



BYLAWS - PRODUCT SAFETY ENGINEERING SOCIETY

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BYLAWS - PRODUCT SAFETY ENGINEERING SOCIETY

ARTICLE 1 - INTRODUCTION

These Bylaws provide guidance for the supervision and management of the Product Safety Engineering Society (PSES) affairs, herein identified as Society, and in accordance with the Society Constitution. Amendments may be made by means of the procedures described in Article C11, of the Society's Constitution.

Editorial changes in the Bylaws that clarify the meaning, structure or operation of the Board of Governors shall require only the approval of the Board of Governors.

ARTICLE 2 - RULES OF ORDER

In all matters not covered by the Constitution, Bylaws, the latest edition of Robert's Rules of Order shall govern meetings of the Society.

ARTICLE 3 - SOCIETY MEMBERSHIP

3.1 Member

Membership shall be based on payment of annual IEEE and Society fees and upon acceptance of formal application by IEEE Headquarters.

3.2 Life Members

Such membership, exempt of payment of the annual fee, shall be in accordance with IEEE Bylaws.

3.3 Affiliates

A PSES Affiliate is a member of the PSES but not an IEEE member and is not entitled to any IEEE benefits or services that are reserved solely for IEEE members. All Affiliate benefits and services come directly from the PSES. An Affiliate pays an annual Affiliate fee plus the PSES annual membership dues. Affiliate applications are provided by the PSES. See also IEEE Qualifications for Membership.

An Affiliate member of the Society may not serve in elected or selected office in the Society or in a Chapter, or vote for candidates for these offices; however, an Affiliate may serve in any appointive office in the Society or a Chapter of the Society. An Affiliate is entitled to receive notices of all meetings sent to Society members, may receive copies of publications of the Society, may attend and participate in any function of the Society by payment of appropriate fees, and may receive any award bestowed by the Society.

3.4 Student Members

An exception to the annual dues shall be made for students, as prescribed by IEEE Bylaws. Transferring to full membership shall be in accordance with the same Bylaw.

3.5 Honorary Life Membership

Such membership, exempt of the annual dues, shall be based on the recommendation of the Society Awards Committee, the endorsement of the Society Board of Governors

3.6 Special Categories of Membership

Special categories of membership not identified herein, with appropriate dues, shall be as specified in the IEEE Bylaws.

3.7 Termination

Members who become delinquent in the payment of dues and fees shall be treated in accordance with IEEE rules and procedures. In addition, members who breach the IEEE Code of Ethics shall be subject to sanctions as provided in IEEE Bylaws.

ARTICLE 4 - BOARD OF GOVERNORS

4.1 Board of Governors

The Board of Governors shall consist of the following members: Members-at-Large and Officers with voting privilege plus appointed Ex-officio Members without vote. A majority of the voting members shall constitute a quorum and all voting members shall have an equal vote.

4.2 Members-at-Large

There shall be 12 Members-at-Large elected by the Society membership. Their term of office shall be three years with 4 Members-at-Large elected each year. In addition to the four nominees receiving the largest number of votes, the next top nominees from each of IEEE Regions 7, 8, 9, and 10 shall be elected to the Board if the Region is not represented on the Board as a result of the election of the top four nominees or by carry-over Members-at-Large or Officers (except as noted). To qualify for election to the Board if not part of the top four elected candidates, the Region must have at least 5% of the membership of the Society on December 31 of the year preceding the election and at least 1 nominee from that Region. The President and President Elect are not considered to be a Member-at-Large. The minimum number of Board members will thus be fourteen (14).

4.3 Officers

The President, President-elect, Secretary, Treasurer, immediate Past President, and all Vice-Presidents shall be Officers. These are selected by the process contained in Article 5 and may or may not be Members-at-Large.

4.4 Ex-Officio Members

Chapter chairpersons, standing, technical and ad hoc committee and subcommittee chairpersons, editors of Society publications, Sub-Society officers, symposium officers and other appointed or elective positions as designated by the President with the consent of the Board of Governors shall be Ex-Officio Members. Ex-Officio Members are nonvoting members of the Board of Governors.

