

Institute of Electrical and Electronics Engineers

Power Electronics Society

BYLAWS

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1. OBJECTIVES

These Bylaws provide detailed guidance for the supervision and management of the affairs of the IEEE Power Electronics Society (PELS), hereinafter referred to as "the Society," in accordance with the Society Constitution. Amendments or additions may be made by means of the procedures described in the Constitution of the Society.

2. MEMBERSHIP

Membership in the Society is described in the following paragraphs.

2.1 Members

All IEEE members in any grade shall be eligible for membership in the Society, upon payment of the annual fee prescribed in Bylaw 9.1.1.

2.2 Students

Student membership in the Society is open to all members upon payment of the annual fee prescribed in Bylaw 9.1.2.

2.3 Affiliates

Affiliate qualification is based on the specific rules and requirements established for affiliation by the IEEE. Affiliates are not eligible for election to offices in the Society and must pay the annual fee prescribed in Bylaw 9.1.3.

2.4 Honorary Life Member

Such membership, exempt from the annual fee of this Society, shall be based on the recommendation of the Society Awards Committee, the endorsement of the Society AdCom and the approval of the General Manager of the IEEE. Unless expressly limited to a specific term, Honorary Membership shall be for life, provided the individual remains a member of the IEEE.

3. ADMINISTRATIVE COMMITTEE

The Constitution provides that the AdCom shall

consist of 18 elected members-at-large with vote plus ex-officio members listed in Bylaws 3.1 through 3.7. The term of the elected members-at-large begins on January 1 and is for three years, with six members elected each year.

3.1 President

The Society President shall chair the AdCom.

3.2 President-Elect

The Society President-Elect shall be a member of the AdCom.

3.3 Vice-Presidents

The Society Vice-Presidents shall be members of the AdCom.

3.4 Treasurer

The Society Treasurer shall be a member of the AdCom.

3.5 Past-Presidents

The two most recent retiring Society Presidents shall be known as the Past-Presidents and shall be ex-officio members of the AdCom with vote. Other retiring Society Presidents shall be ex-officio members of the AdCom without vote.

3.6 Other Ex-officio Members with Vote

The chairpersons of all standing and technical committees, the Editor of the IEEE Transactions on Power Electronics, the Editor of the Society Newsletter, the Editor of the Power Electronics Letters, the Region 8 Liaison, the Region 9 Liaison, and the Region 10 liaison officers, the chairpersons of all technical committees, and the two principal officers (or their annually appointed designees), of all technical sub-groups shall be ex-officio members of the AdCom with vote.

3.7 Ex-officio Members without Vote

Chapter chairpersons, subcommittee chairpersons,

liaison representatives to other professional organizations, or other special appointees made by the President and who have not been elected members at-large shall be non-voting members of the AdCom.

3.8 Meetings

The AdCom shall hold at least two meetings each year; one of these meetings shall be designated as the Annual Meeting. The Annual Meeting shall be held in conjunction with a conference sponsored or co-sponsored by the PEELS.

3.9 Rules of Order

Robert's Rules of Order shall govern the conduct of the AdCom meetings on all matters not otherwise specified in these Bylaws or in the Constitution.

3.10 Quorum

A Majority of the voting members of the AdCom committee thereof shall constitute a quorum.

3.11 Voting

- a) The vote of a majority of the votes of the members present and entitled to vote, at the time of vote, provided a quorum is present, shall be the act of the AdCom and its committees.
- b) The AdCom and its committees may meet and act upon the vote of its members 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.
- c) The AdCom and its committees may take action without a meeting if applicable (e.g. email voting). An affirmative vote of a majority of **all** the voting members of the AdCom or any committee thereof shall be required to approve the action. The results of the vote shall be confirmed promptly in writing or by electronic transmission. The writings and/or electronic transmissions shall be filed with the minutes of the proceedings of the AdCom and its committees. "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.

- d) Voting. Individuals holding more than one position on the AdCom and its committees, shall be limited to one vote on each matter being considered by the AdCom and its committees.
- e) Proxy voting is not allowed.

