



THE INSTITUTE OF ELECTRICAL AND ELECTRONICS ENGINEERS, INC.

345 EAST 47TH STREET, NEW YORK, N. Y. 10017

# BYLAWS

## EFFECTIVE MARCH 27, 1969

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THE INSTITUTE OF  
ELECTRICAL AND ELECTRONICS ENGINEERS  
INCORPORATED

BYLAWS

100. MEMBERSHIP

Grades

1. The grades of IEEE membership are:
  - a. Honorary Member
  - b. Fellow
  - c. Senior Member
  - d. Member
  - e. Associate
  - f. Student

The term "member" when printed without an initial capital, where used in these Bylaws, includes all grades of membership.

The designation "Life Member" is applicable only to all members who have attained the age of 65 years and who have been members of the IEEE or one of its two predecessor societies for at least 35 years, or who have attained the age of 70 after having been members for 30 years. All members having the designation "Life Member" or "Member-for-Life" in the predecessor societies shall be designated as a "Life Member" in the IEEE. Any member who would have been qualified on or before December 31, 1963, to be a Member-for-Life of AIEE, under the rules of eligibility of the AIEE, or to be a Life Member of IRE, under the rules of the IRE, shall be qualified to be a Life Member of IEEE.

The designation "Group Affiliate" refers to individuals who are not members but who are entitled to participate in certain Group activities under provisions established by the Executive Committee as specified in the Bylaws.

Rights and Privileges

1. Honorary Members shall be entitled to all rights and privileges of the IEEE except the right to hold office therein.
2. Fellows shall be entitled to all rights and privileges of the IEEE.
3. Senior Members shall be entitled to all rights and privileges of the IEEE except the right to serve on the Fellow Committee.
4. Members shall be entitled to all rights and privileges of the IEEE except the right to hold (1) any corporate office, (2) the office of Director, (3) membership on the Admission and Advancement Committee, the Awards Board or the Fellow Committee.
5. Associates shall be entitled to attend meetings of IEEE members, to vote only on matters presented to groups of members (such as Groups and Sections), to be appointed on committees with the right to vote when specifically approved by the Board of Directors or the Executive Committee, but shall not have the right to hold any office.
6. Students' rights and privileges are defined in the Student Manual.
7. Life Members have those privileges associated with their grade immediately before becoming a Life Member or with such higher grade to which they may be advanced.
8. Group Affiliates are entitled to participate in certain Group activities under provisions established by the Executive Committee as specified in the Bylaws.

9. The emblem of IEEE will be protected by legal registration and shall be reproduced only in connection with official business of the IEEE.

10. Emblems to be worn by members are to be purchasable only from IEEE Headquarters.

11. Assertion of IEEE membership by members for purely personal purposes is authorized, including the right to use the following abbreviations:

Hon.Mem.IEEE  
Fel.IEEE  
Sen.Mem.IEEE  
Mem.IEEE  
Assoc.IEEE

12. Every member of the IEEE shall receive those publications of the IEEE specified by the Board of Directors.

105. Qualifications

1. Honorary Members are elected by the Board of Directors from among those who have rendered meritorious service to mankind in engineering or other allied fields. Election is by the unanimous affirmative vote, by secret ballot, of all of the members of the Board of Directors present at a regularly constituted meeting. Nominees may be proposed to the Board of Directors in writing by not less than ten members. Proposals for the election of Honorary Members do not come under the review of the Admission and Advancement Committee. The election of an Honorary Member shall be deemed invalid if acceptance is not received within six months from the date of his election.
2. Fellow: The grade of Fellow is one of unusual professional distinction and shall be conferred only by invitation of the Board of Directors upon a person of outstanding and extraordinary qualifications and experience in the fields of electrical engineering, electronics, radio, allied branches of engineering or the related arts and sciences, who meets the requirements for Senior Member as stated in these Bylaws and who has been a member in any grade for a period of seven years preceding the year of nomination, except that the seven-year provision in any individual case may be waived for cause by the Board of Directors.
3. Senior Member is the highest professional grade for which application may be made and shall require experience or attainment reflecting professional maturity. For admission or transfer to the grade of Senior Member, a candidate shall be an engineer, scientist, educator, technical executive or originator in the fields of electrical or electronics engineering and science, radio, allied branches of engineering or related arts and sciences.

He shall have been in the active practice of his profession for at least ten years and shall have attained distinction as measured by performance over a period of at least five of these years, such performance including one or more of the following:

- a. Publication of important original engineering or scientific papers, books or inventions, or
- b. Technical direction with evidence of accomplishment of important scientific or engineering work, or
- c. Creative contributions to the welfare of the scientific or engineering profession, or
- d. Establishment or furtherance of important scientific or engineering courses in "a school of recognized standing," or

- e. Contributions equivalent to those of "a" to "d" above in areas such as technical editing, patent prosecution or patent law, provided these contributions serve to advance progress substantially in the fields of electrical engineering, electronics, radio, allied branches of engineering or the related arts and sciences.
4. Member grade is a professional grade limited to those who have demonstrated professional competence in the fields of electrical engineering, electronics, radio, allied branches of engineering or the related arts and sciences. For admission or transfer to the grade of Member, a candidate shall be either:
- An engineer or scientist in the fields of electrical engineering, electronics, radio, allied branches of engineering or the related arts and sciences, who shall have had at least three years of professional experience, or shall have graduated from a course of study of at least four academic years duration, or its equivalent, in those fields, in a "school of recognized standing."
  - A teacher of electrical engineering, electronics, radio, allied branches of engineering or the related arts and sciences, who shall have graduated from a course of study of at least four academic years duration, or its equivalent, in those fields, in a "school of recognized standing," or who has had at least three years of professional teaching experience and shall have participated in planning and conducting courses.
  - A person regularly employed in the fields of electrical engineering, electronics, radio, allied branches of engineering or the related arts and sciences, for at least six years who, by experience, has demonstrated competence in work of a professional character.
  - An executive who, for at least six years, has had under his direction important technical, engineering or research work in the fields of electrical engineering, electronics, radio, allied branches of engineering or the related arts and sciences.
5. Associate: For admission or transfer to this grade, the applicant must satisfy the IEEE that he is interested in and capable of rendering service to electrical engineering, electronics, radio, allied branches of engineering or the related arts and sciences and that his admission to this grade will contribute to the welfare of the IEEE.
6. Under the membership grade of Student there shall be two classifications: Student and Student Associate.
- A Student member must carry at least 30 per cent of a normal full-time academic program as a registered undergraduate or graduate student in a regular course of study in electrical engineering, electronics, radio, an allied branch of engineering, or the related arts and sciences in a "school of recognized standing."
  - A Student Associate member must carry at least 30 per cent of a normal full-time program as a registered student in an institutional course of study related to IEEE fields of interest.
7. A Student notifying IEEE that he is entering military service shall retain his Student status, while in service, for a period not to exceed four years. At his option he may continue to pay annual Student dues during this period and receive publications and other membership services, or he may omit payment of dues

and be placed on inactive status. In either case, Student membership shall be recorded as uninterrupted, while the Student is in military service, for the above-stated period.

