



CONSTITUTION - PRODUCT SAFETY ENGINEERING SOCIETY

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CONSTITUTION PRODUCT SAFETY ENGINEERING SOCIETY

ARTICLE 1 - NAME AND PURPOSE

Section 1 - Name of Society

This organization shall be known as the Product Safety Engineering Society (PSES) of the Institute of Electrical and Electronics Engineers, Inc., herein after identified as the Society.

Section 2 - Purpose of Society

The objectives of the Society shall be scientific, literary, educational and professional in character.

The Society shall strive for the advancement of the theory and practice of applied electrical and electronic engineering as applied to product safety and of the allied arts and sciences, and the maintenance/advancement of a high professional standing among its members and affiliates, all in accordance with the Constitution and Bylaws of the IEEE and with special attention to such aims within the field of interest of the Society as are hereinafter defined.

The Society shall aid in promoting close cooperation and exchange of technical information among its members and other professional societies, and to this end shall hold meetings for the presentation of papers and their discussion both in person at conferences, symposiums and related venues in addition to electronic means such as the Internet or related venues. Through its Board of Directors, the Society shall provide for the technical and professional needs of its members.

ARTICLE 2 - FIELD OF INTEREST

Section1 - Field of Interest

The society focuses on the theory, design, development and practical implementation of product safety engineering methodologies and techniques for equipment and devices. This includes the study and application of analysis, techniques, construction, topologies, testing methodologies, conformity assessments and hazard evaluations. The Society provides a focus for cooperative activities, including the promotion of product safety engineering for the benefit of humanity.

Changes to the field of interest may be made with the approval of the IEEE Technical Activities Board, in accordance with the process outlined in the TAB Operations Manual.

Section 2 - Limitation

The society shall not approve, disapprove nor otherwise judge the relative or absolute safety of any specific product, device or equipment.

ARTICLE 3 - MEMBERSHIP OF SOCIETY

Section 1 - Full membership

Membership in the Society shall be available to members of the IEEE in any grade, including students, having a professional interest in any phase of the field of interest of the Society, providing payment of dues is current.

Section 2 - Affiliate membership

Affiliates may participate in the Society activities, as provided by IEEE Bylaws and TAB Operations Manual and subject to applicable IEEE rules and regulations and any additional requirements defined by the Society Bylaws.

ARTICLE 4 - ADMINISTRATION

Section 1 - Board of Governors

The Society shall be managed by a Board of Governors whose membership shall consist of:

- Members-at-Large: Full members of the Society elected by the Society membership at large to the Board of Governors as specified in the Society's Bylaws.
- Officers of the Society selected by the Board of Governors to designated offices as specified in the Society's Bylaws.
- Ex-officio Members: Appointed or elected to a designated position or office as specified in the Society's Bylaws. Ex-officio Members are non-voting members of the Board of Governors. Members may include but are not limited to:
 - The Director of the Division in which the Society resides
 - The TAB Secretary
 - The editors-in-chief of all Society publication
 - Non-elected chairs of Society standing committees

At least two-thirds of the voting members of the Board of Governors must be elected by the Society membership at large. Eligibility and terms of office for the Officers of the Society are specified by the Bylaws.

Section 2 - Duties and responsibilities

The duties and responsibilities of the Officers shall be as defined hereunder and in the Bylaws and as delineated by the Board of Governors.

Section 3 - Formation of committees

The Board of Governors, or President, may establish Ad Hoc and Technical Committees as prescribed in the Bylaws, as needed to develop specific areas within the field of interest. Standing committees may be established as needed by the Board of Governors, as outlined in the Bylaws.

Section 4 - Liaison representatives

Any other IEEE Society may nominate a non-voting liaison representative to the Board of Governors for the purpose of establishing lines of communication and to conduct business between the Society and the interested Society.