3.12 Removal of AdCom members

Members may be removed from AdCom for misconduct or other reasons deemed appropriate. Appointed members can be removed by 2/3 of the votes in an AdCom meeting. Elected members can be removed either by (i) 2/3 of the votes in an AdCom meeting, or (ii) petition by at least 10% of the Society Members and then approval by a majority ballot cast for the removal of AdCom members.

4. NOMINATIONS AND ELECTION OF ADCOM

The Nominations Committee shall consist of a chairperson and nine members-at-large, all of whom must be Members of the Society. The term of the chairperson begins on January 1 and is for two years. The term of each member-at-large begins on January 1 and is for three years, with three members appointed each year.

- a) The chairperson and members-at-large are appointed by the Society President. The chairperson of the Nominations Committee shall be either the senior past president or the immediate past president of the AdCom. In the event of the incapacity or conflict of interest of the chairperson, the most recent Past chairperson of the Nominations Committee available shall be the chairperson of the Nominations Committee. With extenuating circumstances, a different individual may be appointed to this position.
- b) The chairperson shall not be eligible to be elected to the AdCom during their term of service.
- c) At least two-thirds of the voting members of the Nominations Committee shall be elected or appointed by the AdCom.
- d) A member of Nominations Committee may be nominated and run for a position for which such member's respective Nominations Committee is

responsible for making nominations only on the following conditions: (i) the nomination is not made by a member of the same Nominations Committee and (ii) the member resigns from the Nominations Committee prior to its first meeting of the year in which the nomination shall be made.

4.1 Instructions

The Society President each year shall issue instructions to the chairperson of the Nominations Committee to ensure an orderly progress and completion of the election procedures. In the preparation of the slate of nominees for the election, proper consideration shall be given to geographical representation and technical interest.

4.2 Members-At-Large Slate

A slate of nominees for members-at-large vacancies of the AdCom shall be prepared by the Nominations Committee. There will be at least three names for every two vacancies. A request for such nominations shall be solicited by a letter to all members of the then existing AdCom. In addition, the chairperson of the Nominating Committee shall cause a Call for Nominations by petition to be published and distributed to the entire Society membership at least 90 days before the date of closure of the ballot. The Call must state the recipient of the petition and the deadline for receipt of the petition.

4.3 Petitions

A Nominations petition signed by a minimum of 2% of the eligible Society Members, excluding Students and Affiliates, shall automatically place that nominee for AdCom member-at-large on the slate to be presented to the AdCom. The deadline for receipt of the Nominations petition is 60 days before date of closure of the ballot.

Signatures can be submitted electronically through the official IEEE society annual election website, 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 or addresses 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.

The number of signatures required on a petition shall depend on the number of eligible society voters, as listed in the official IEEE membership records at the end of the year preceding the election.

4.4 Willingness to Serve

The chairperson of the Nominations Committee shall ensure that each person named on the slate of persons being considered for election is willing to serve if elected.

4.5 Election

The slate of nominees for AdCom Members-at-Large shall be submitted to the membership of the Society and all members in good standing are eligible to vote. Voting will be conducted according to IEEE policies and procedures and may take the form of electronic or mail balloting.

At the relevant Annual Meeting of the AdCom, the slate of nominees for Society Vice Presidents and President Elect will be presented and elections will be conducted by the Nominations Committee Chair or a designated representative assisted by one additional teller. Written ballots will be used and the positions will be filled by those nominees receiving the greatest number of votes. The President will be entitled to vote, but the Nominations Committee Chair will only vote to resolve ties. If the Nominations Committee Chair is unable to conduct the election, his or her preferential ballot must be communicated in advance to the designated representative, to be used in case of a tie. The results of the election should be communicated promptly to all candidates by the Nominations Committee Chair.

Those nominees who did not receive sufficient votes to be elected shall be considered as contingent members (ranked by votes received), to become effective if an elected member fails to accept the office, or if a disapproval is received from Headquarters. When this occurs, the President shall send written notification of election to the ranking contingent member.

