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BYLAWS

IEEE Ultrasonics, Ferroelectrics, and Frequency Control Society (UFFC-S)

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1. Nature of the Bylaws

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

2. Society Membership

2.1. Member

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

2.2. Voting Member

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

3. Administrative Committee (AdCom)

3.1. AdCom Composition

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

The Non-Voting Members of AdCom shall consist of: (1) the Standing Committee Chairs who are not UFFC-S Officers, (2) the Ad Hoc Committee Chairs, (3) the Student Representatives of AdCom, (4) the Transactions Editor-in-Chief (EIC), (5) the Transactions EIC-Elect, (6) the Newsletter EIC, (7) the Web EIC, (8) the General Chairs of UFFC-S-sponsored technical conferences for the past year and

upcoming two years (in the event of a conference with General Co-Chairs, the corresponding Technical Standing Committee Chair shall designate one of them to represent at AdCom), and (9) AdCom emeriti.

Other contributors to AdCom may include Vice Chairs, and members of various committees, Transactions Associate EIC(s), UFFC-S representatives, Officers of UFFC-S Chapters, Student Advisor, and selected IEEE Headquarters Officers.

3.2. Quorum

Section 6.2 of the UFFC-S Constitution identifies an AdCom quorum as a majority of Voting AdCom Members.

3.3. Absences and Vacancies

In order to maintain a continuously-active AdCom, Members who miss two consecutive meetings shall, in the absence of extenuating circumstances as determined by the President, be dropped from AdCom. A vacancy thus or otherwise created will be filled by Presidential appointment for the unexpired term, and ratified by a majority of Elected AdCom Members.

3.4. Nomination and Election of Elected Members

Elected AdCom Members shall be determined by ballot to all UFFC-S voting members, as prescribed below.

3.4.1. Nomination

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

For each Elected Member position on AdCom, a nominating petition containing the signatures of at least 2% of the UFFC-S voting members as listed in the official IEEE membership records at the end of the year preceding the election, also places a nominee on the ballot. Such nominating petitions must be completed by the first AdCom meeting of the year. Evidence of nominee's willingness to serve shall be submitted with the petition.

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 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.

Nominees may be presented from the floor by members of AdCom, provided that evidence of willingness to serve is also presented. An affirmative vote by AdCom places the nominee on the ballot.

3.4.2. Election

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

3.5. Nomination and Election of President-Elect

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

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

During the election process, at the discretion of the incumbent President, candidates may be invited to make brief statements (less than 5 minutes) and answer questions from the floor, provided such opportunity is uniformly provided to all candidates under consideration. The election shall be by secret ballot. A majority of the Voting Members of AdCom present shall determine the election. In the case that there are more than two nominees, and no nominee receives a majority, the top two nominees will be retained, and the voting repeated. The incumbent President shall conduct this election process.

3.5.1. Terms of Office

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

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

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

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

3.6. Duties of UFFC-S Officers

As provided in Article 5 of the UFFC-S Constitution, the UFFC-S Officers shall consist of the President, President-Elect, six Vice Presidents, Secretary/Treasurer, and the Junior and Senior Past Presidents. It is the expectation that all officers provide a complete, comprehensive turnover to their

successors prior to the start of the successors' terms, and upon request to assist their successors to ensure continuity of Society operations. Additional provisions in this section are intended to provide general guidelines for duties and are not intended to be comprehensive nor limiting in nature.

3.6.1. President

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

3.6.2. President-Elect

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

3.6.3. Vice Presidents

There shall be six Vice Presidents as defined in Article 5 of the UFFC-S Constitution: Ultrasonics, Ferroelectrics, Frequency Control, Publications, Symposia, and Finance. The Vice Presidents are chairs of their respective Standing Committees, with duties described in Section 5 below. Vice Presidents shall be appointed by the President and ratified by a majority of Elected AdCom Members.

3.6.4. Secretary/Treasurer

The Secretary/Treasurer shall be appointed by the President. It is the discretion of the President as to whether these are separate positions.

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

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

3.6.5. Junior and Senior Past Presidents

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

3.7. Meetings

The conduct of AdCom meetings is addressed in Section 6.2 of the UFFC-S Constitution. AdCom shall meet at least twice a year. Every AdCom Member shall be notified of the place and date of such meetings at least thirty days prior to the meeting date. In the case that there is less than a quorum

attending a duly called meeting, tentative actions may be taken which will become effective upon ratification at a subsequent meeting, or by postal or electronic approval by a majority of Voting AdCom Members.

3.7.1. Special Meetings

Special meetings of AdCom may be called by the President, or by any five Voting AdCom Members on notice to all AdCom Members. Such special meetings may be held as a face-to-face gathering, videoconference or by teleconference. As specified in Section 6.2.4 of the UFFC-S Constitution, the normal voting requirements shall apply when action is taken by means of telecommunications equipment allowing all persons participating in the meeting to hear each other at the same time.