ARTICLE 5 - NOMINATION, ELECTION AND APPOINTMENT OF BOARD OF GOVERNORS

Section 1 - Nominations

The nomination and election of Members-at-Large to the Board of Governors shall be as prescribed in the Bylaws. All members of the Board of Governors (elected and selected) must be IEEE and Society members.

Section 2 - Nominating procedure

The nominating procedure for Members-at-Large positions shall be as prescribed in the ByLaws and include provision for petition by Society members to place a name on the ballot.

Section 3 - Within-term vacancies on the Board of Governors

Within-term vacancies on the Board of Governors shall be filled as prescribed in the Bylaws.

Section 4 - Selection of Officers

On a schedule specified in the Bylaws, the voting members of the Board of Governors shall elect a President-elect and all Vice-Presidents. Eligibility and terms of office for the Officers of the Society are prescribed in the Bylaws.

Section 5 - Effective date of term

The President-elect, Secretary, Treasurer, Vice-Presidents and new members of the Board of Governors shall assume office on the first of January of the year following the year in which selected.

Section 6 - Selection of President-elect

The Board of Governors shall every other year select one of its Members-at-large, or an Officer, to be President-elect, whose term shall be for one year, followed by a term of two-years as President and finally a term of two years as Immediate Past President.

Section 7 - Term limits

The positions of Officers (other than President), shall be by selection as delineated in the Bylaws. After initial selection, these positions may be renewed twice. In case of a situation of extenuating circumstance, the position of Officer, may be extended by one additional term, non-renewable. This one-time extension must be approved by the Board of Governors. Term limits do not apply to the position of Secretary and Treasurer.

ARTICLE 6 - POWERS, PRIVILEGES, AND DUTIES

Section 1 - Duties of members

The duties and responsibilities of the members shall be as defined hereunder and in the Bylaws.

Section 2 - Duties of the President

The President, under direction of the Board of Governors, shall have general supervision of the affairs of the Society. The President shall preside at meetings of the Board of Governors, at general meetings of the Society, and at the Annual Meeting of the Society, and perform other duties as may be provided in the Society Bylaws, or as delegated by vote from the Society's Board of Governors. In the President's absence or incapacity, presidential duties shall be performed by the immediate past president during the President's first year in office and by the President-elect during the President's second year in office.

The President shall be an ex-officio member of all Committees of the Society with the exception of the Nomination Committee. The presiding officer of the (Governing Body) shall have no vote on the (Governing Body) except if the vote is by secret ballot or unless the Chair's vote can change the outcome of the vote. The President can vote during selection of officers in accordance with the IEEE Constitution

The President is a member of the IEEE Technical Activities Board (TAB), and when notified of a meeting of said Board, the President shall insure representation of the Society at such a meeting either in person or by an alternate. Naming of an alternate must be in accordance with the process outlined in the TAB Operations Manual.

Section 3 - Duties of Officers other than President

President-elect: Assists the President in fulfilling all assigned duties, and shall be an ex-officio member of all Committees of the Society except the Nominations Committee. The President-elect supports the goals and objectives of the Society and assists the President in these activities. The President-elect will assume the duties of the President if the President is temporarily or permanently unable to perform the duties of President.

Vice-President Conferences: Provides direction for the conference activities of the Society, including but not limited to overseeing, coordinating, and monitoring the annual conferences of the Society and all conferences co-sponsored by the Society.

Vice-President Communications: Provides direction for all aspects of communications and publication activities. This includes, but is not limited to, the Society Newsletter, Transactions, technical committees, liaisons with IEEE Press or third party entities and correspondence with other IEEE societies. Correspondence with Society Chapter officers is included in this function.

Vice-President Technical Activities: Provide direction for the technical activities of the Society, including but not limited to overseeing, coordinating and monitoring the technical committees and Regional Interest Groups of the Society. Educational activities are included as part of this position.