4.5.1 Mail Ballots

At the discretion of the President and the Nominations Committee Chair, and with the consent of the AdCom, elections of Vice Presidents and President Elect may instead be carried out by mail. These may be carried out after the relevant Annual General Meeting. In this case, ballots presenting the slate of nominees must be sent to all voting members at least 30 days in advance of a specified closing date for the election. A majority vote of voting members shall determine the election.

4.6 President -Elect, and Vice President Slates

The nominations Committee shall prepare slates for President-Elect and the Vice Presidents, consisting in each case of at least two nominees. The nominations for President-Elect shall be from elected AdCom members and the Vice Presidents.

The nominations for the Vice Presidents shall be from voting AdCom members. The chairperson of the Nominations Committee shall ensure that each person named is willing to serve.

In the first year of the President's term, the Nominations Committee shall nominate at least two candidates for President-Elect. The successful candidate shall become President-Elect and shall become President at the expiration of the current President's term.

4.7 IEEE Division II Director

The Society policy regarding nomination for the IEEE Division II Director of the Power Electronics Society shall be in compliance with IEEE Bylaws. The policy shall allow for the submission of a single Division Director candidate to be placed on the Annual Election Ballot in compliance with the requirements stated in IEEE Bylaw T-902.3.

5. OFFICERS

5.1 President, President-Elect and Vice-Presidents

The President is normally a non-voting member of the AdCom, but may choose to vote when there is a tie, or when written ballots are used. There will be

a President-Elect who is a voting member of the AdCom. There shall be two Vice-Presidents; one designated Vice President for Operations, and one designated Vice President for Meetings. The two Vice Presidents are voting members of the AdCom.

5.2 Treasurer

The Treasurer is an Officer of the Society and member of the AdCom with vote. The Treasurer is appointed by the President-Elect with the concurrence of the AdCom.

5.3 Terms

The terms of the elected Officers shall begin on January 1 and shall be for two years, except for the President-Elect. After serving for one term, the President shall not again be eligible for election to the Presidency until three years have elapsed. Vice- Presidents can be re-elected to serve additional terms without limit. Appointed Officers can be re-appointed and re-confirmed to additional terms without limit.

5.4 Plans and Objectives

The elected Officers shall prepare a set of plans and objectives as part of their obligation in assuming the responsibilities of their office. All Officers shall continue to serve until their successors take office.

5.5 Duties

5.5.1 President

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

5.5.2 President-Elect

The President-Elect shall assist the President in the administration of the Society and shall attend meetings of the IEEE Technical Activities Board. In the absence or incapacity of the President, the duties of the President's office shall be performed by the President-Elect.

5.5.3 Vice-President for Operations

The Vice President for Operations shall fulfill the duties of the President-Elect in his/her absence or incapacity. Duties of the Vice President for Operations include the coordination and supervision of the Standing Committees and the Technical Committees, the coordination of the Chapter activities, and the establishment of the Technical Interest Profile of the Society through membership interests and trends in the field.

5.5.4 Vice-President for Meetings

The Vice-President for Meetings serves as the Meetings Committee Chair and is an ex-officio member of steering committees for major Society meetings.

5.5.5 Executive Director

The President of the Society may appoint a paid IEEE Executive Director with the advice and consent of the AdCom. The Executive Director provides administrative support to Society Officers, the AdCom, and other committees. The Executive Director is an ex-officio member of the AdCom without vote.

5.5.6 Treasurer

The Treasurer shall be responsible for the financial control and records of the Society. The Treasurer shall compile financial and budget data, analyze and make appropriate recommendations to the AdCom and other committees on such items as publication costs, meeting expenses, the total annual operation and long-term solvency of the Society. The Treasurer shall prepare reports, budgets and other documents useful in maintaining the financial health of the Society. The Treasurer shall solicit from the Technical and Standing Committees and the editors, inputs for establishing the budget. The Treasurer shall report to the AdCom on the financial status of the Society.

6. SUB-GROUPS

Sub-groups are voluntary associations of a significant portion of the Society membership.