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

3.7.2. E-mail Vote in Lieu of a Meeting

As prescribed in Section 6.2.5 of the UFFC-S Constitution, AdCom or any committee thereof may take action without a meeting by email voting. An affirmative vote of a majority of all committee members eligible to vote shall be required to approve the action. The action item(s) shall be distributed to committee members at least 2 (two) weeks before the voting deadline.

In email voting, a voting committee member may ‘table’ any proposed action by requesting discussion at a subsequent face-to-face meeting if the ‘tabling’ request is seconded by another voting committee member. The results of the vote shall be confirmed promptly in writing or by electronic transmission to the entire committee. A summary of the writings and/or electronic transmissions, including the outcome of the vote, shall be filed with the minutes of the committee. “Electronic transmission” means any form of electronic communication, such as e-mail, not directly involving the physical transmission of paper, that creates a record that may be retained, retrieved and reviewed by a recipient thereof, and that may be directly reproduced in paper form by such a recipient.

3.7.3. Parliamentary Procedure

Meetings of AdCom and any committees thereof shall be conducted in accordance with IEEE governing documents and UFFC-S governing documents. In the event that said documents do not provide sufficient guidance on specific issues relating to parliamentary procedure, Robert’s Rules of Order (latest version) shall be used to provide additional guidance, as prescribed in IEEE governing documents.

3.8. Policies and Procedures

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

3.9. AdCom Student Representatives

There shall be up to six student representatives to AdCom, no more than two from any of the three Society technical areas. The Student Representatives are appointed by the President.

The term of the Student Representatives shall be two years. There shall be three new Junior Student Representatives selected each year, one from each of the three Society technical areas. Junior Student Representatives become Senior Student Representatives during the second year of their term.

The duties of Student Representatives include publicizing the Society to the broader community of fellow students, and promoting the Society to students by appropriate means as approved by AdCom, which may include the Society website, social media and other online activities, reaching out to those students attending its symposia, and other activities.

3.10. AdCom Emeritus

AdCom emeritus members are individuals who have been long-term contributors to AdCom. They have all the rights and privileges of Non-Voting ex-officio Members of AdCom. Emeritus candidates are recommended and approved by AdCom. The term of office of AdCom Emeritus is five years, with the opportunity for reappointment.

4. Society Funds

4.1. Annual Dues and General Expenditures

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

4.1.1. Student Dues

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

4.2. Symposia Funds

Financial arrangements for symposia sponsored or co-sponsored by the Society shall be covered by a separate budget with adequate safeguards against undue risk. The symposium organizing committee may authorize the symposium Treasurer to open an account to be used for the deposit and disbursement of funds related to the symposium, and the symposium Treasurer or General Chair may request a loan (or loans) from the Society's general fund to cover expenses in advance of the symposium. The Symposium General Chair is required to submit a formal budget to AdCom for approval at least one year before the symposium. The AdCom approved budget will be forwarded to IEEE for inclusion in the budget process through the Vice President for Finance. The General Chair is also required to present a preliminary account of symposium income and expenses at the first scheduled AdCom meeting after the symposium, and to work with the symposium Treasurer to ensure the conference books are closed in a timely fashion. All symposia must comply with IEEE audit requirements, and adhere to IEEE conference finance rules.

4.3. Other

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

5. Committees

5.1. Standing Committees

Standing Committees may be added or deleted by AdCom as the need arises through amendment of the Bylaws. Standing Committee Chairs shall be appointed by the President and ratified by a majority of Elected AdCom Members. While the terms of office shall be one year, consecutive terms of office are not limited by these Bylaws.

UFFC-S Committees shall be:

- Ultrasonics
- Ferroelectrics
- Frequency Control
- Symposia
- Finance
- Publications
- Awards
- Fellows
- History
- Member Services
- Nominations
- Standards
- Strategic Planning

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

5.1.1. Three Technical Standing Committees

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

The Committees shall be responsible for selecting symposia general chairs, schedules, locations, and budgets, and submitting the names of the general chairs, locations, and budgets to AdCom for review and approval, and shall ascertain that preparations for each symposium are progressing satisfactorily. The Committees shall support their symposia organizing committees and ensure that the symposia plans are in accordance with Society policies and IEEE directives. Committee activities also include the organization of workshops, tutorials, and the organization of topical sessions in their technical areas at other IEEE conferences. The Committees will be responsible for administering their

respective technical awards that are monitored by the Awards Committee as specified in Section 5.1.5 below.

5.1.2. Symposia

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

5.1.3. Finance

The Vice President for Finance is the Chair of the Finance Committee. The members of the Committee shall consist of the six Vice Presidents and the Treasurer. Additional members may be appointed by the Committee Chair. The Treasurer shall act as Vice-Chair of the committee.

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

5.1.4. Publications

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

The Society shall publish a Transactions, a Newsletter, a Proceedings for each Symposium sponsored or co-sponsored by the Society, a Digital Archive and a Website.

The UFFC-S President, with the review and approval of AdCom, shall appoint a Transactions EIC-Elect at least one year before the expiration of the last term of incumbent EIC based upon input from the Vice President for Publications, the incumbent EIC, and AdCom. At the expiration of the term of the incumbent EIC, the Transactions EIC-Elect shall become the EIC. The Vice President for Publications shall, in consultation with the Transactions EIC, appoint three Associate EIC(s) for the Transactions, one from each of the three Society technical areas. The Vice President for Publications shall also appoint the Newsletter EIC and Web EIC. These appointments (Associate EIC(s), Newsletter EIC, and Web EIC) are subject to the review and approval of Voting AdCom Members.