4.5 Continuation and Appointment to the Board of Governors

In order to ensure a continuously active Board of Governors, elected Board of Governor members who, in the absence of extenuating circumstances miss three consecutive meetings, will have their position of the Board considered vacated. Vacancies thus or otherwise created shall be filled by the appointments for the unexpired terms by the President with the consent (simple majority) of the Board of Governors.

ARTICLE 5 - NOMINATIONS, ELECTIONS AND APPOINTMENTS

5.1 Nomination and Election of the Board of Governors

The Nominating Committee shall be constituted by the President on or before 01 April of each year. The Nominating Committee shall consist of the Immediate Past President, whom will serve as chair and three or more members of the Society, selected by the Nominating Committee chair.

- The Chair of the Nominating Committee shall be the past President. In the event of incapacity or conflict of interest of the Chair, the most recent Past Chair of the Nominating Committee shall act as Chair. Under extenuating circumstances, a different individual may be appointed to this position.
- Chairs shall not be eligible to be elected to the Board of Governors during their term of service.
- At least two-thirds of the voting members of the Nominating Committee shall be elected or appointed by the Board of Governors.
- No member of the Nominating Committee shall be eligible for a positions for which such member's respective Nominating Committee is responsible for making nominations unless the nomination is not made by a member of the same Nominating Committee and the member resigns from the Nominating Committee prior to its first meeting of the year in which the nomination shall be made.

5.2 Actions of the Nominating Committee

The Nominating Committee shall immediately upon being formed, or no later than 15 April of each year, solicit a minimum of four nominations for election as Members-at-Large. Notification shall be published in an appropriate venue of the society. Such nominations shall be received by the Chairperson of the Nominating Committee by 30 May of each year. Persons nominated to the Board of Governors should possess significant technical and professional stature in the Product Safety field and should have adequate financial resources and/or backing to be able to attend meetings and actively contribute to the Board of Governors, including committee activities, correspondence, telephone calls, etc. The Nominating Committee is responsible for ensuring all candidates are Society members and meet the criteria above.

5.3 Nomination by petition

For each elective office of the Society, individual voting members eligible to vote in such election may nominate candidates either by a written petition or by majority vote at a nomination meeting of the organizational unit, provided such nominations are made at least 28 days before the date of election. The number of signatures required on a petition shall be determined in accordance with IEEE.

For all positions where the electorate is less than 30,000 voting members, signatures shall be required from 2% of the eligible voters. For all positions where the electorate is more than 30,000 voting members, 600 signatures of eligible voters plus 1% of the difference between the number of eligible voters and 30,000 shall be required.

Members shall be notified of all duly made nominations prior to the election. Prior to submission of a nomination petition, the petitioner shall have determined that the nominee named in the petition is willing to serve, if elected; evidence of such willingness to serve shall be submitted with the petition.

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.

5.4 Direct nominations

The Nominating Committee may make nominations for the Board of Governors in addition to those nominated by petition.

5.5 Withdrawal

The President of the Society shall withdraw the names of any candidates, for selection as Society officers, who are not eligible under the Constitution or Bylaws.

5.6 Willingness of nominees to serve

The Chair of the Nominating Committee shall consult with each candidate prior to nomination to determine their willingness to serve if elected.

5.7 Geographical representation

In the preparation of the slate of nominees, consideration shall be given to both geographical representation and technical interests. In the event that 2/3 of the Board of Governors carry-over members into the following year and the nominations received by petition do not include members and nominees from IEEE regions one through ten, the Nominating Committee will contact Society members in these unrepresented regions (who are qualified for Board of Governors membership, and who are willing to serve in that capacity if elected) and submit their names in the slate of nominees on or before 30 June of the calendar year.

5.8 Submittal of nominee for balloting

Each year, the Chairman of the Nominating Committee shall mail to IEEE Headquarters the slate of at least four nominees for election to the four offices to be filled on the Board of Governors.

5.9 Mailing of ballots

On or before 15 August of each year, IEEE Headquarters will mail ballots to Society members, with the request that the ballots be returned to IEEE Headquarters by 1 October of the same year.

5.10 Ballot count

IEEE Headquarters performs the count of the ballots to be completed by 15 October. IEEE will notify all nominees and the Board of Governor officers of the results of the election, to be effective 1 January of the following year.

