrative Committee, or any committee thereof, shall be limited to one vote on each matter being  
4 considered by the Administrative Committee or committee. Proxy voting is not allowed. Ex-officio  
5 members will not have a vote unless the bylaws specifically provide otherwise.  
6

7 Section 5. The vote of a majority of the members present and entitled to vote, provided a quorum is present,  
8 shall be the act of the Administrative Committee or any committee thereof, except as otherwise provided in  
9 this Constitution.  
10

11 Section 6. The Administrative Committee or any committee thereof may meet and act upon the vote of its  
12 members by any means of telecommunication. The normal voting requirements shall apply when action is  
13 taken by means of telecommunications equipment allowing all persons participating in the meeting to hear  
14 each other at the same time.  
15

16 Section 7. The Administrative Committee or any committee thereof may take action without a meeting if  
17 applicable (e.g., email voting). An affirmative vote of a majority of all the voting members of the  
18 Administrative Committee or any committee thereof shall be required to approve the action. The results of  
19 the vote shall be confirmed promptly in writing or by electronic transmission. The writings and/or electronic  
20 transmissions shall be filed with the minutes of the proceedings of the Administrative Committee or any  
21 committee thereof. "Electronic transmission" means any form of electronic communication, such as e-mail,  
22 not directly involving the physical transmission of paper, that creates a record that may be retained, retrieved  
23 and reviewed by a recipient thereof, and that may be directly reproduced in paper form by such a recipient.  
24

## 25 Article VIII

### 26 Publications

27  
28  
29 Section 1. Publications undertaken by the Society shall be subject to IEEE policies and to any further  
30 guidance or controls prescribed by the Administrative Committee or its duly appointed committees. The  
31 Society shall be responsible for the financial aspects of its publication program.  
32

33 Section 2. The President, with the advice and consent of the Administrative Committee, shall appoint such  
34 editors as may be required to implement the publication program. The duties of an editor, and the editor's  
35 compensation, if any, shall be prescribed in the bylaws.  
36

## 37 Article IX

### 38 Amendments

39  
40  
41 Section 1. Amendments to this Constitution may be initiated by petition submitted by twenty-five members  
42 of the Society or by the Administrative Committee, such petition being submitted to the IEEE Technical  
43 Activities Board, and to the Executive Committee of the IEEE for approval. After such approval, the  
44 proposed amendments shall be published in the Society Transactions or Newsletter, or otherwise publicized  
45 by direct mailing to the membership with notice that it goes into effect unless ten percent of the Society  
46 members object within 30 days. If such objections are received, a copy of the proposed amendment shall be  
47 mailed with a ballot to all members of the Society at least 30 days before the date appointed for return of the  
48 ballots, and the ballots shall carry a statement of the time limit for their return to the IEEE office. When a  
49 mail vote of the entire Society membership is made necessary, approval of the amendment by at least two-  
50 thirds of the ballots legally cast shall be necessary for its enactment.  
51  
52

1 Section 2. Suitable bylaws, and amendments thereto, may be adopted by a two-thirds vote of the  
2 Administrative Committee present and entitled to vote, provided a quorum is present, provided that notice of  
3 the proposed bylaws, or amendment, has been sent to each member of the Administrative Committee at least  
4 a week prior to such a meeting; or a bylaw, or amendment, may be adopted by a two-thirds mail vote of the  
5 members of the Administrative Committee provided a 30-day period is provided for such responses. In either  
6 event, the proposed bylaw or amendment shall be published in the Society Transactions or Newsletter. No  
7 bylaw, or amendment, shall take effect until it has been published and has been mailed to the Technical  
8 Activities Secretary of the IEEE, and he/she has obtained approval of the General Manager.

9  
10 Section 3. All amendments to the Constitution or bylaws shall become effective immediately after the  
11 affirmative vote, and all required approvals have been obtained, unless a later date has been specified at the  
12 time the vote is taken.