The editors for the Symposia Proceedings shall be appointed by the General Chairs of the relevant symposia.

5.1.4.1. Transactions

The Transactions on Ultrasonics, Ferroelectrics, and Frequency Control shall be the primary publication of the Society. It shall contain technical papers and review articles. The EIC is responsible for the Transactions format, publication schedule and content. Modification of the format or schedule shall be subject to review and approval of AdCom. The EIC is also responsible for recruiting qualified Associate Editors responsible for selecting appropriate manuscript reviewers, overseeing the quality and timeliness of the review and publication processes, and communicating with contributors. Rules for manuscript preparation shall be published in the Transactions. Paper review procedures shall be administered in accordance with IEEE and Society policies. The EIC may appoint guest editors for special issues and may delegate corresponding responsibility for assembling the technical papers.

The responsibility of the EIC-Elect shall be to prepare for a smooth transition to EIC. The responsibilities of the Associate EIC(s) shall be to support the EIC. The term of office of the EIC and Associate EIC(s) shall be three years, with the opportunity for reappointment to one additional term. The terms of office for the Associate Editors shall be three years, with the opportunity for reappointment to additional terms.

5.1.4.2. Newsletter

The Newsletter shall be published at least twice each calendar year. The Newsletter shall contain a historical record of Society administration including AdCom and Standing Committee minutes, awards, Symposia highlights, and other items of interest to members of the Society. The Newsletter EIC shall have the responsibility of assembling the material for publication of the Newsletter.

5.1.4.3. Symposium Proceedings

A Symposium Proceedings shall be published for each Symposium sponsored or co-sponsored by the Society, and shall contain only papers presented at that Symposium. The Proceedings Editor shall be a member of the relevant symposium organizing committee. In all aspects, the Proceedings Editor shall follow the guidelines as set forth in the IEEE Policy and Procedures Manual and any AdCom guidelines.

5.1.4.4. Website

The Society website shall contain items of interest to members of the Society. This especially includes Society symposia, major committees and activities, news items, and the Digital Archive. The Web EIC will be responsible for the Society's website.

5.1.5. Awards

The Awards Committee shall consist of at least five members appointed by the Chair, not more than two of whom shall be present AdCom Members, with representation from each of the three Society technical areas. The Awards Committee members shall be anonymous and are eligible for appointment for three consecutive one-year terms. The Awards Committee annually shall select candidates and make final decisions for the UFFC Achievement Award, Distinguished Service Award, and Outstanding Paper Award(s); and nominate candidates for the Distinguished Lecturer Award for subsequent review and approval by AdCom. Additionally, the Committee shall prepare Certificates of Appreciation for AdCom and committee members who are completing their tenure; monitor awards presented by the three Society technical areas; and select candidates and prepare nominations for the

various IEEE Awards. Additional Awards may be awarded by the Ultrasonics, Ferroelectrics, and Frequency Control Standing Committees.

5.1.6. Fellows

The Society's Fellows Committee shall consist of at least five members appointed by the Chair, all of whom must be Fellows. The chair shall endeavor to renew committee membership periodically. The Fellows Committee members shall be anonymous. The Fellows Committee shall be responsible for receiving and evaluating nominations for Fellow grade candidates engaged in the fields of activity covered by the Society. The Committee shall make recommendations concerning these nominations on behalf of the Society. Its deliberations and conclusions are confidential and shall only be transmitted to the IEEE Fellows Committee. Members of the Fellows Committee shall not serve as Fellow nominators or references.

5.1.7. History

The Society's History Committee shall consist of the Chair and at least three members, one from each of the three Society technical areas, appointed by the Chair. The History Committee shall be responsible for maintaining a historical record of the Society, updating history sections of the Society's website, submitting relevant records to the IEEE Global History Network, participating in IEEE historical events, and publishing Society historical articles.

5.1.8. Member Services

The Member Services Committee shall consist of members appointed by the Chair. The Committee shall encourage IEEE and UFFC membership, promotion of eligible members to senior membership status, support the fields of interest of the Society, initiate membership drives, prepare membership material for special mailings, and organize a membership booth at Symposia sponsored by the Society. The Committee shall maintain a list of Chapter officers. The Chair shall maintain and provide society membership statistics, interface with the Membership Development Committee of the IEEE, and interface between Chapters and AdCom.

5.1.9. Nominations

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

The Committee shall annually prepare a slate of nominees for election to AdCom, as prescribed in Section 3 of these Bylaws. It shall solicit and prepare candidate biographies and photos for inclusion with the ballots. The Committee shall also prepare a slate of candidates for President-Elect in the election years, as prescribed in Section 3 of these Bylaws.

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

5.1.10. Standards

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

5.1.11. Strategic Planning

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

5.2. Ad Hoc Committees

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