5.11 Invitation to newly elected members

During the first meeting following election, the newly elected members of the Board of Governors will be introduced to their new duties and will participate in the selection of the new Officers if the election for new Executive Governors occurs during that year.

5.12 Notification to non-elected candidates

Unsuccessful candidates for the Board may be notified by private letter from the President

5.13 Tie voting for Members-at-Large

In the case of a tie for the fourth and last Member-at-Large opening, or a tie between two candidates from the same qualifying region (7, 8, 9 or 10), the Board of Governors shall vote to choose the winner by closed ballot.

ARTICLE 6 - TERMS OF OFFICE AND DUTIES OF BOARD MEMBERS

6.1 Election of Officers for the Board of Governors:

As described below, Officers are to be selected by the Board of Governors with a term of office to begin 1 January the year following the election. All board members are limited to term of office per Section 6.2 unless otherwise stated.

During the last meeting of the first year of the sitting President's term of office, following the election of the incoming Members-at-Large, the Board of Governors comprised of the newly elected Members and current Members-at-Large and Officers shall nominate and elect, as necessary based on term limits, from among the Members-at-Large and the Officers a President-elect who shall serve one year in that office coinciding with the second year of the President's term of office. The President-elect then becomes President. From the Society membership, a Secretary, Treasurer and all Vice-Presidents shall be nominated and selected who will occupy those respective offices for the succeeding two years. Election shall be by secret ballot and when a quorum is not present, by mail balloting. The first meeting shall be prior to 1 January if at all possible.

To be selected for a position of Officer, a nominee must receive a majority of the votes cast by members of the Society's Board of Governors. If no candidate receives a majority on a ballot, the name of the candidate receiving the smallest vote shall be withdrawn and a second ballot taken. This procedure shall be repeated until one candidate receives a majority vote of greater than half of the number of members of the quorum present at the time of the election.

Officers are limited to term of office per Section 6.2. The Secretary and Treasurer will be appointed and voted upon by the Board at the same time as the Officers.

The Board of Governors may hold contingent elections to be effective if an selected officer fails to accept office, is disapproved by IEEE Headquarters because there has been some irregularity in the nominations and election procedures, or has failed to maintain IEEE membership.

6.2 Term of office

The terms of office for the Officers of the Society, and their eligibility for re-election shall be:

- President-elect (1 year term)
- President (2 year term, non-renewable)
- Immediate Past-President (2 year term)
- Officer/Vice-Presidents (2 year term, renewal twice)
- Members at Large (3 year term, renewal once, one-third to be elected every year)
- Appointed Officers of Standing and Technical Committees (3 years, renewal once)

Eligibility for a particular office shall be restored after a lapse from that office of one year, unless otherwise noted in these Bylaws.

If circumstances warrant, the term limit for an Officer may be waived on an individual case-by-case situation by a two-thirds vote of the Board of Governors. Term limits do not apply to the position of Secretary and Treasurer.

It is of benefit to the Society that both the Secretary and the Treasurer be encouraged to serve at the request of the Board of Governors for a minimum of two terms in order that the expertise developed by these officers not be lost to the Society by early replacement.

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

6.3 Presidential duties

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

6.4 President-elect duties

The immediate Past-President shall fulfill these duties during the first year of the President's term of office if the President is absent, incapacitated or requests a temporary replacement. The President-elect shall also fulfill the same functions as the President under the same conditions during the President's second year of office.

6.5 Secretarial duties

The Secretary shall be responsible for keeping the records of the Board of Governors in the areas commonly ascribable to secretarial functions. The Secretary shall prepare and distribute reports, notices or such documents as may be required by the President and the Board of Governors.

6.6 Treasurer's duties

The Treasurer shall act as liaison with IEEE Headquarters on all financial records of the Society in the areas commonly ascribable to treasurer functions. The Treasurer shall prepare vouchers for withdrawal of Society funds for payment to Officers or members of the Society; certify bills to be paid by IEEE Headquarters direct to suppliers; make a report at each Society business meeting covering the current financial status of the Society; prepare the Society budget; and perform such other financial duties as may be assigned by the President.