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14

1 Bylaws Amended: 11/3/1995, 11/7/97, 6/30/98, 6/18/02, 11/7/03, 10/22/04, and 1/18/2008  
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## 5 BYLAWS

### 7 IEEE EDUCATION SOCIETY

8  
9 1. These Bylaws provide detailed guidance for the supervision and management of the Society affairs;  
10 in accordance with the Society Constitution, amendments may be made by means of the procedures described  
11 in Article IX, Section 2, of the Constitution.  
12

13 2. Membership: There shall be only one grade of general Society membership available to all IEEE  
14 members or to members in other societies that have been recognized by specific action of the Society  
15 Administrative Committee. A list of approved societies will be maintained by the Technical Activities  
16 Secretary of IEEE. Further, other members may join in accordance with any other provision that may be  
17 incorporated in the IEEE rules and regulations.  
18

19 2.2 Students: An exception to the annual fee shall be made for students, as prescribed by IEEE rules and  
20 regulations.  
21

22 2.3 Special Provisions: Any special members (life, or other honorary) and affiliates of the Society on  
23 January 1, 1970 may continue even though their respective attainment of such special membership or  
24 affiliation was by a means other than as defined above.  
25

26 3. Administrative Committee: Article V, Section 1, of the Constitution provides that the Administrative  
27 Committee shall consist of 12 elected members-at-large plus ex-officio members. Article VII, Section 4,  
28 provides that a quorum shall be a majority of the voting members of the Administrative Committee or any  
29 committee thereof, without distinction between the members-at-large and the ex-officio members with vote,  
30 and that all members shall have an equal vote. Individuals holding more than one position on the  
31 Administrative Committee shall be limited to one vote on each matter being considered by the Administrative  
32 Committee. Ex-officio members with vote are the four elected officers, the Junior and Senior Past  
33 presidents, and the chairs of the standing committees. The presiding officer of the Administrative Committee  
34 shall have no vote on the Administrative Committee except if the vote is by secret ballot or unless the Chair's  
35 vote can change the outcome of the vote.  
36

37 3.1 Each retiring Society President shall be designated the Junior Past President, and his/her immediate  
38 predecessor shall be designated the Senior Past President. These persons shall serve as ex-officio members  
39 with vote. If either or both are elected member-at-large or are appointed a Standing Committee Chair, there  
40 shall be only one vote.  
41

42 3.2 Unless otherwise provided, a majority vote of the members attending an Administrative Committee  
43 meeting and entitled to vote, provided a quorum is present, shall be sufficient for the conduct of its business.  
44

45 3.3 In order to ensure a continuously active Administrative Committee, elected Administrative  
46 Committee members who miss three consecutive meetings will be dropped from membership in the absence  
47 of extenuating circumstances. Vacancies thus or otherwise created shall be filled by the appointments for the  
48 unexpired terms by the President with the consent of the Administrative Committee.  
49

50 3.4 Robert's Rules of Order shall govern conduct of Administrative Committee meetings on all matters  
51 not otherwise specified in these Bylaws or the Constitution.  
52  
53

1 3.5 The Administrative Committee shall hold a meeting each fall, at which elections will be held to fill  
2 vacancies among the at-large members of the Administrative Committee to occur on the succeeding January  
3 1st. If the Nominating Committee has not submitted at least two nominees for each vacancy, the  
4 Administrative Committee may add nominees if any members thereof see fit to do so. A plurality of votes  
5 shall elect. Ties shall be broken by the Administrative Committee. The Administrative Committee may  
6 make contingent elections to be effective in case an elected member fails to accept the office, or a  
7 disapproval is received from Headquarters. The President and Secretary of the Administrative Committee  
8 shall submit the names of such elected members to the Chairman of the Technical Activities Board. Unless  
9 disapproval of such elected members is received within 60 days of such transmittal, the election shall become  
10 final.

11  
12 4. Officers: The Nominating Committee shall submit nominations for President, Vice-President,  
13 Secretary, and Treasurer to all members of the Administrative Committee. Ballots shall be completed prior  
14 to December 1st and a majority of ballots shall determine election.

15  
16 4.1 The term of elected officers shall be one year, commencing on January 1st. The President may be re-  
17 elected to a second term of one year. He/She shall not again be eligible for election to the Presidency until a  
18 lapse of one year. The Vice-President and Secretary may hold office for not more than two consecutive  
19 years. Eligibility is restored after a lapse of one year. The Treasurer may hold office for up to 6 consecutive  
20 years. Eligibility is restored after a lapse of one year.

21  
22 4.2 All officers shall continue to serve until their successors take office.