- Graduation from a course of at least 18 months duration of study in a curriculum related to IEEE fields of interest in an institution not approved as a "school of recognized standing" may be accepted as equivalent to one year's professional experience in those fields.
- Full-time graduate work, or part-time graduate work with teaching or research, in the fields of electrical engineering, electronics, radio, allied branches of engineering or the related arts and sciences, in a "school of recognized standing," may be accepted as equivalent to professional experience.
- The time requirements for admission or transfer to any grade of membership may be satisfied by applying pro rata the experience of the candidate under the various alternative requirements for the grade.
- The term "school of recognized standing" refers only to schools which award degrees for not less than four academic years, or its equivalent, of full-time academic study in electrical engineering, electronics, radio, allied branches of engineering or the related arts and sciences, and are designated as such by the Executive Committee. There may be instances in areas outside of Regions 1 to 6 inclusive, where academic practices vary from those current in those Regions so that qualified Student candidates cannot comply with the requirements of this paragraph for a "school of recognized standing." In such cases, the Executive Committee shall establish criteria so that Students in such other areas may be qualified for membership.

#### 106. Applications

- Applications for admission to the IEEE or for transfer to a higher grade shall be made on a form provided by IEEE and shall embody a record of the general technical education of the applicant and his technical career. The applicant shall provide the names of references as specified in Bylaw 106.2. References for admission or transfer to Member grade or Senior Member grade shall be requested by the General Manager to fill out a prescribed confidential form commenting on the qualifications of the applicant.
- Applicants for membership shall furnish names of references as follows:
 

For Senior Member	- Three Fellows or Senior Members
For Member	- Three Fellows, Senior Members, or Members.
For Associate	- The written endorsement (signature) of one IEEE member in any of the following grades: Member, Senior Member, Fellow, Honorary.
For Student	- The Counselor at his institution, if such Counselor exists; otherwise, a member of the faculty of his institution, who must be an IEEE member.

Should an applicant for admission or transfer certify that he is not personally known to the above specified number of IEEE members who are sufficiently familiar with the applicant's experience to justify him in using their names as references, the Admission and Advancement Committee may, in its discretion, accept other references who are familiar with his professional work, preferably engineers or scientists of standing.

- Applications for admission or transfer to any grade of membership, except the grades of Honorary Member and Fellow, shall be addressed to the Board of Directors and submitted to IEEE. Recommendation of election or transfer of an applicant to any grade, except the grades of Honorary Member and Fellow, shall be by a three-quarters affirmative vote of the Admission and Advancement Committee, provided, however, that the Admission and Advancement Committee may delegate to the General Manager, or his appointed representative, authority to elect or transfer applicants to the grade of Student, Student Associate, Associate, or Member when there is evidence that the requirements of Bylaw 105 have been fulfilled. When so authorized, the General Manager shall render regular reports to the Admission and Advancement Committee of the elections and transfers so processed. (See also Bylaw 106.1.)
- A re-application for admission or transfer to a particular grade may be made after the expiration of one year from the date of a rejection.
- The Executive Committee is authorized to act for the Board of Directors in electing members, re-admitting members or transferring their membership grades, except where involving Honorary Member and Fellow grades, and may waive application and reference requirements in the transfer of members from Student to Associate or Member grade. (See also 302.1a.)

#### Proposals

- Each year, the Fellow Committee shall recommend to the Board of Directors nominees for Fellow grade. A citation summarizing the accomplishments of the nominee shall be a part of each recommendation.
- Admission or transfer to any grade except Fellow may be proposed by any member acting as sponsor by supplying to the Admission and Advancement Committee sufficient information and testimonials from the required number of references to satisfy the Admission and Advancement Committee as to qualifications. Such proposals shall be acted upon by the Admission and Advancement Committee and, if approved, transmitted to the Executive Committee. If approved by the Executive Committee, an invitation blank shall be sent to the proposed member inviting him to accept the grade of membership proposed, which membership shall become effective automatically and immediately upon his supplying the biographical and professional information required and paying the necessary dues and fees which must be received within six months.

#### Admissions and Transfers

- The entrance fee for all grades shall be three dollars (\$3.00) except that there shall be no entrance fee for the Student grade or from members of another society with which there is a reciprocal agreement. The Board of Directors may, under special circumstances, waive the entrance fee.

- No entrance fee shall be charged a non-IEEE member of a Joint Student Branch or Joint Student Associate Branch, who is a student member of another national engineering society which is a sponsor with IEEE of the Joint Student Branch or Joint Student Associate Branch, and who applies for membership in the IEEE within six months after the termination of his student member status.
- There shall be no transfer fees. A notice of approval of a transfer shall be sent to the member.
- The membership period shall be dated as of the first day of the month after election. A notice that he has been elected shall be sent to every newly-admitted member. He shall receive the first publication routinely mailed after receipt of his application.
- The entrance fee and annual dues shall be payable with the application for admission to membership. Should the application fail of admission to membership, the sum remitted with the application shall be refunded.

Annual dues shall be applied to membership as follows:

If payment is received in the period October 1 to December 31, inclusive, membership shall continue until December 31 of the following year.

If payment is received in the period January 1 to March 31, inclusive, membership shall continue until December 31 of the current year.

If payment is received in the period April 1 to September 30, inclusive, the dues payable shall be one-half of the annual dues, and membership shall continue until December 31 of the current year.

#### 109. Dues

- The annual dues for all grades other than Student shall be twenty-five dollars (\$25.00) per year. The dues for Student grade shall be five dollars (\$5.00) per year. Student members transferring to a higher grade, without interruption of membership, shall pay dues of fifteen dollars (\$15.00) for the first year of membership in the higher grade, except that such transferring Student members who reside in Regions 8, 9 and 10 shall pay annual dues of fifteen dollars (\$15.00) for the first three consecutive years of membership in the higher grade.
- Dues shall be waived for all Life Members of IEEE as defined in Bylaw 102. In determining the required years of membership (35 at age 65 years, and 30 at age 70), the following rules shall apply: (a) Only years in which membership dues were paid shall be counted, (b) Student membership years shall not be counted, (c) Years need not be consecutive, (d) Years in which membership dues, not including Student dues, were paid to AIEE or IRE shall be counted, (e) A year of concurrent membership in both AIEE and IRE shall be counted as one year only.
- Under exceptional circumstances, as provided for in the Constitution, such as inability of a member to remit dues due to wartime conditions, the Board of Directors may, if it waives dues, also declare that during the period of such waiver, the member has maintained continuous membership.