6.7 Officer/Vice-President's duties

The Vice-Presidents shall supervise and coordinate the activities of all Standing and Technical Committees assigned to them and report to the Board developments at each meeting of the Board.

6.8 Vacancies

When a within-term vacancy on the Board of Governors occurs, the President shall appoint a current member of the Society to fill the position vacated by the elected member to complete the unexpired term. Approval by sitting Board members must occur by majority vote. The full elective rights and responsibilities associated with the vacated position shall pass to the appointee for the unexpired term. The eligibility requirements for the candidate to fill a vacancy are identical to that of a Member-at-Large.

6.9 Editors-in-Chief appointments

The term of office for all Editors-in-chief of the Society's periodicals is three years, renewable once. Upon a vacancy or an expiration of a term, the President may appoint a qualified individual to an Editor-in-Chief position with the consent of Board of Governors. Eligibility for an Editor-in-chief post shall be restored after a lapse of two terms however, if circumstances warrant, the term limit may be waived on an individual case by case situation by a two-thirds vote of the Board of Governors.

ARTICLE 7 - CHAPTERS AND AFFILIATED GROUPS

7.1 Chapters

Chapters are organized on a geographical basis. This subject is fully treated in the IEEE Bylaws and the Society and Section Manuals Chapters are coordinated by way of a Chapter Chair Committee that is organized under the Vice President Membership.

7.2 Affiliated Groups

Affiliated groups with an interest in common with the society but which remain independent of the Society. Affiliate and other interested groups are coordinated by establishment of a Liaison with the Board of Governors.

ARTICLE 8 - PUBLICATIONS

8.1 Publications

The Society shall sponsor such publications as recommended by a Technical Committee reporting to the Vice President Communications, and approved by the Board of Governors. The President, in consultation with the appropriate Vice-Presidents and with the approval of the Board of Governors, shall appoint an editor for each publication.

8.2 Editor-in-Chief Duties

Each Editor-in-Chief shall implement the approved publications program. In accordance with the guidance provided, and general IEEE rules and regulations, the Editor-in-Chief shall designate associate editors, special guest editors and manuscript reviewers.

8.3 Editorial Expenses

Editorial expenses shall be subject to review and approval of the Board of Governors. The Treasurer shall review the expenses to determine adherence to the Society's budget.

ARTICLE 9 - SOCIETY FUNDS

9.1 Society funds

The Society may raise funds as specified in Article C7 of the Constitution and in accordance with IEEE Bylaws, rules and regulations.

9.2 Society Annual Dues

The annual Society dues shall be determined by action of the Board of Governors. Failure of a Society member to pay the annual Society dues will not render him liable to dismissal from the IEEE. Any Society member who fails to pay such dues before 31 February of each year will be automatically dropped from the Society membership.

9.3 Holding and securement of Society funds

IEEE Headquarters shall act as bursar for all Society funds, except as specified there under. Billings and receipt of the annual fee shall be via the IEEE Membership and Fiscal Departments.

9.4 External holding of funds by Conferences or Chapters

All bank accounts shall be compliant with IEEE policies (IEEE Policy 10).

The general committee for a symposium or technical conference may, with the advice and consent of the Board of Governors, 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. In each case, the Board of Governors shall be advised the name of the bank, anticipated size of the account, names of the account signatories, and arrangements for insurance and bonding by the IEEE. Symposia jointly sponsored with other technical societies are excluded from bank, account size, account signatories and insurance/bonding information if a charter of operations with those societies is pre-approved by the Board of Governors and the IEEE.

Society chapters may hold and own funds, and may receive income and make disbursements as necessary for their operation. Each Society chapter must make a full disclosure to the IEEE on a regular basis and inform the IEEE of any changes in the account holding (signatories). A co-signer from IEEE Headquarters must be on the account to ensure conformity with this section of the Bylaws.

9.5 Other special circumstances

For other special circumstances, such as co-sponsorship of a symposium, the Board of Governors shall make prudent arrangements to safeguard the Society's funds that may be involved.