23  
24 4.3 The President shall supervise the affairs of the Society and shall speak for the Society on all matters  
25 not specifically delegated to others.

26  
27 4.4 The Vice-President shall fulfill the duties of the President in his/her absence or incapacity. He/she  
28 shall fulfill such other functions as the President of the Society from time to time directs. The Vice-President  
29 shall serve as the chair of the Awards Committee. In lieu of the history committee, the Vice-President shall  
30 serve as liaison to the IEEE Center for the History of Electrical Engineering.

31  
32 4.5 The Secretary shall be responsible for keeping the records of the Administrative Committee in the  
33 areas commonly ascribable to this function. He/She shall prepare and distribute reports, notices, or such  
34 documents as may be required by the President and the Administrative Committee.

35  
36 4.6 The Treasurer shall be responsible for keeping the records of the Administrative Committee in the  
37 areas commonly ascribable to this function. Any nominee for Treasurer must have served the Society as  
38 Finance Chair for at least two years, or served in a similar capacity within the IEEE organization for the same  
39 time, in order to be able to understand the complexities of IEEE finances.

40  
41 5. Nominating Committee: The Nominating Committee shall be reconstituted by the Society President  
42 on or before July 15th each year. The Nominating Committee shall consist of a chair and four or more  
43 members of the Society, not more than half of whom may be members of the Administrative Committee. At  
44 least two thirds of the voting members of the Nominating Committee shall be elected or appointed by the  
45 Administrative Committee. The Junior Past President shall serve as the committee chair, and one of the other  
46 committee members shall be designated as the committee secretary. In the event of the incapacity or conflict  
47 of interest of the Chair, the most recent Past Chair of the Nominating Committee available shall be the Chair  
48 of the Nominating Committee. With extenuating circumstances, a different individual may be appointed to  
49 this position.

50  
51

1 5.1 The Society President each year shall issue instructions to the Chair of the Nominating Committee  
2 prior to July 15th to ensure an orderly progression and completion of the election procedures.  
3

4 5.2 Chairs of the Nominating Committee shall not be eligible to be elected to the Administrative  
5 Committee during their term of service. A member of the Nominating Committee may be nominated and run  
6 for a position for which such member's respective Nominating Committee is responsible for making  
7 nominations only on the following conditions: (i) the nomination is not made by a member of the same  
8 Nominating Committee and (ii) the member resigns from the Nominating Committee prior to its first meeting  
9 of the year in which the nomination shall be made.  
10

11 5.3 Slates of nominees for officers and members-at-large vacancies of the Administrative Committee  
12 shall be prepared by the Nominating Committee. Recommendations for such nominees shall be solicited by a  
13 letter and/or e-mail sent to the Chairs of all Sub-Societies and Standing Committees by August 1st. In  
14 addition, the Chair of the Nominating Committee shall publish a call for nominations and distribute it to the  
15 entire Society membership by August 1st; such distribution shall be done electronically (e-mail distribution  
16 list and Society web site) and/or in print (Society newsletter). Recommendations and petitions are to be  
17 submitted to the Nominating Committee at least 28 days before the date of the election.  
18

19 5.4 For positions elected by the Administrative Committee, a nominating petition carrying a minimum of  
20 25 names of Society members, excluding students, shall automatically place a nominee on the slate to be  
21 presented to the Administrative Committee.  
22

23 5.5 For positions elected by the Society membership, the number of signatures required on a petition  
24 shall be determined in accordance with IEEE Bylaws as follows. For all positions where the electorate is less  
25 than 30,000 voting members, signatures shall be required from 2% of the eligible voters. For all positions  
26 where the electorate is more than 30,000 voting members, 600 signatures of eligible voters plus 1% of the  
27 difference between the number of eligible voters and 30,000 shall be required. Members shall be notified of  
28 all duly made nominations prior to the election. Prior to submission of a nomination petition, the petitioner  
29 shall have determined that the nominee named in the petition is willing to serve, if elected; evidence of such  
30 willingness to serve shall be submitted with the petition. Signatures can be submitted electronically through  
31 the official IEEE society annual election website, or by signing and mailing a paper petition. The name of  
32 each member signing the paper petition shall be clearly printed or typed. For identification purposes of  
33 signatures on paper petitions, membership numbers or addresses as listed in the official IEEE membership  
34 records shall be included. Only signatures submitted electronically through the IEEE society annual  
35 elections website or original signatures on paper petitions shall be accepted. Facsimiles, or other copies of  
36 the original signature, shall not be accepted. The number of signatures required on a petition shall depend on  
37 the number of eligible society voters, as listed in the official IEEE membership records at the end of the year  
38 preceding the election.  
39