#### 110. Billing, Termination and Reinstatement

1. The annual dues period is the calendar year. A bill covering annual dues, Group fees and subscriptions shall be mailed to every member not later than the beginning of the annual dues period. This bill may be paid in two equal installments due January 1st and July 1st. The first installment shall be paid not later than three months, and the second installment not later than nine months, after the beginning of the annual dues period.
2. After prior notification, if the bill for annual dues shall not have been paid on or before the time specified in Bylaw 110.1, it shall be the duty of the General Manager to notify the member that, in accordance with the Bylaws of the IEEE, his right to vote in any Institute election has been suspended, that distribution to him of all publications has been suspended and that, if the dues remain unpaid on December 31 of the then current year, his membership shall be terminated. Accompanying this notice shall be a final bill, with the suggestion that the member pay his dues. The suspended membership privileges shall be restored upon receipt of such payment if received prior to December 31 of the then current year. An entrance fee shall be payable for readmission if payment is not received by that date.
3. Membership so terminated may be resumed on payment of all dues in arrears, or on payment of a new entrance fee and current dues.
4. On resuming membership and paying dues in arrears, a member shall be restored to the publication mailing list and receive all issues from that date on. Publications that he would normally have received had his membership status been continuous shall be considered forfeited. However, upon written request these will be supplied if available.
5. When a membership is terminated, all subscriptions to IEEE publications that had been received by such person by reason of his former membership also terminate as of the same date.
6. The mailing of bills or statements to the last known address of a member, on record in the IEEE, shall be considered a valid notice of indebtedness.

#### 111. Resignations

1. A member in good standing may resign by submitting a written resignation to the Secretary.
2. Subject to the approval of the Executive Committee, a resigned member may resume his membership upon payment of current dues.

#### 112. Severances

1. To initiate action toward expulsion of a member, a signed complaint must be submitted to the Board of Directors which, if it deems the reason sufficient, shall notify the accused by letter of the charges against him and of the place and date of a hearing to consider such charges which shall be held not less than thirty days after mailing of the notice. The accused may present his defense in person, in writing, or by an

authorized representative. There shall be a majority of the members of the Board present at the hearing and the votes cast must be unanimous in order to expel or suspend. The vote shall be considered not unanimous if any member abstains from voting. The action of the Board of Directors shall be final and conclusive. The complaint shall be dismissed if the Board of Directors does not take unanimous action.

If the complaint concerns a member who is a Director, that person is disqualified from serving as a Director for the purpose of this section.

2. If information is presented to the Executive Committee indicating that the applicant for membership or transfer to a higher grade has been elected on the basis of an application containing apparent misrepresentations or false statements, the Executive Committee shall investigate and provide the member an opportunity to submit an explanation. If the Executive Committee concludes that such membership was obtained through misrepresentations or false statements, the membership shall be terminated with notice mailed to the member.

#### 200. ANNUAL ASSEMBLY

##### 201. How Constituted

1. The annual Assembly shall consist of ten Delegates-at-Large elected by the voting members and nine Regional Delegates elected by the voting members residing in Regions 1 to 9 inclusive of the IEEE, making a total of nineteen.
2. The ten Delegates-at-Large shall be comprised of the President, the senior past President, the junior past President, the Vice President elected by the voting members, and six additional Delegates-at-Large. The six additional Delegates-at-Large shall serve three year terms. Two of the six shall be elected each year so that the terms of two of the six additional Delegates-at-Large shall expire each year.
3. The Delegates elected by Regions shall be members of and reside in the Regions electing them and shall have terms of office of two years, the Delegates from even-numbered Regions being chosen and elected in even-numbered years and those from odd-numbered Regions in odd-numbered years. A vacancy shall occur in the office of Regional Delegate at such time as the incumbent ceases to reside in the Region that elected him. Such vacancy shall be filled by the Director selected to fill the corresponding vacancy as provided in Article XI, Sec. 2 of the Constitution.
4. As stated in the Constitution, all Delegates, both Delegates-at-Large and Regional Delegates, shall be elected Directors by virtue of their election as Delegates and shall serve terms as Directors concurrent with their terms as Delegates.
5. All Delegates shall be of Fellow or Senior Member grade.
6. The presiding officer of the annual Assembly, as provided by the Constitution, shall be the newly-elected President.
7. Prior to the election of the Secretary or in the event of his absence, the General Manager shall perform the secretarial functions.

Special meetings of the Assembly may be called by any five Delegates on notice to all other Delegates. Notice of such special meetings giving the time and place of meeting, the purpose of the meeting and the names of the Delegates calling the meeting shall be mailed to all Delegates not less than twenty days before the date set for the special meeting. The place of such special meetings may be only at IEEE Headquarters unless otherwise authorized by a majority vote of all Delegates, such vote to be secured by or transmitted to the Secretary.

##### Meetings

1. The annual Assembly of the IEEE, required by the Constitution to be held during January of each year, shall be held as early in that month as feasible at IEEE Headquarters located in the United Engineering Center in New York, N.Y. Notice of time and place shall be mailed not less than thirty days in advance. In the case of extraordinary circumstances, a special meeting of the Assembly or the designation of a place of meeting for annual Assembly other than IEEE Headquarters may be authorized by a two-thirds vote of those present at a regularly constituted meeting of the Board of Directors held at least thirty days in advance of the date of such specially designated meeting.
2. A meeting of the Assembly may be held without notice if waivers of notice signed by all of the Delegates are filed with the Secretary with notation thereof entered in the minutes of the meeting.
3. Ten Delegates shall constitute a quorum at meetings of the Assembly.
4. Any notices of meetings or other official business required by the Constitution or these Bylaws to be mailed to Delegates shall be sent by such routings as shall ensure prompt delivery.
5. Reimbursement for actual and necessary expenses is authorized for Delegates for the purpose of attending any special or extraordinary meeting of the Assembly not associated with a meeting of the Board of Directors held contiguously with it.

##### Functions

1. The annual Assembly shall elect additional Directors for the required term of office of one year. An additional Director elected biennially by the annual Assembly shall represent Region 10. Four of these Directors shall be elected Corporate Officers, respectively designated as Vice President - Publication Activities, Vice President - Technical Activities, Secretary, and Treasurer. The annual Assembly shall also elect such alternate Directors as may be necessary to ensure the attaining of a total number of eight Directors including the Corporate Officers, in the event that consent to serve by any of the electees cannot be secured prior to the conclusion of that Assembly meeting.
2. The annual Assembly shall receive reports, verified by the President and Treasurer, or by the Board of Directors, showing the amount and status of real and personal property owned by the IEEE, its fiscal condition, changes in membership, changes in groups of members and other vital statistics, all of which are to be as of the most recent date available from the records kept by the Officers. These reports shall be filed with the records of the IEEE and abstracts thereof entered in the minutes of the proceedings of the Assembly.

#### 300. MANAGEMENT

##### 301. Board of Directors

1. The Board of Directors shall consist of ten Directors-at-Large elected by the voting members, nine Regional Directors elected respectively by the voting members of Regions 1 to 9 inclusive of the IEEE and eight Directors elected by the annual Assembly, making a total of twenty-seven.
2. The ten Directors-at-Large shall be comprised of the President, the two surviving Past Presidents most recently retired from that office, the Vice President elected by the voting members and six Directors elected for three-year terms. Two of the six shall be elected each year so that the terms of two of the six Directors shall expire each year.  
  