6.1 Chapters

Chapters are permanent sub-groups organized on a geographical basis. (For further information refer

to the IEEE Bylaws, the IEEE Society Section of the Technical Activities Manual, and the Section Manual.)

6.2 Technical Sub-Groups

A technical sub-group may be organized subject to the approval of the AdCom, to cover a specified portion of the field of interest of the Society. Technical sub-groups may organize separate, specialized symposia. Technical sub-groups may organize special issues of the Transactions or a special section in an issue. Any service for technical sub-group members, beyond those provided all Society members, must be paid for by the technical sub-group. If this takes the form of special assessment, its form and amount must be endorsed by the AdCom. One or two of the principal officers, or their annual appointed designees of each technical sub-group shall be ex-officio members of the AdCom with vote. The AdCom will determine whether a technical sub-group will be allocated one or two ex-officio positions at the time the technical sub-group is approved.

Subject to Society AdCom approval, a technical sub-group may establish an operating fund which will be maintained as a separate account in the Society books. A technical sub-group's operating fund account will exist until such time as it is exhausted of funds or the AdCom abolishes the technical sub-group. In the latter case, any balance in the operating fund will revert to the Society's reserve account. The technical sub-group shall submit a budget proposal at the annual meeting of the Society to request expenditure of assets from the sub-group's operating fund, for activities to be sponsored by the sub-group during the following calendar year. Any budgeted deficit must be equal to or less than the sub-group's current operating fund balance not encumbered by current or prior year's commitments.

Surplus revenue generated by an activity of a technical sub-group will be evenly divided between the operating fund of the sub-group and the general reserves of the Society. Any loss suffered by a technical sub-group beyond the approved budget limit for the year will be absorbed equally by the Society reserves and the available reserves in the technical sub-group's operating fund. If the loss is so large as to exhaust the technical sub-group's

operating fund, the Society will absorb the remainder. The combined amount of all technical sub-group operating funds shall not exceed 60% of the Society reserves. In addition, the annual operating fund amount for an individual technical sub-group shall not exceed 25% of the Society reserves.

6.3 Officers

Each chapter or group shall elect from one of their kind, a Chairperson and Secretary. Additional officers may be elected as needed.

7. LIAISON REPRESENTATIVES

The President, with concurrence of the AdCom, may appoint persons to such liaison posts as shall be determined and established by the AdCom. Liaison Representatives to other professional organizations shall constitute the Intersociety Liaison Committee chaired by the Vice President for Operations.

8. SOCIETY BUSINESS

The President and Officers shall conduct the Society affairs, subject to the advice and consent of the AdCom, except where other authorization is specified.

8.1 AdCom Meetings

AdCom members shall be notified at least 30 days prior to the scheduled date of any meeting held to transact business.

8.2 Effective Date of Action

8.2.1 With Quorum

If a duly-called meeting achieves a quorum of attendees, actions taken and passed in accordance with the rules for the conduct of business become effective immediately unless otherwise required in the Constitution.

8.2.2 Without Quorum

If a duly-called meeting fails to reach a quorum of attendees, tentative actions may be taken which shall become effective upon subsequent ratification

by mail by a majority of the voting members of the AdCom unless otherwise required in the Constitution. In this case the Executive Director shall mail minutes of the meeting to each member of the AdCom. The document shall be clearly marked as requiring a return response from the voting AdCom members with a deadline of 30 days from the date of mailing of the document.

8.3 Order of Business

An appropriate order of business at the Annual Meeting of the AdCom could be as shown below.

1. Roll call
2. Reading of minutes of previous Annual Meeting
3. Reading of report on business transacted other than at meetings
4. Report of communications
5. Reports of Officers
6. Reports of committees
7. Unfinished business
8. Report of Nominations Committee introducing slate of nominees for members-at-large
9. Election of members-at-large
10. Report of Nominations Committee introducing slate of nominees for Officers
11. Election of Officers for succeeding year
12. New business
13. Adjournment

8.4 AdCom Invitations

All AdCom members, Chapter and Committee chairpersons, and IEEE ex-officio members shall be invited to AdCom meetings. Other persons, at the discretion of the President, may be invited to attend the AdCom.