9.6 Financial support for support personnel.

The Board of Governors shall be able to provide monetary support for the services of individuals to serve in advisory or non-elective positions for a period to be specified in the appointment. Board of Governors approval by a 2/3 majority is needed.

ARTICLE 10 - SOCIETY BUSINESS

10.1 Society business

The President and officers shall conduct the Society's affairs subject to the advice and consent of the Board of Governors, except where other authorization is specified.

10.2 Public meetings

No Board of Governors meetings shall be held for the purpose of transacting business unless each member shall have been sent notice of the time and place of such meeting at least 30 days prior to the scheduled date of the meeting.

10.3 Hosting of conferences

The Society shall attempt to sponsor at least one symposium or conference each year.

10.4 Action of the Board of Governors and committees thereof: (Ref: IEEE Bylaw I-300.4)

- The vote of a majority of the members present and entitled to vote at the time of vote, provided a quorum is present, shall be the act of the Board of Governors.
- The Board of Governors 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.
- The Board of Governors 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 Board of Governors 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 Board of Governors. "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.
- Voting. Individuals holding more than one position on the Board of Governors or any committees thereof, shall be limited to one vote on each matter being considered by the Board of Governors or committee.
- Proxy voting is not allowed.

ARTICLE 11 - TECHNICAL COMMITTEES

11.1 Technical Committees

A Technical Committee, which may organize a Sub-Society if desired, functions in a specific technical area as directed by the appropriate Vice-President with a scope to be approved by the Board of Governors. In carrying out the Committee responsibilities, the Vice-President shall be assisted by their respective Technical Advisory Committee.

11.2 Appointment of Officers

Officers of the Technical Committees shall be appointed by the appropriate Vice-President with approval of the Board of Governors. Members of the Technical Committee shall be appointed by the officers of the Technical Committee.

11.3 Terms of Appointment

Technical Committee officers and membership shall be appointed with the following terms:

- Committee officer – three year, renewable once
- Committee membership - unlimited

The Vice-President with the consent of the Board of Governors may extend the terms for a longer period of time.

11.4 Functions of Technical Committees

Each Technical Committee shall promote activities in its field and shall provide expert knowledge and assistance to:

- Receive, generate, and review papers within its scope in cooperation with the Transactions Editor and/or the Technical Papers Committee.
- Organize and operate sessions at meetings of the IEEE at all levels and at meetings of other organizations with which the Society is desirous of cooperating, in accordance with the rules in effect at such meetings.
- Arrange through appropriate editors for publishing pertinent papers in IEEE publications.
- Evaluate "state of the art" in the area of committee interest.

11.5 Operations

The operation of each Technical Committee shall at least one annual meeting to formulate a report to be presented to the Board of Governors indicating the status of committee work.

ARTICLE 12 - EXECUTIVE COMMITTEE

12.1 Executive Committee

The Executive Committee consists of the President, immediate Past President, President-elect, and all -Officers. These officers, - are selected officials in accordance with Article 5. The functions of the Executive Committee will be to:

- Act for the Board of Governors in emergency situations where time is not available to call a special meeting of the Board of Governors.
- Perform additional task as requested by all Members-at-Large that do not require discussion or a vote by all Board members.

ARTICLE 13 - STANDING COMMITTEES

13.1 Standing Committees

Standing Committees shall be appointed by the President with the advice and consent of the Board of Governors. It will be discretionary with the President to appoint any part or all of any Standing Committee, or to appoint the chairperson only of a Committee, and request the latter to appoint additional members. Such appointments shall be for a period of as defined in Article 6, Term Limits. Each Standing Committee will be assigned to the appropriate office for overall supervision.

13.2 Standing committee's Duties

The specific duties of each Standing Committee shall be as recommended by the President, after consultation with appropriate officers, and approved by the Board of Governors.

13.3 List of Standing Committees

The Standing Committees include but are not limited to the following and typically operate under the indicated Officer:

- Publications Chair: VP for Communications
- Finance Committee: Treasurer
- Technical Activities Committees: VP for Technical Activities
- Nominating Committee: Immediate Past-President
- Constitution and Bylaws Committee: President
- Fellows Appointment Committee: President
- Education Committee: VP Technical Activities

13.4 Standing Committees

Each Standing Committee shall have the power to create subcommittees of its own selection.