40 5.6 In the preparation of the slate of nominees and in the election, proper consideration shall be given to  
41 both geographical representation and technical interests. In particular, the Nominating Committee shall  
42 actively encourage trans-national participation in the Administrative Committee by nominating candidates  
43 from outside Regions I through VI.  
44  
45

46 6. Sub-Societies: Sub-Societies are voluntary associations of a significant portion of the total Society  
47 membership and, hence are not equivalent to the Standing Committees, which are appointive.  
48

49 6.1 Chapters: Chapters are Sub-Societies organized on a geographical basis. This subject is fully treated  
50 in the IEEE Bylaws, in the IEEE Societies Section of the Technical Activities Manual, and in the Section  
51 Manual.  
52  
53

1 6.2 Technical Sub-Societies: A technical Sub-Society may be organized to cover a specified portion of  
2 the field of interest of the Society. Each technical Sub-Society shall be governed by a Technical Committee.  
3 Sub-Societies may organize sessions at a Society Symposium or Technical Conference and may also organize  
4 separate, specialized symposia. Sub-Societies may organize special issues of the Transactions or special  
5 section in an issue. Any service for Sub-Society members, beyond those provided all Society members, must  
6 be paid for by the Sub-Society members. If this takes form of a special Sub-Society assessment, its form and  
7 amount must be endorsed by the Administrative Committee and approved by the General Manager of the  
8 IEEE.

9  
10 7. Publications: The Society shall sponsor such publications as are recommended by the Publications  
11 Committee and approved by the Administrative Committee. The President, with the advice and consent of  
12 the Administrative Committee, shall appoint the editor for each publication.

13  
14 7.1 Term Of Office: An editor may serve indefinitely subject to mutual agreement with the President.  
15 The compensation for an editor may be set by the President, with the advice and consent of the  
16 Administrative Committee.

17  
18 7.2 The editor of the Transactions shall serve as a co-chair of the Publications Committee.

19  
20 7.3 The editor shall be responsible for implementing the publication program defined by the Publications  
21 Committee. In accordance with the guidance of this Committee and general IEEE rules and regulations, the  
22 editor shall designate associate editors, special guest editors, and manuscript reviewers.

23  
24 7.4 The editor of the Interface (the Society newsletter) shall serve as a co-chair of the Publications  
25 Committee.

26  
27 7.5 Editorial expenses shall be subject to review and approval of the Society Treasurer, who shall be  
28 responsible for adherence to the annual publications budget.

29  
30 7.6 The Society shall maintain a presence on the World Wide Web (a web site). The webmaster  
31 responsible for this web site shall be appointed by the President of the Society, with the advice and consent  
32 of the Administrative Committee. The webmaster may serve indefinitely subject to mutual agreement with  
33 the President. The Society's web site should include a listing of the Society officers, members of the  
34 Administrative Committee, and committee chairs and members, as well as meeting agendas and minutes,  
35 materials for Society events, Society reports and newsletters, and other materials as requested by the  
36 President of the Society.

37  
38 7.7 The Society shall maintain several electronic e-mail lists. One list shall be used for rapid  
39 dissemination of information of interest to the membership, such as conference announcements, calls for  
40 papers, regional events, and submission deadlines; all members should be automatically added to this list,  
41 with a simple provision for unsubscribing. Another list shall be used for discussion by the membership of  
42 topics within the field of interest of the Society; subscription to this list shall be voluntary. Other lists shall  
43 be created as necessary, as recommended by the Society President with the consent of the Administrative  
44 Committee.

45  
46 8. Society Funds: The Society may raise funds as specified in Article IV of the Constitution and in the  
47 IEEE Bylaws and rules and regulations.

48  
49 8.1 The annual Society fee shall be \$20.00.