The Past Presidents shall be named Senior Past President and Junior Past President, the junior being the most immediate past holder of the Presidency.
3. The Directors elected by the annual Assembly, for the purposes of determining the total number of Directors-at-Large as distinguished from those elected by the Regions as specified in the Constitution, shall have Director-at-Large status.
4. The Directors elected by Regions shall be members of and reside in the Regions electing them and shall have terms of office of two years, the Directors from even-numbered Regions being chosen and elected in even-numbered years, and those from odd-numbered Regions in odd-numbered years. A vacancy shall occur in the office of Regional Director at such time as the incumbent ceases to reside in the Region that elected him. The existence of such a vacancy shall be established by the Executive Committee upon receipt of information from the Regional Director, or other IEEE Officer, an officer of a Section within the Region or from the records maintained by the General Manager. Residence for the purpose of this Bylaw shall be as determined by the member's Section affiliation, as defined in Bylaw 402.1.
5. All Directors shall be of Fellow or Senior Member grade.
6. The annual meeting of the Board of Directors, required by the Constitution to be held during January of each year, shall be held immediately after the adjournment of the annual Assembly and at the same place. Notices thereof shall be mailed at the same time that notices are mailed for the annual Assembly.
7. At the annual meeting, the Board shall determine the time and place of other meetings to be held throughout the year, which normally shall not be more than three.
8. The time and place of any scheduled Board meeting may be altered or the meeting cancelled only by majority vote at a regularly constituted meeting of the Board of Directors or by consent of a majority of all Directors secured by or transmitted to the Secretary, not less than twenty days before the original date or the new date set for the meeting, whichever is the earlier. Notice of such approved change shall be mailed to all Directors not less than ten days before the original or the new date, whichever is the earlier.
9. Special meetings of the Board of Directors may be called by any five Directors on notice to all other Directors. Notice of such special meetings giving the time and place of meeting, the purpose of the meeting and the names of the Directors calling the

meeting shall be mailed to all Directors not less than twenty days before the date set for the special meeting. The place of such special meetings may be only at IEEE Headquarters unless otherwise authorized by a majority vote of all Directors, such vote to be secured by or transmitted to the Secretary.

10. A meeting of the Board of Directors may be held without notice if waivers of notice signed by all of the Directors are filed with the Secretary with notation thereof entered in the minutes of the meeting.

11. In the absence or incapacity of the Secretary, the General Manager shall perform the secretarial functions.

12. Notices of meetings and any other documents required to be sent to Directors pursuant to provisions of the Constitution and these Bylaws shall be sent by such routings as shall ensure prompt delivery.

13. Fourteen Directors shall constitute a quorum at meetings of the Board of Directors.

14. Reimbursement for actual and necessary expenses is authorized for Directors for the purpose of attending meetings of the Board of Directors, the Executive Committee, and meetings taking place during the IEEE International Convention and Exhibition, for one other general meeting each year, and for meetings at which the Director performs duties assigned to his office.

15. Reimbursement for actual and necessary expenses is authorized for Regional Directors for the purpose of visiting the Sections and Subsections within their respective Regions.

### 302. Executive Committee

1. The Board of Directors at its annual meeting shall appoint an Executive Committee composed of Directors, to exercise powers and assume duties of management as directed by the Board of Directors and as may be outlined in the Bylaws, subject to the following limitations:

- That the Board of Directors may at any meeting overrule any act or decision of the Executive Committee.
- That the Board of Directors may suspend at any meeting any power conferred upon the Executive Committee by resolution or by these Bylaws, such suspension to remain in effect pending repeal of any Bylaw conferring such power, or
- That the Board of Directors may direct any action or plan of the Executive Committee.

2. The Executive Committee shall be comprised of the President, the Vice President elected by the voting members, the two Vice Presidents elected by the annual Assembly, the junior past President, the Treasurer, the Secretary, the Chairman of the Educational Activities Board, and one additional Director. The President shall be Chairman, the Vice President elected by the voting members shall be Vice Chairman and the Secretary shall be Secretary thereof.

3. At the first meeting of a newly-appointed Executive Committee, it shall schedule other meetings throughout the year. Minutes of the meetings of the Executive Committee shall be mailed to all Directors.

4. The terms of office of members of the Executive Committee shall begin with the annual meeting of the Board of Directors and shall continue until the succeeding annual Assembly.

5. The Executive Committee may divide its duties and responsibilities among its members as it sees fit and conduct its business as it finds necessary. It shall appoint certain of its members as "Coordinators" charged with functional supervision of activities such as membership, standards, etc. The Chairmen of the Publications Board, the Regional Activities

Board, and the Technical Activities Board shall be members of the Executive Committee in their capacities as Vice Presidents. The Chairman of the Educational Activities Board shall be a member of the Executive Committee. The Executive Committee shall specify those activities to be administered by the General Manager.

6. The Executive Committee shall be responsible for the management of IEEE Headquarters. The Executive Committee shall prepare and present an annual budget to the Board of Directors for approval.

7. The Executive Committee shall be charged with broadly considering IEEE policies and making appropriate recommendations to the Board of Directors on its own initiative.

8. The Executive Committee shall appoint, direct, and coordinate the work of all Standing Administrative Committees except those appointed directly by the Board of Directors.

9. The Executive Committee may authorize conventions, conferences, and meetings of the IEEE and approve their dates and locations.

10. The Executive Committee shall establish an office account, which must be specifically limited in amount, the funds for which shall be made available from the funds received by the IEEE by authorization of at least two Corporate Officers, as provided in the Constitution. Funds shall be withdrawn from the office account only by authorized bonded employees of the IEEE.

11. Five members of the Executive Committee shall constitute a quorum.

12. The Executive Committee may select and authorize the execution of contracts with an investment advisor, which may provide that the investment advisor shall have discretionary authority over IEEE's investment portfolio.

### 303. Corporate Officers

1. As provided in the Constitution, the Corporate Officers of the IEEE shall be the President, the three Vice Presidents, the Secretary, and the Treasurer, a total of six. Corporate Officers shall be of Fellow or Senior Member grade.

2. As provided in the Constitution, the President shall be elected by the voting members, by virtue of which election he shall also be a Delegate-at-Large and a Director-at-Large. His term as President shall be one year. His term as Delegate-at-Large and Director-at-Large shall be three years.

3. There shall be three Vice Presidents of the IEEE. One of these shall be elected by the voting members for a term of office of one year, by virtue of which election he shall also be a Delegate-at-Large and a Director-at-Large. He shall be Chairman of the Regional Activities Board. The other Vice Presidents shall be elected by the annual Assembly, for a term of one year, by virtue of which election they shall also be Directors. One of the Vice Presidents elected by the Assembly shall be designated "Vice President - Technical Activities" and shall be Chairman of the Technical Activities Board. The other Vice President elected by the Assembly shall be designated "Vice President - Publication Activities" and shall be Chairman of the Publications Board. The three Vice Presidents shall serve as coordinators of their respective activities on the Executive Committee.

4. The Vice President elected by the voting members shall take precedence as regards assumption of presidential duties as provided in the Constitution.