Vice-President Member Services: Promotes Society membership, helps develop and maintain individual Society chapters, coordinates activities between the Board of Governors and the Chapters, maintains the Society membership list, arranges for and promotes appropriate awards, encourages Fellow membership, organizes the nomination for members of the Board of Governors, coordinates Student Member activities and the Distinguished Lecturer program.

Immediate Past-President: Provides direction for the liaison activities of the Society, including transnational and inter-Society activities. The Immediate Past-President shall chair the Nominations Committee.

Secretary: The Secretary shall be responsible for all reports, petitions and records concerning the Society, keeping true and faithful minutes of all meetings of the Board of Governors, and shall prepare such reports as may be required by the Society, or the IEEE Technical Activities Board. The Secretary shall send out notices when instructed to do so by the President or in accordance with requirements of the Society Constitution or Bylaws. Copies of all meeting notices, minutes of meetings, and letter or bulletins sent and received during the previous five years shall be kept by the Secretary, except for those specifically assigned to the custody of others. The Secretary shall send current copies of reports to IEEE Headquarters for archival storage.

Treasurer: The Treasurer is responsible for preparing an annual budget, following the schedule guidelines formulated by IEEE Headquarters. The Treasurer is responsible for receiving requests for disbursement of Society funds, for reviewing for correctness and forwarding said disbursement to IEEE Headquarters, and for preparing financial reports for the BOG and for the Newsletter. The Treasurer acts as the primary control for all Society funds. The Treasurer leads the finance committee consisting of all Vice-Presidents and the past Treasurer, if one exists. The finance committee plans and prepares Society budgets for review and approval by the Board of Governors.

ARTICLE 7 - FINANCIAL ADMINISTRATION

Section 1 - Financial operations of the Society

The Board of Directors may utilize the services of Headquarters as bursar, for all or part of the Society funds, as provided by the IEEE Bylaws and rules and regulations. If any part of the Society funds are received and deposited separately, the terms and conditions shall be in accordance with

IEEE policies and subject to the provisions of the Society Bylaws and to any special limitations imposed by the Board of Directors.

Section 2 - Revenue

The financial support for the Society shall be derived from both members and non-members fees and assessment based on the following in accordance with IEEE Bylaws and applicable rules and regulations.

ARTICLE 8 MEETINGS

Section 1 - Meetings policies

All Society conferences and technical meeting activities shall be subject to IEEE policies on meetings, conferences, symposia and expositions, and to any further guidance or controls prescribed by the Society or its duly-appointed committees.

Section 2 - Society meetings

The Society may hold meetings, conferences, symposia, or conventions either alone or in cooperation with sectional, regional, national or international convention committees of the IEEE, or other technical and professional organizations, whether or not they are affiliated with the IEEE, subject to IEEE rules and regulations. The Society should attempt to sponsor at least one technical conference each year.

Section 3 - Time and locations of meetings

The Society shall determine the time and location of each sponsored Conference and technical meeting.

Section 4 - Equal access by members

Meetings, conferences or conventions of the Society shall be open on an equal basis to all participants. The Society may not sponsor or co-sponsor a meeting that is subject to security clearance or other restrictions placed upon any government entity or private corporations internationally.

Section 5 - Board of Governors meeting

The Board of Governors shall hold at least two meetings each calendar year, one an Annual Meeting at a time specified in the Bylaws. Other meetings of the Board of Governors shall be held at such times as necessary and/or convenient. Special meetings of the Board may be called by the President of the Society at the President's discretion or upon request of six other members of the Board of Governors in writing with at least a 30 day notice to all members of the Board.

Section 6 - Quorum

A majority of the voting members of the Board of Governors shall constitute a quorum. All voting members shall have an equal vote.

Section 7 - Voting requirements

The vote of a majority of the votes of the members present and entitled to vote, at the time of the vote, provided a quorum is present, shall be the act of the Board of Governors or any committee thereof.