50  
51 8.2 IEEE Headquarters shall act as bursar for all Society funds except as specified hereunder. Billings  
52 and receipt of the annual fee shall be via the IEEE Membership and Fiscal Departments. All other fiscal  
53 affairs shall be handled through the office of the Technical Activities Secretary.

1 8.3 The general committee for a symposium or technical conference may, with the advice and consent of  
2 the Administrative Committee, authorize the symposium treasurer or fiscal officer to open an account to be  
3 used for the deposit and disbursement of funds related to the symposium. In each case, the Administrative  
4 Committee shall be advised of the name of the bank, the anticipated size of the account, the names of the  
5 account signatories, and of arrangements of insurance and for bonding. Symposia jointly sponsored with  
6 other technical societies are excluded where a charter of operations with those societies is approved by the  
7 Administrative Committee and the IEEE.

8  
9 8.4 For other special circumstances, such as co-sponsorship of a Symposium, the Administrative  
10 Committee shall make prudent arrangements to safeguard the Society funds that may be involved.

11  
12 9. Group Business: The President and Officers shall conduct the Society affairs subject to the advice  
13 and consent of the Administrative Committee, except where authorization is specified.

14  
15 9.1 No Administrative Committee meetings shall be held for the purpose of transacting business unless  
16 each member shall have been sent notice of the time and place of such meeting 20 days prior to the scheduled  
17 date of the meeting. Provided, however, that if less than a quorum attend a duly called meeting, tentative  
18 actions may be taken which will become effective upon subsequent ratification, either at a meeting or by mail  
19 and/or e-mail, in accordance with the procedures described in Article VII, Sections 6 and 7, of the  
20 Constitution. Minutes of such meetings shall be mailed or sent by appropriate electronic means by the  
21 Secretary to each Committee member, who shall register his/her disapproval of any actions taken at such  
22 meetings within 10 days after receiving said minutes or he/she shall be deemed to have ratified.

23  
24 9.2 An appropriate order of business at the annual meeting of the Administrative Committee shall be:

- 25 1. Roll Call
- 26 2. Reading of minutes of previous meeting
- 27 3. Reading of report on business transacted other than at meeting
- 28 4. Reports of Communications
- 29 5. Reports of Officers
- 30 6. Reports of Committees
- 31 7. Unfinished Business
- 32 8. New Business
- 33 9. Elections if not otherwise provided for
- 34 10. Adjournment

35  
36 10. Technical Committees: A Technical Committee, which may organize a Sub-Society if desired,  
37 functions in a specific technical area with a scope to be approved by the Administrative Committee.

38  
39 10.1 Appointment: Members and officers shall be appointed by the President of the Society.

40  
41 10.2 Functions: Each Technical Committee shall promote activities in its field and shall provide the  
42 expert knowledge and assistance to:

- 43  
44 a. Receive, generate, and review papers within its scope in cooperation with the Transactions  
45 Editor and the Papers Review Committee
  - 46  
47 b. Organize and operate sessions at the meeting of IEEE at all levels and at meetings of other  
48 organizations with which the Education Society is desirous of cooperating, in accordance  
49 with the rules in effect at such Committee.
  - 50  
51 c. Arrange through appropriate editors for publishing pertinent papers in IEEE publications in  
52 cooperation with the cognizant Technical Program Committee.
- 53

- 1 d. Generate and develop appropriate standards in its field for processing by the IEEE Standards  
2 Committee, through the Society Standards Committee and otherwise in accordance with  
3 Institute policies.  
4

5 10.3 Operations: The operations of each Technical Committee shall be in accordance with the Manual for  
6 Operation of Technical Committees, or other Administrative Committee rules.  
7

8 10.4 Council: The chairs of all the Technical Committees shall constitute a Council to coordinate their  
9 activities. The Council shall organize itself. Members of the Council shall be members ex-officio without  
10 vote of the Administrative Committee.  
11

12 11. Standing Committees: Standing Committees shall be appointed by the Society President, with the  
13 advice and consent of the Administrative Committee. It will be discretionary with the Society President to  
14 appoint any part or all of any Standing Committees, or to appoint the Chair only of a Committee and request  
15 the latter to appoint additional Committee members.  
16

17 11.a The terms of office of the Chair and members shall be for one year or until a successor is appointed,  
18 unless a different term of office is designated by the Administrative Committee.  
19