- **Publications Committee**

The Publications Committee shall include the Vice-President Communications, the Editors-in-Chief of all the publications of the Society (as ex-officio, voting members), and at least 4 additional members at large. The Vice President Communications may Chair the Committee or appoint a Chair as appropriate. This Committee shall establish Society publication policy subject to adherence to IEEE Publication Policies (Section 6.2) and annual review by the Society. It shall assist Editors-in-Chief of Society Periodicals in the choice of special topics and in guiding and planning all Publications.

The Editor-in-Chief may designate associate editors, special guest editors, and manuscript reviewers, the publication policies of the Society.

Editorial expenses must be in accordance with an annual budget approved by the Society and Society publication policy. Editor-in-Chief may authorize any publication expenses, but shall be responsible for adherence to the publication budget.

- **Finance Committee**

The Finance Committee shall assist the Treasurer in developing Society budgets, reviewing long-range fiscal planning, and suggesting new sources for income. The Treasurer shall chair the Finance Committee.

- **Technical Activities Committees**

The Technical Activities Committees shall be coordinated by the Vice-President for Technical Activities or an appointee who will work with the Chairs of all of the Technical Committees to facilitate their operations and contributions to the Society.

The Vice-President for Technical Activities shall establish Technical Committees as may be deemed desirable with the approval of the Society.

- **Nominating Committee**

The Immediate Past President of the Society shall be the Chair of the Nominating Committee.

- **Constitution and Bylaws Committee**

The Constitution and Bylaws Committee, including its Chair, shall be appointed by the President of the Society with approval by the Board of Governors. The Secretary shall be an ex-officio non-voting member of the Constitution and Bylaws Committee. The President upon request of the Board may appoint additional members.

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

- Maintain up-to-date copies of the Constitution and Bylaws and make them available upon request.
- Ascertain that the Constitution and Bylaws are not in conflict with any requirements or rules of the IEEE.
- Recommend changes in the Constitution or Bylaws as necessary to conform to the development of the Society or to changes by the IEEE.
- The Chair of the Constitution and Bylaws Committee shall serve as Parliamentarian and Consultant on Procedural matters at all meetings of the Society.

- **Fellows Appointment Committee**

The Fellows appointment committee is appointed by the President with the approval of the Board. This committee is to solicit and review applications of member of the Society that fall within the Category of IEEE Fellow. Results of the committee's work will be turned over to IEEE for processing.

- **Education Committee**

The Education committee reports to the Vice President of Technical Activities. The Chair of the Education Committee is appointed by the Vice President of Technical Activities with the approval of the Board.

ARTICLE 14 - SPECIAL OR AD HOC COMMITTEES

14.1 Special or Ad Hoc Committees

Special or ad hoc committees may be created by the Board of Governors. For each case, the Board of Governors shall specify the number of members the committee shall have and how the members are to be selected and the terms of the members if other than for the life of the committee. Special or ad hoc committees shall automatically be dissolved after two years unless the Board of Governors sets an expiration date. Each special or ad hoc committee shall report the status of its work at a Board of Governors meeting within one year of its formation or prior to completion of its activity, whichever is sooner.

ARTICLE 15 - FINANCES

In general, all finance operations shall be in accordance with IEEE Policies.

15.1 Budget and Reports

The fiscal and operating year of the Society shall begin on the first day of January and end at the close of business on the thirty-first day of December of each year.

The Treasurer shall submit a proposed Society budget for the ensuing year in accordance with IEEE budget development guidelines. When approved by the Society and the TAB, this budget shall become the working budget for the following year. This approved budget will constitute authorization to disburse funds in amounts not to exceed any budgeted item.

The Treasurer shall be responsible for forwarding to IEEE Headquarters the approved budget, and Headquarters will be thereby authorized to disburse the funds in accordance with instructions from the Treasurer.

The Treasurer shall obtain a financial statement of receipts, expenditures and balances from IEEE Headquarters at least twice yearly and shall distribute copies of this statement to all voting members of the board of Governors. The Treasurer shall also keep a running account of commitments to date.