Section 8 - Chapter activities

Chapters are permitted to hold meetings and local events that do not require approval by the Board of Governors. All activities conducted by Chapters become the responsibility of the Chapter and must

adhere to policies and procedures mandated the Institute. Exceptions may be permitted as defined in the Bylaws.

ARTICLE 9 PUBLICATIONS

Section 1 - Publication policies.

Publications undertaken by the Society shall be subject to IEEE policies and to any further guidance or controls prescribed by the Board of Governors, or its duly appointed committees. The Society shall be responsible for the financial aspects of its publication program. Selection of the published material shall be in accordance with the objectives and policies of IEEE and the Society.

Section 2 - Appointment of associate and guest editors

The President, with the advice and consent of the Board of Governors, shall appoint such editors as may be required to implement the publication program. The duties, authority, and responsibilities of an editor shall be prescribed in the Bylaws. The Editors-in-Chief of Society's periodicals shall appoint associates and/or guest editors consistent with Society publication policy as provided for in the Bylaws.

ARTICLE 10 - RECALL

Section 1 - Recall of Officers

If at any time during the year, with or without cause, in the interests of the Society which requires a change in an elected Director-at-Large or non-membership elected Officer, the matter shall be discussed at a regular or a special meeting of the Board of Governors called for the purpose of considering and voting upon the recommended change. At least twenty days before the meeting, notice of such proposed action shall be given.

Section 2 - Recall voting procedures

An affirmative vote of two-thirds of the voting members of the Members-at-Large shall be necessary to declare a vacancy for cause. For the purposes of recall voting, an abstention shall be counted as a negative vote. If the vote is in the affirmative, the officer recalled is immediately relieved of their position.

Section 3 - Replacement of a recalled Officer

The President of the Society, upon approval of an Officer from the Board of Governors, may replace the recalled officer in accordance with other sections of this Constitution and as prescribed in the Bylaws. To replace a recalled officer, a majority vote is required. An abstention shall be counted as a negative vote.

ARTICLE 11 - AMENDMENTS

Section 1 - Adoption and amendments

Sections of this Constitution may be adopted or amended by action of the Society at a regular or special meeting if the following provisions are met:

- Amendments to the Constitution and/or Bylaws may be initiated by petition submitted by at least 25 members of the Society or by a majority of the Board of Governors at a regular meeting.
- Notice of the meeting and of the proposed change(s) must be provided to each member of the Board of Governors at least thirty days prior to such meeting by most suitable means including email or regular mail. A two-thirds affirmative vote of the votes cast by the members of the Board is required for passage.

- Upon adoption of the amendment by the Board of Governors, the amendment shall be submitted to the Vice President, Technical Activities for formal approval.
- After approval by the Vice President, Technical Activities, the proposed amendment shall be published in the Society Transactions or Newsletter, or otherwise publicized by direct mailing to the membership, with notice that it goes into effect unless ten percent of the Society members object within 30 days of publication.
- If objections are received that total ten percent or more of the membership, a copy of the proposed amendment shall be mailed with a ballot to all members of the Society at least 30 days before the date appointed for return of the ballots. The ballots shall carry a statement of the time limit for their return to the IEEE office. When a mail vote of the entire Society membership is required, approval of the amendment by at least two-thirds of the ballots returned shall be necessary for its enactment.

Section 2 - Bylaws Amendment

Amendments must be adopted by a two-thirds vote of the Board of Governors present during a Board meeting, provided that notice of the proposed amendment has been sent to each member of the Board of Governors at least 15 days prior to such meeting; or the amendment may be adopted by a two-thirds mail vote of the members of the Board of Governors provided a 30-day period is provided for such responses. No amendment shall take effect until it has been approved by the Vice President, Technical Activities. After such approvals, the proposed amendment shall be published in the Society Transactions or Newsletter.

Section 3 - Precedence of IEEE Constitution, Bylaws and Policies

The Constitution, Bylaws and Statements of Policy of the IEEE shall, at all times, take precedence over those of the Society.