20 11.b Special or Adhoc committees may be created by the Administrative Committee. For each such case,  
21 the Administrative Committee shall specify the number of members the committee shall have and how the  
22 members are to be selected, and the terms of the members if other than for the life of the committee. Special  
23 or adhoc committees shall be automatically dissolved after two years unless the Administrative Committee  
24 sets an expiration date.  
25

26 11.c Rosters of these Committees shall be prepared by the respective Chair and forwarded to the  
27 Administrative Committee.  
28

29 11.1 Awards Committee: The Vice President shall serve as the Chair of the Awards Committee. At least  
30 one-half of the members of the Awards Committee shall hold Fellow grade. This Committee shall be  
31 responsible for recommending various forms of recognition for noteworthy contributions to the fields of  
32 interest to the Society. It shall see that deserving members are nominated for awards and prizes administered  
33 by the IEEE and other relevant organizations. This Committee shall be responsible for administering the  
34 Society's awards programs. The Committee Chair may appoint sub-committees for individual Society  
35 Awards, as well as representatives to committees involved in the selection of other awards in which the  
36 Society participates. Nominations for Society Awards shall be considered annually, although awards need  
37 not be made annually. The Committee's decisions are final and need not be ratified by the AdCom. The  
38 Committee shall review the Society's awards from time-to-time, and may propose modifications to existing  
39 Society Awards, as well as additional Society Awards, subject to approval by the AdCom and the IEEE TAB.  
40 The Committee Chair shall prepare an annual report covering all of the awards activities.  
41

42 11.2 Chapter Committee: This Committee shall assist in the formation of new Society Chapters and  
43 maintain liaison between Chapters and the Administrative Committee. The Committee shall be responsible  
44 for the promotion of the Society's area of interest within the regional and sectional organizations of the  
45 IEEE.  
46

47 11.3 Constitution and Bylaws: This Committee shall be responsible for the preparation of Constitutional  
48 Amendments and changes to the Bylaws for Administrative Committee action, when such amendments or  
49 changes either appear necessary or are so directed by the Administrative Committee. The Committee is also  
50 responsible for examining society actions to determine whether these are in accordance with the Constitution  
51 and Bylaws of the Society and with the Constitution and Bylaws of IEEE.  
52  
53

- 1 11.4 Publications: The function of the Publications Committee will be to:  
2  
3 a. Solicit or otherwise obtain sufficient quantity of suitable material and technical articles for  
4 publication of the Transactions on a regular schedule.  
5  
6 b. Supervise and otherwise arrange for the publication of the Transactions on this basis.  
7  
8 c. Supervise Newsletter.  
9  
10 d. The Newsletter Editor and the Transactions Editor shall serve as co-chairs of the  
11 Publications Committee, and both shall serve as ex-officio members with vote of the  
12 Administrative Committee.  
13
- 14 11.5 Meetings: This Committee shall, as required, assist the respective Program Committees in planning  
15 and selecting programs for meetings, including conferences, conventions and symposia, within the field of  
16 interest of the Society. In addition, this Committee shall investigate and propose new meetings, and shall  
17 evaluate proposals for new meetings.  
18
- 19 11.6 Membership: This Committee shall encourage membership in the Society and shall maintain records  
20 of Society membership.  
21
- 22 11.7 Nominating: This Committee shall nominate candidates for elected membership-at-large of the  
23 Administrative Committee and for President, Vice-President, Secretary, and Treasurer of the Society in  
24 accordance with the Bylaws. The Nominating Committee shall consist of a Chair and four members of the  
25 Society, not more than two of which shall be members-at-large of the Administrative Committee.  
26
- 27 11.8 Finance: This Committee shall be responsible for all financial activities of the Education Society.  
28 The Finance Committee shall consist of a Chair and four members of the Society, not more than two of  
29 which shall be members-at-large of the Administrative Committee. The Treasurer shall serve as an ex-officio  
30 member with vote of the Finance Committee.  
31
- 32 11.9 Fellow: Each year, this Committee shall evaluate the nominations to IEEE Fellow grade of  
33 candidates whose accomplishments are in the fields of interest of the Education Society, and shall report its  
34 findings in a timely manner to the IEEE Fellow Committee. This Committee shall consist of a chair and at  
35 least four other members, all of whom must be Fellows of the IEEE.