15.2 Financial Support

Financial support for the Society shall be derived from income from sales of Society Periodicals, Books, Videotapes and IEEE Press publications, its share of any surplus from Society sponsored Conferences; and any income realized through investments and corporate donations or other revenue generating activities approved by the Board. Periodicals subscription prices to members of the Society Member Societies shall be set to no less than self-sustaining.

IEEE policy permits organizational units to accept donations for activities of scientific or technical nature. These donations are tax deductible. The Society shall adhere to IEEE policies relating to contributions or grants.

15.3 Conference Bank Account

The Treasurer of any Society-sponsored Conference is authorized to open an account in the Conference's name, to be used for the deposit and disbursement of funds related to the Conference. All bank accounts should be compliant with IEEE policies and procedures. The Society 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.

The Treasurer and the Staff Director–Financial Services shall be signatories on any bank accounts opened by a meeting or conference sponsored by the Society. If an account is open with the IEEE Concentration Banking Program the signature card requirement for the Staff Director–Financial Services is not necessary.

15.4 Society Bank Account

Bank accounts should be opened in the name of IEEE Product Safety Engineering Society. All bank accounts should be compliant with IEEE policies and procedures. The Staff Director–Financial Services shall be a signatory on any bank accounts opened by the Society. If an account is open with the IEEE Concentration Banking Program the signature card requirement for the Staff Director–Financial Services is not necessary.

15.5 Travel Expenses

Expenses shall be managed and approved in accordance with the Financial Work Instructions included in the Operations Manual, and in a manner that conforms with TAB and IEEE travel and reimbursement policies and procedures.

ARTICLE 16 - SOCIETY MEETINGS

16.1 Notification

The Secretary shall announce to the members of the Society, all Chairpersons of Standing and Ad Hoc Committees and appropriate guests the time, place, and agenda of all meetings of the Society Board of Governors at least twenty-five days in advance of the meeting by suitable means, including print, email or regular mail.

16.2 Quorum

A roll call shall be made at the beginning of each Board of Governors meeting. The Secretary shall record the names of those present and announce whether a quorum exists.

16.3 Secretary's Duties

The Secretary shall transmit in writing in a timely manner all motions, directives, or orders of the Society to the persons affected. The Secretary shall transmit a copy of the minutes of the Society Board of Governors to the officers, members of the Society Board of Governors, Chairpersons of the Standing and Ad Hoc Committees, and to the Secretary of the IEEE Technical Activities Board within thirty days of the meeting. As soon after January 1st as practicable, the Secretary shall provide a directory listing the names and addresses to members of the Society.

16.4 Non-Voting Attendees

The Chairpersons of all Standing Committees shall be invited to attend all meetings of the Society Board of Governors as guests and advisors.

16.5 Meeting Cancellation

Meetings of the Society Board of Governors may be canceled only by consent of a majority of all members of the Society not less than 30 days before the original date or the new date set for the meeting, whichever is earlier. Notice of such cancellation or changed date shall be sent to all Society Board of Governors members by email or regular mail.

16.6 Location of Meeting

Meetings of the Society Board of Governors may be held at international, regional technical meetings or conventions of the IEEE, jointly with a Section, separately, or jointly with another Society, whenever such a meeting is deemed desirable by the Society.

ARTICLE 17 - SOCIETY POLICIES AND PROCEDURES

17.1 Operations Manual

The operating procedures for the day-to-day operation of the Society shall be documented and maintained in the Society's Operations Manual.

The Constitution and Bylaws Committee shall be responsible for maintaining the Operations Manual.

Officers shall be responsible for procedures included in the Operations Manual related to their positions. All changes to this Operations Manual shall be made with the advice of the Officers and the consent of the Board of Governors.

17.2 Strategic Plan

A Strategic Plan will be maintained and reviewed on a periodic basis and current activities underway in support of the plan will be managed in the Board of Governors Operating Plan or Dashboard.

17.3 Dashboard/Operating Plan

A Dashboard will be maintained on a regular basis and include at a minimum, current action items/activities, status of activities directly related to the Strategic Plan as well as a compilation of all Conference Activities, Publication Activities and Board membership/contact information. Basically it serves as a single reference for all current Board activities and status.