5. The Secretary and Treasurer shall be elected by the annual Assembly, by virtue of which election they shall also be Directors. The terms of the Secretary and Treasurer shall be one year and their terms as Director shall also be one year.

6. Reimbursement for actual and necessary expenses is authorized for the Corporate Officers, incurred in the performance of their IEEE duties over and above their duties as Delegates or Directors.

7. Incapacity of the President to perform his duties and the length of time such incapacity may continue shall be determined by the Board of Directors, or by the Executive Committee, if the incapacity occurs at a time when it is not feasible to convene a meeting of the Board and there is need for action.

During such incapacity of the President, the Vice President elected by the voting members shall be notified and shall assume the Presidential duties. The President, however, may declare a condition of incapacity and the duration thereof by written communication to the Secretary, in which event the Secretary shall notify the Vice President elected by the voting members to assume the presidential duties and the Secretary shall take such other action as provided in the Constitution if that Vice President is unavailable or incapacitated.

8. A vacancy among the Corporate Officers and the duration thereof shall be determined by the Board of Directors which may fill such vacancy as provided by the Constitution. If a vacancy occurs among the Corporate Officers at a time when it is not feasible to convene a meeting of the Board of Directors and there is need for action, the Executive Committee shall make such determination and fill such vacancy if the approval of a majority of all the Directors is secured by mail or telephone, such approval to be recorded by the Secretary with the names of the approving Directors.

9. The Secretary shall prepare an Annual Report on membership, meetings and IEEE activities, to be submitted to the Board of Directors.

10. The Treasurer shall cause to be prepared an annual audit of the affairs of the IEEE by certified public accountants and a report thereof submitted to the Board of Directors. The Treasurer shall also make a report to the Executive Committee semi-annually concerning the status of the IEEE investments.

### Boards and Committees

1. The activities of the IEEE shall be conducted wherever possible through voluntarily associated groups of members organized by (1) geographic area (i.e. Sections, etc.) and (2) field of interest (i.e. Groups). To provide for activities of the IEEE not adequately fulfilled by the voluntarily associated groups, committees of members shall be appointed by the Board of Directors or by the Executive Committee.

2. The following Boards and Committees shall be established by and responsible to the Board of Directors:

Awards Board	Long Range Planning Committee
Educational Activities Board	Nominations and Appointments Committee
Fellow Committee	Publications Board
Intersociety Relations Committee	Regional Activities Board
Life Member Fund Committee	Technical Activities Board
	Tellers Committee

The following Committees shall be established by and responsible to the Executive Committee:

Admission and Advancement	History
Finance	Internal Communications
	Membership and Transfers

3. Each Board and Standing Committee shall have the right to create subcommittees of its own selection. Voting members of all Boards, Standing Committees and subcommittees thereof shall be members of the IEEE. Qualified individuals who are not members of IEEE may serve as nonvoting consultants to these bodies.

4. Term of Appointment. Unless specified otherwise, the term of appointment for members, including the Chairman and any other officers of the above Boards and Standing Committees shall be for the calendar year of appointment. However, acceptance of appointment will carry with it the understanding that a member would normally be reappointed annually to serve for no more than three consecutive years dependent on continued active participation and current requirements.

5. Duration of Service. Unless specified otherwise, the consecutive period of service of any member of any Board or Standing Committee listed in Bylaw 304.2 shall not extend beyond three years, except that a Chairman or Past Chairman may serve one additional year. The limitations of tenure may be waived in individual cases for reasons deemed by the Board of Directors or the Executive Committee to be in the best interests of the Institute.

6. Distribution of Appointments. Unless specified otherwise, appointments shall normally be distributed so as to avoid the termination of more than about one-third of the membership of any Board or Standing Committee in any calendar year.

7. Additional appointments may be made to any Board or Standing Committee to fill vacancies or to care for special cases as the need arises, but such appointments shall expire with the expiration of the calendar year.

8. The functions, scopes and responsibilities of each Committee, together with rules for operation and guidance, as recommended by the Committee, shall be compiled by the General Manager for the approval of the Executive Committee and contained in a document titled "Committee Manual." Following appointment, each new member of a Committee shall be provided with a copy of the applicable Manual.

9. The Board of Directors may appoint or direct the appointment of representatives of the IEEE on joint committees, boards and other local, national and international bodies.

### 305. IEEE Awards Activities

#### 1. Awards Board.

Composition of the Awards Board. The Awards Board shall consist of fourteen members: the Chairman, Vice Chairman, five members-at-large, and the Chairmen of the following seven Committees of the Awards Board:

Edison Medal	Scholarship Awards
Founders Award	IEEE Prize Papers
Lamme Medal	External Awards
IEEE Education Medal	

The Field Awards shall be administered by one or more Committees whose Chairmen shall be selected from members-at-large by the Chairman of the Awards Board.

Appointments to the Awards Board. The IEEE Board of Directors shall make all appointments to the Awards Board. The Chairman shall be a member of the IEEE Board of Directors. All vacancies shall be filled by interim appointments, as required, to bring the Awards Board to fourteen members.

Appointments to the Committees of the Awards Board. The members other than the Chairmen of the Committees of the Awards Board shall be recommended by the Awards Board and appointed by the IEEE Executive Committee. The number of members on the Awards Board Committees and guidelines for the rotation of committee members shall be specified in the Manual of the Awards Board. At least one member of the Board of Directors shall serve as a member of each of the Major Annual Awards Committees.

Responsibilities of the Awards Board. The Awards Board shall review annually the awards activities of the IEEE and shall recommend to the Board of Directors such changes as it deems desirable. Beginning in 1969 and thereafter during the last year of each decade, the Awards Board shall critically review each individual IEEE award and shall recommend to the Board of Directors the continuation, or modification in name, scope or intent of each IEEE award included in the Bylaws at that time.

2. IEEE Medal of Honor. The Medal of Honor is the highest IEEE award for a singular achievement in the fields of science and technology. It will be awarded only when a candidate is identified as meeting the exceptional requirements of the award and not on a regular annual basis.

The Medal of Honor shall be awarded to a candidate (not necessarily a member of the IEEE) who shall have made an exceptional contribution to the fields of science and technology defined in Article I of the IEEE Constitution.

The Awards Board, as a Committee of the Whole, shall recommend candidates for the IEEE Medal of Honor to the Board of Directors.

3. IEEE Major Annual Awards. There shall be four IEEE Major Annual Awards. These will be awarded annually when in the judgment of the Awards Board suitable candidates are available. Recipients of the IEEE Major Annual Awards shall be members of IEEE, except that, under exceptional circumstances, the Board of Directors may approve the presentation of any of the IEEE Major Annual Awards to a nonmember. The IEEE Major Annual Awards are:

Edison Medal. The Edison Medal shall be the principal annual award of the IEEE, and shall be awarded to a candidate for a career of meritorious achievement in electrical science or electrical engineering or the electrical arts.

Founders Award. The Founders Award is given for major contributions in the leadership, planning, and administration of affairs of great value to the electrical and electronics engineering profession.