9. SOCIETY FUNDS

Society funds shall be derived from annual Society fees, income from conferences, interest on assets, sale of conference records, sale of the Transactions of the Society, etc.

9.1 Membership Fees

9.1.1 Annual Dues and Fees

The annual Society membership dues and fees shall be established by the AdCom in accordance with the IEEE guidelines.

9.1.2 Student Dues and Fees

The annual Student membership fee shall be established by the IEEE.

9.1.3 Affiliate Dues and Fees

The annual fee for Affiliates shall be the fee required for Society Members plus the Affiliate surcharge set by the IEEE.

9.2 Bursar

IEEE Headquarters shall act as a bursar for all Society funds except as specified hereunder. Billings and receipt of annual dues and fees shall be via the IEEE membership and fiscal departments. All other fiscal affairs shall be handled through the office of the Technical Activities Secretary.

9.3 Symposia and Conferences

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

9.4 Disbursement of Society Funds

Budgeted funds shall be disbursed by the office of Technical Activities of the IEEE on the recommendation of the Treasurer or the President of the Society. Discretionary funds not previously designated may be disbursed with the approval of the AdCom.

10. TECHNICAL COMMITTEES

A Technical Committee, operated solely by PELS or jointly by a group of societies including PELS, functions in a specific technical area with a scope to be approved by the AdCom.

10.1 Appointment

The Chairperson of each PELS Technical Committee shall be appointed by the President with the advice and consent of AdCom. The Chairperson shall be an ex-officio member of AdCom with vote.

The Chairperson of a Joint Technical Committee shall be recommended by the President and approved by the PELS AdCom. The Chairperson shall be an ex-officio member of AdCom with vote, if he or she is a PELS member.

Committee members shall be appointed with the consent of the AdCom on the recommendation of the Committee Chairperson.

10.1.1

The term of office of the Chairpersons and members shall be for one year from January 1 through December 31. Chairpersons and members can serve additional terms without limit, or until a successor is appointed and takes office, unless a different term of office is designated by the AdCom.

10.2 Functions

Each Technical Committee shall promote activities in its field and shall provide the expert knowledge and assistance.

10.2.1

The Technical Committee shall prepare a set of

plans and objectives as part of the obligation in assuming the responsibilities of the position.

10.2.2

The Technical Committee shall generate and promote papers within its scope in cooperation with the Transactions Editor.

10.2.3

The Technical Committee may organize and operate independent symposia, seminars, workshops, or sessions at meetings of other organizations with which the Society is cooperating in accordance with IEEE rules and the rules in effect at such meetings.

10.2.4

The Technical Committee may arrange through appropriate editors for publishing pertinent papers in IEEE publications.

10.2.5

The Technical Committee shall generate and assist in the development of appropriate standards in its field for consideration by the IEEE Standards Board, transmitted through the Society Standards Committee in accordance with IEEE policies.

10.2.6

The Technical Committee shall promote, organize and conduct peer reviews of digests submitted for selected PELS-sponsored conferences in cooperation with the conference technical program chair.

10.3 Operations

The operation of each Technical Committee shall be in accordance with AdCom rules and policies.

10.4 Council

The chairpersons of all the Technical Committees shall constitute a Council to coordinate their activities. The Council shall be chaired by the Vice President for Operations.

11. STANDING COMMITTEES

The Long Range Planning Committee shall be chaired by the Senior Past President, the Intersociety Liaison Committee shall be chaired by the Vice President for Operations, and the Meetings Committee shall be chaired by the Vice President for Meetings. The Chairperson of each Standing Committee shall be appointed by the Society President, with the advice and consent of the AdCom. Each Chairperson shall be an ex-officio member of the AdCom with vote. Committee members shall be appointed with the consent of the AdCom on the recommendation of the Committee Chairperson.

11.1 Term

The term of office of the Chairpersons and members shall be for one year from January 1 through December 31. Chairpersons and members can serve additional terms without limit, or until a successor is appointed and takes office, unless a different term of office is designated by the AdCom or by the Bylaws.