Lamme Medal. The Lamme Medal shall be the principal annual award for meritorious achievement in the development of electrical or electronic apparatus or systems.

IEEE Education Medal. The IEEE Education Medal shall be awarded to recognize outstanding contributions to education.

The designated committee of the Awards Board shall review all nominations and select a candidate to recommend for each of the four Major Annual Awards. Candidates for these Awards shall be approved by the Awards Board before submission to the Board of Directors for final approval.

4. Field Awards. The IEEE Field Awards are awarded for contributions in several fields of science and technology and in particular classes of service. They are awarded annually when in the judgment of the Awards Board suitable candidates are available. The Field Awards are:

Harry Diamond Award, for outstanding technical contributions in the government service.

William M. Habirshaw Award, in the field of transmission and distribution of electric power.

IEEE Award in International Communication, in honor of Hernand and Sosthenes Behn.

Mervin J. Kelly Award, in the field of telecommunications measurements.

Morris N. Liebmann Award, in the field of radio.

David Sarnoff Award, in the field of electronics.

Vladimir K. Zworykin Award, in the field of electronic television.

The Field Awards Committee or Committees shall recommend candidates for these awards to the Awards Board.

5. Scholarship Awards. The IEEE Scholarship Awards are the Fortescue Fellowship Award and the Volta Scholarship Award. These, together with other scholarships or fellowships as may be established by the Board of Directors, are administered by the Scholarship Awards Committee.

6. IEEE Prize Papers. The IEEE Prize Paper Awards are:

W.R.G. Baker Award. This is presented annually for the best paper originating in any of the IEEE TRANSACTIONS.

Browder J. Thompson Award. This is presented annually for the best paper in any IEEE publication by an author or joint authors under thirty years of age.

IEEE Student Prize Paper Award. This is presented annually for the best paper by an IEEE Student member or members, selected from the winners of the Regional Prize Papers Contests.

These Prize Paper Awards shall be administered by the Prize Papers Committee of the Awards Board.

The Awards Board shall have policy supervision over all Prize Paper Awards of the IEEE, but may delegate responsibility for administration, selection of candidates and presentation of Prize Paper Awards, other than those listed in this Bylaw, to the appropriate Standing Committee as follows: Student Prize Papers to the Student Branches Committee; Group Prize Papers to the Committees of the Groups; Section, Council, and Regional Prize Papers to the Sections Committee.

7. External Awards. External Awards are those awards not exclusive to IEEE but of interest to IEEE and its members.

The Committee on External Awards shall be responsible for reviewing and suggesting action on outside sources of awards of interest to IEEE members, for recommending nominations for such external awards as may be assigned to it by the Awards Board, and for cooperation with the Intersociety Relations Committee in the selection of IEEE nominees to serve on joint society medals and awards committees.

8. Authority for Awards. The IEEE awards administered by the Awards Board and its committees shall be presented with the approval of, and in the name of, the IEEE Board of Directors. The Board of Directors may delegate its authority to the Executive Committee for the approval of Scholarship and Fellowship Awards and for other specific awards except the Medal of Honor and the IEEE Major Annual Awards.

9. Procedure for Nomination and Selection of Candidates. Except as expressly provided in these Bylaws, the procedure for the nomination and selection of candidates for awards shall be specified in the Manual of the Awards Board. No member of the Board of Directors, the Awards Board or the Headquarters Staff shall act as a sponsor or reference for any nomination for which the Awards Board is responsible, if he occupies any of these positions on the date of submission of the nomination or reference form.

10. Presentation of IEEE Awards. The Medal of Honor and the IEEE Major Annual Awards shall be presented during the IEEE International Convention. All other awards shall be presented at the time and places approved by the Awards Board. The Chairman of the Awards Board shall be responsible for the review and approval of plans and arrangements for the presentation of IEEE Awards as well as for the format and content of IEEE Awards brochures.

#### 306. Educational Activities Board

1. The Educational Activities Board shall be responsible to the Board of Directors for planning activities in continuing education, for monitoring accreditation activities and developing guidelines for IEEE representatives to accreditation committees, for developing IEEE relations with educational institutions, for the support of activities of the IEEE Student Branches and of the educational activities of the Sections and Regions, and for making policy recommendations to the Board of Directors.

The Chairman of the Educational Activities Board shall be a Director of the IEEE and shall serve on its Executive Committee. He shall serve as the Student Activities Coordinator of the Executive Committee.

The Chairman of the IEEE Group on Education shall be a member, ex officio, of the Educational Activities Board.

The following committees shall be appointed by and be responsible to the Educational Activities Board:

Committee on Accreditation  
Pre-college Guidance Committee  
Student Activities Committee

The Chairmen of the Regional Student Activities Committees shall be ex-officio members of the Student Activities Committee.

The Educational Activities Board shall consist of not more than thirteen members, including its Chairman, the Chairman of the IEEE Group on Education and the Chairman of the Student Activities Committee.

#### 307. Publications Board

1. The Publications Board shall coordinate the technical publication activities of the IEEE. It shall consist of the Vice President-Publication Activities as Chairman, a Vice Chairman, the Editor of the IEEE SPECTRUM, the Editor of the PROCEEDINGS OF THE IEEE, the Editor of the IEEE STUDENT JOURNAL, two present or former Group Editors, and not fewer than three nor more than six other members. The Staff Secretary of the Publications Board and any other members of the Headquarters Staff designated by the Vice President-Publication Activities and the General Manager shall serve as ex-officio, nonvoting members.

2. The Publications Board shall be responsible for the formulation and recommendation of publication policies to the Executive Committee and the Board of Directors, the establishment of such criteria and procedures as are appropriate for ensuring the adequacy and excellence of the publications of the IEEE and the relationship between IEEE publications and other technical journals.

3. The following committees and boards shall be appointed by and be responsible to the Publications Board:

Editorial Board, IEEE SPECTRUM  
Editorial Board, PROCEEDINGS OF THE IEEE  
Editorial Board, IEEE STUDENT JOURNAL  
Information Services Committee  
Information Systems Advisory Committee  
Translated Journals Committee

4. The Editors of IEEE SPECTRUM, PROCEEDINGS OF THE IEEE, and the IEEE STUDENT JOURNAL shall be appointed by the Board of Directors. Each Editor shall be Chairman of the Editorial Board of his respective publication. The Vice President - Publication Activities may authorize the reimbursement of actual and necessary expenses incurred by the Editors of IEEE SPECTRUM, PROCEEDINGS OF THE IEEE, and IEEE STUDENT JOURNAL, in the performance of their duties as Editors.

5. There shall be a Panel of Technical Publication Editors consisting of the editors of IEEE SPECTRUM, PROCEEDINGS OF THE IEEE, IEEE STUDENT JOURNAL, the TRANSACTIONS and JOURNALS of the Groups, and any other technical publications published by the Institute or its organizational units. A member of the Publications Board shall be Chairman. The Panel of Technical Publication Editors shall provide a means for coordinating publication activities and for assisting the Publications Board in determining publication policy recommendations.