11.2 Ad Hoc Committees

Special or ad hoc committees may be created by the AdCom. For each such case, the AdCom shall specify the number of members the committee shall have and how the members are to be selected. Special or ad hoc committees shall be automatically dissolved after one year unless the AdCom sets an expiration date.

11.3 Standing Committees

Examples of typical Standing Committees of the Society are Committees on:

- a. Academic Affairs
- b. Awards
- c. Chapter Development
- d. Constitution and Bylaws
- e. Education Activities
- f. Fellows

- g. History
- h. International Relations
- i. Intersociety Liaison
- j. Long Range Planning
- k. Meetings
- l. Membership
- m. Nominations
- n. Publications
- o. Publicity
- p. Relations with TAB and other IEEE Boards and Committees
- q. Standards

11.4 Responsibilities of Standing Committees

Examples of typical standing-committee responsibilities are enumerated in the following paragraphs.

11.4.1 Academic Affairs Committee

The functions of the Academic Affairs Committee will be to:

- a. Establish and maintain formal liaison with the IEEE Student Branch Counselors;
- b. Identify and review opportunities for joint interaction and bring these to the AdCom; and
- c. Promote the Society within the academic community to the end that faculty and students become active in the Society.

11.4.2 Awards Committee

The functions of the Awards Committee will be to:

- a. Recommend candidates for all awards and prizes in accordance with requirements,

requests, and rules and regulations of IEEE Headquarters, both for general IEEE awards and those of the Society;

- b. Recommend candidates for Fellow grade; and
- c. Assist in appropriate ways in other member recognition and award matters.

11.4.3 Chapter Development Committee

The functions of the Chapter Development Committee will be to:

- a. Create and promote interest in the Sections for the formation of Chapters of the Society;
- b. Assist existing Chapters, particularly on special projects;
- c. Work with Chapters and Sections to provide plans and methods for promoting successful Section or Chapter meetings;
- d. Assist in providing topics, media or speakers for Section or Chapter meetings;
- e. Develop materials to assist Chapters and Sections in support of Student Branch activities and other educational programs; and
- f. Maintain appropriate liaison with IEEE Regions and Sections and report to the AdCom on plans or issues.

11.4.4 Constitution and Bylaws Committee

The functions of the Constitution and Bylaws Committee will be to:

- a. Maintain records of the Constitution and Bylaws;
- b. Ascertain that the Constitution and Bylaws are not in conflict with any requirements or rules of the IEEE Headquarters: and
- c. Make recommended changes in the Constitution or Bylaws as necessary to conform to the developments of its Society, its AdCom, membership and its mode of operations.

11.4.5 Education Activities Committee

The functions of the Education Activities Committee will be to:

- a. Develop and review proposals for educational programs - tutorials, seminars, short courses, etc.;
- b. Provide liaison with IEEE and other professional educational organizations and staffs; and
- c. Develop policies and guidelines for educational programs.

11.4.6 Fellow Evaluation Committee

The functions of the Fellows Committee will be to:

- a. Fulfill the Society's obligation to assist the IEEE Fellow Committee in reviewing and evaluating the technical contributions of all nominees who have worked in technical fields related to those of the Society.

11.4.7 History Committee

This committee shall be chaired by the Historian. The functions of the History Committee will be to:

- a. Solicit from any appropriate source memorabilia which record the history of the Society; and
- b. Archive and preserve historical records of the Society.

11.4.8 International Relations Committee

The functions of the International Relations Committee will be to:

- a. Strengthen ties with the Society members in Regions 7 through 10 who are not members of a Chapter; and
- b. Establish liaison representatives in Regions 7 through 10 for the Society when deemed appropriate by the AdCom.

11.4.9 Intersociety Liaison Committee

The Intersociety Liaison Committee shall be comprised of the designated Society representatives to other societies and it shall be chaired by the Vice President for Operations. The function of the Intersociety Liaison Committee will be to:

- a. Establish and maintain formal liaison with societies that have common interests with the Society and to identify and review opportunities and proposals for jointly sponsored activities.