#### 308. Regional Activities Board

1. The Regional Activities Board shall be responsible to the Board of Directors for the geographically organized activities of the Institute, including those of the Regions, Sections, Councils, and Subsections. It shall consist of the Vice President elected by the voting members, as Chairman, and the Regional Directors. The Chairman may appoint liaison members without vote. The Secretary shall be a member of the Headquarters Staff designated by the General Manager and shall serve, ex officio, without vote.

2. The Regional Activities Board shall be responsible for the formulation and recommendation to the Board of Directors or the Executive Committee of policies, criteria and procedures to insure (1) the adequacy and excellence of programs intended for member participation in their respective localities, (2) cooperation and constructive mutual action at the interfaces between the locally organized units of IEEE members, and (3) an adequate and reasonable allocation of the Institute's volunteer and staff personnel and financial resources to support the Regions and the locally organized units within the Regions. Approval by the Regional Activities Board shall be required for the creation or dissolution of any Section, Council, or Subsection, as further provided in Bylaws 402, 403 and 404. The Regional Activities Board shall undertake such functions and studies as may be assigned to it from time to time by the Board of Directors or the Executive Committee.

3. The Chairman of the Regional Activities Board shall serve, in addition to his duties as Vice President elected by the voting members, as Coordinator of Regional Activities of the Executive Committee.

#### 309. Technical Activities Board

1. There shall be a Technical Activities Board (TAB) consisting of the Chairman of each Group, the Chairman of each General Committee, the IEEE Vice President - Technical Activities, all ex officio with vote; a Vice Chairman and eight members-at-large appointed by the TAB Chairman with the approval of the IEEE Board of Directors, with vote. The Secretary of TAB shall serve ex officio, without vote. The Chairman of TAB may appoint liaison members without vote.

The Chairman of TAB shall be the IEEE Vice President - Technical Activities elected by the annual Assembly, and he shall be a member of the IEEE Executive Committee (see 302.2). Neither the Chairman nor the Vice Chairman shall be an officer of any entity under the jurisdiction of the TAB. The Secretary shall be a member of the IEEE Headquarters Staff designated by the General Manager.

2. There shall be a TAB Operating Committee (OpCom) consisting of the TAB Chairman, Vice Chairman, Secretary, eight members-at-large, and the TAB liaison members. The liaison members and Secretary shall not vote. The OpCom Chairman, Vice Chairman, and Secretary shall be those individuals holding respectively the same offices in TAB.

The eight OpCom members-at-large shall normally serve for two year terms, four to be appointed by the TAB Chairman each year subject to ratification by the IEEE Board of Directors. The TAB shall prepare a list of candidates who are willing to serve. The TAB Nominating Committee shall select and submit a roster of nine, from which TAB by letter ballot shall select a slate of six. The TAB Chairman's appointments shall contain not less than two from this slate.

→ 3. The TAB shall perform the functions delegated to it by the Board of Directors, including the recommendation of policies affecting the management and operation of the Groups and General Committees. The TAB OpCom shall be the implementing arm of TAB, responsible for developing plans, schedules, and procedures. The Groups shall operate in support of their assigned technical fields, as provided in their respective constitutions. In addition to his responsibilities to the IEEE Board, the TAB Chairman, as the Technical Activities Coordinator for the Executive Committee, may bring before the Executive Committee reports, recommendations, or other actions by the individual Groups, the General Committees, OpCom, and TAB.

→ 4. TAB OpCom shall interpret relevant policies through organizational arrangements, guidelines, and scopes and shall develop policy recommendations relating to the IEEE program of technical activities. The TAB OpCom shall appraise IEEE technical activities; shall prepare reports and proposals on the establishment of new programs or modifications and on relative support levels and program effectiveness; and shall undertake special assignments by the IEEE Board of Directors and Executive Committee. Relevant policy statements, rules and regulations, and procedures shall be published in the TAB manual for the guidance of all concerned. In its operating function the TAB OpCom shall report to the IEEE Executive Committee.

(1) The TAB Chairman may establish councils, standing committees, and task forces to facilitate the performance of duties assigned to TAB and TAB OpCom and to encourage cooperative efforts among the Groups and General Committees; representatives of Regions and Sections shall be included to the extent that their technical activities are involved.

(2) TAB OpCom shall be responsible for the technical program and Highlight Session of the IEEE International Convention.

(3) There shall be the following TAB General Committee, the officers and members to be appointed by the TAB Chairman:

Standards

(4) The Standards Committee shall consist of not more than 26 Institute members, including a Chairman, a Vice Chairman, and the immediate Past Chairman, plus a Secretariat assigned from the Headquarters Staff.

The Committee is responsible on an Institute-wide basis for encouraging and coordinating the work of formulating and revising IEEE Standards. The Committee gives final approval to IEEE Standards prior to submission to the Executive Committee for publication. It considers and investigates all matters relating to units and standards in the fields of electrical engineering, electronics, radio, allied branches of engineering or the related arts and sciences. It represents the IEEE in cooperation with other standardizing bodies in matters relating to units and standards.

The Standards Committee shall be empowered to establish and appoint subcommittees (such as Standards Coordinating Committee).

### 310. Standing Committees

1. Admission and Advancement Committee. The Admission and Advancement Committee shall be responsible for advising the Executive Committee as to the admission and transfer of applicants to the professional grades of Senior Member and Member. It shall be concerned with determining whether the applicants meet the requirements of the Constitution and the Bylaws, functioning primarily as a jury and acting as a guardian of the membership standards of the IEEE. As far as possible, its meetings shall be held just prior to the scheduled meetings of the Executive Committee in the interest of expediting the processing of applications.

Members of the Admission and Advancement Committee shall be of Fellow or Senior Member grade.

2. Fellow Committee. The Fellow Committee shall be responsible for making recommendations to the Board of Directors for nominees to be conferred the grade of Fellow. The Committee shall also provide a citation for each such nominee. The number of recommendations in any one year may not exceed a total equal to one two-hundredth of the number of Senior Members enrolled as of December 31 of the year preceding. Sources from which nominations of candidates and other useful information shall be obtained shall be set forth in the Fellow Manual.

No member of the Board of Directors, the Fellow Committee, or the Headquarters Staff shall act as sponsor or reference for any nomination for Fellow grade, if he occupies any of these positions on the date of submission of the nomination or reference form.

The Fellow Committee shall consist of seventeen members chosen from among those of Fellow grade, ten being selected so that each of Regions 1 to 10 inclusive will have representation.

3. Finance Committee. The Finance Committee shall be responsible for periodically reviewing the fiscal affairs of the IEEE concerning which it is to take the initiative for making recommendations to the Executive Committee when warranted. It shall review the annual budget in advance of its submission to the Executive Committee and the Board of Directors.

The Finance Committee shall consist of not more than five members of the Board of Directors and shall include the Treasurer as Chairman.