11.4.10 Long Range Planning Committee

Long-Range Planning Committee shall be comprised of the Senior Past President, Junior Past President, PELS Treasurer, Region 8 Liaison, Region 9 Liaison, Region 10 Liaison and two other members to be chosen by the Committee Chair with the advice and consent of the AdCom. This committee shall be chaired by the Senior Past President and report to the Vice President for Operations.

The duties of the Long-Range Planning Committee will be to:

- a. Propose five-year goals for the Society and strategies by which to reach these goals.
- b. Update and present the five-year plan to the AdCom for approval at its fall meeting in every even-numbered year; and
- c. Observe financial operations of the Society and take appropriate actions to ensure that money is spent or invested wisely and in the best interests of the Society.

11.4.11 Meetings Committee

The functions of the Meetings Committee will be to:

- a. Develop policies and guidelines for the organization and management of Society-sponsored events;
- b. Maintain a current conference mailing list;

- c. Screen proposals for involvement by the Society in new conferences and workshops prior to submission to AdCom;
- d. Review the budgets and financial reports of all Society-sponsored events;
- e. Recommend and review appointments to conference leadership positions;
- f. Act as consultant and functional supervisor to Treasurers of various meetings sponsored by the Society;
- g. Publish Calls for Proposals for major Society meetings;
- h. Propose requirements for meeting co-sponsorship or cooperation, and
- i. Ensure the proper and timely closing of conferences.

11.4.12 Membership Committee

The functions of the Membership Committee will be to:

- a. Monitor the Society membership and advise the AdCom of trends and opportunities;
- b. Provide promotional material and plan membership drives;
- c. Encourage eligible members to apply for advancement to Senior Member; and
- d. Provide liaison with the IEEE Membership Development Committee, the Admission and Advancement Committee, the Section and Chapter officers, and with members of the other staff committees involved with membership problems.

11.4.13 Nominations Committee

Duties of the Nominations Committee are detailed in Section 4 of these Bylaws.

11.4.14 Publications Committee

The Publications Committee is composed of the

Publications Chair, Transactions Editor-in-Chief, Transactions Associate Editor-in-Chief, Webmaster, Newsletter Editor-in-Chief, Newsletter Associate Editor, PELS Letters Editor-in-Chief, Newsletter Advertising Manager and two at-Large members appointed by the PELS President.

The functions of the Publications Committee will be to:

- a. Develop and implement policies and plans for all Society-supported publications;
- b. Review the budgets and publication plans of all Society-supported publications prior to submission to the AdCom for approval;
- c. Provide an interface to IEEE publication organizations and staffs;
- d. Recommend to the President and the AdCom for their approval names of prospective editors for Society supported publications;
- e. Train editors for Society-supported publications; and
- f. Recommend to the AdCom specific remunerative compensation for editors when appropriate.

Under the Publications Committee, there are subordinate editorial boards for the Transactions (Editor-in-Chief, Associate Editor-in-Chief and all Associate Editors, plus the Publications Chair), PELS Letters (Editor-in-Chief and Associate Editors, plus the Publications Chair) and the Newsletter (Editor-in-Chief, Associate Editor, IEEE IAS representative and Advertising Manager, plus the Publications Chair).

11.4.15 Publicity Committee

The functions of the Publicity Committee will be to:

- a. Make contacts with the various sources of publicity, such as trade and technical journals, newspapers, radio and TV, etc.;
- b. Use the contacts to the best advantage in promoting the interests of the Society concerning its publications, meetings, and other

activities; and

- c. Offer counsel and assistance to the other committees of the Society, particularly those concerned with meetings and symposia.

11.4.16 Relations with TAB and other IEEE Boards and Committees

Relations with the TAB and other IEEE Boards and Committees shall be by Society representatives who are appointed by the President to those committees where the Society representation is appropriate.

11.4.17 Standards

The function of the Standards Committee will be to encourage and coordinate the work of the Technical Committees on standards related to the field.