4. History Committee. The History Committee shall be responsible for considering questions concerning historical matters in the fields covered by IEEE activities, including assistance to the Publications Board, assisting institutions of a public nature such as the Smithsonian Institution where helpful information is requested and can be secured, and for providing information and recommendations to the Executive Committee when pertinent.

The History Committee shall consist of not more than fifteen members, who shall be chosen for knowledge of and interest in technological history.

5. Internal Communications Committee. The Internal Communications Committee shall be responsible for review of generic internal communications among the membership, officers, headquarters, and organizational units of the Institute and for the provision of assistance, advice, and recommendations to appropriate units for improvements in such communications. It shall also advise the Executive Committee and General Manager in public relations matters. The Committee shall consist of not more than six members.

Intersociety Relations Committee. The Intersociety Relations Committee reports to the Board of Directors and is responsible for the following: advising the Board on matters of policy with respect to intersociety affairs; representing the IEEE in negotiations of new intersociety relations; formulating methods for the application of IEEE policy to intersociety problems; promoting the implementation of IEEE policies and programs in the field of intersociety relations.

The Intersociety Relations Committee shall consist of nine members appointed by the Board of Directors. The terms of appointment of one-third of the members shall expire at the close of each calendar year. (Experience with the major federation and intersociety groups should, to the extent feasible, be represented in the membership of the Committee.) The Senior Past President of IEEE shall be Chairman of the Intersociety Relations Committee. The Junior Past President shall also be a member of the Committee in preparation for assuming the chairmanship the following year. The IEEE Representative to the ECPD Executive Committee shall also serve as a member of the Committee, ex officio.

Life Member Fund Committee. The Life Member Fund Committee shall administer a "Life Member Fund" carried on the accounts of IEEE, made up of contributions by Life Members and to which contributions may be made in the future. The purposes for which the fund may be used and withdrawals therefrom shall be under the control of the Life Member Fund Committee.

The Life Member Fund Committee shall consist of eight members. At least four shall be contributors to the fund and at least one shall be a member of the Board of Directors.

8. Long Range Planning Committee. The Long Range Planning Committee shall be responsible to the Board of Directors for reviewing the trends of science and technology as they may concern the Institute, the profession and the public, and for recommending such changes in the Institute's objectives, organization and operations as may be indicated by these trends.

The Long Range Planning Committee shall consist of the Junior Past President as Chairman, the Treasurer, and two other members of the Board of Directors who are not members of the Executive Committee.

9. Membership and Transfers Committee. The Membership and Transfers Committee shall plan and develop methods of extending the membership of IEEE and promoting transfers in grade to the end that all members shall occupy the highest grade for which they are qualified.

The Membership and Transfers Committee shall consist of one representative from each Region and members-at-large, all appointed by the Executive Committee on recommendation of the Vice President elected by the voting members.

10. Nominations and Appointments Committee. The Nominations and Appointments Committee shall recommend candidates for office to the annual Assembly. At least fourteen days before the next annual Assembly, the Nominations and Appointments Committee shall mail to the Delegates whose terms continue through the following year and to the new Delegates-elect, a list of candidates for the office of two Vice Presidents, Director for Region 10, Secretary, Treasurer, and Directors to be elected by the annual Assembly.

A list of candidates to fill vacancies expected to exist among the chairmen and members of all Standing Committees and Boards, as defined in Bylaw 304.2 (except the Technical Activities Board, whose members shall be nominated as provided in Bylaw 309), shall be submitted for appointment by the Board of Directors or the Executive Committee at the first meeting held after January 1.

The Nominations and Appointments Committee shall submit names of candidates for the Executive Committee to the Board of Directors for appointment at the Annual Meeting, and shall carry out the other provisions of these Bylaws relating to nominations and appointments.

The Nominations and Appointments Committee shall consist of not more than twelve members, all appointed by the Board of Directors upon the recommendation of the Nominations and Appointments Committee. Two members shall be chosen from a slate of four recommended by the Technical Activities Board. Two immediate Past Regional Directors may be included. The other members shall be members of the Board of Directors, including two Directors who shall have completed at least the first year of their terms. The Senior Past President shall serve as Chairman.

11. Tellers Committee. The Tellers Committee, consisting of not more than ten members, shall be responsible to the Board of Directors for the supervision of the counting of ballots required to be obtained by the constitution on questions submitted to the membership of IEEE or to groups of members. Reports by the Committee to the Board of Directors shall be signed by the Chairman of the Committee.

→ 12. Employee Benefits Coordination Committee. The Employee Benefits Coordination Committee shall be appointed by and responsible to the Finance Committee to review the benefits programs applicable to IEEE staff employees, the funding required and the administration of these funds.

It shall make such recommendations to the Finance Committee as it deems desirable, in the interests of the Institute and its employees, respecting the benefits plans and their financial support.

The Committee shall consist of the Treasurer of the Institute and four other members. The Treasurer shall name the Chairman. The Secretary of this Committee shall be a member of the Headquarters Staff designated by the General Manager and shall serve, ex officio, without vote.

### → 311. General Manager and Headquarters Staff

1. The Executive Committee shall appoint a General Manager and shall fix his tenure of office and determine his salary.

2. The General Manager serves as the executive officer of the IEEE, shall be in charge of IEEE Headquarters, its staff and operations, and shall be custodian of all property and equipment owned and used by the IEEE, for which he shall be responsible to the Executive Committee.

3. He shall, under the supervision of the Secretary, direct such of the functions as are necessary for meeting the responsibilities assigned to the Secretary.

4. He shall cooperate with the Finance Committee and, under the supervision of the Treasurer, execute IEEE fiscal policies and operations.

5. He shall cooperate with the Publications Board and, under the direction of the Vice President - Publications Activities, administer IEEE publication activities.

6. He shall assist the Tellers Committee in the performance of its work.

7. He shall attend such meetings of the IEEE, its units and related bodies, as may be required in the discharge of his duties.

8. Neither the General Manager nor any other member of the Headquarters Staff shall have any vote by reason of membership on any IEEE Committee.



→ 312. Nominations and Elections

1. The Secretary shall circularize appropriate organizational units before March first of each year inviting the submission of suitable names to be considered by the Nominations and Appointments Committee for the various elective offices.
2. The Nominations and Appointments Committee shall submit the name or names of one or more candidates for the office of President and for the office of the Vice President to be elected by the voting members and the names of more than one candidate for each of the other elective offices.
3. The Nominations and Appointments Committee shall transmit its list of proposed nominees to all Directors in time to permit the Board to fulfill the requirements of Article XII of the IEEE Constitution.
4. Each Regional Committee shall submit to the Board of Directors by April thirtieth of the Regional election year, the names of at least one qualified nominee for the office of Regional Delegate-Regional Director. To qualify, each candidate shall indicate to the Regional Committee his acceptance of the nomination.
5. Nominations by petition for the office of Regional Delegate-Regional Director may be made by the submission, by the date stated and according to the procedure outlined in the Constitution, of a petition signed by at least one-third of one percent of the total number of voting members residing within the Region, as listed in the official membership records of the IEEE at the end of the previous year, but in no case shall the number be less than one hundred.
6. During the period between August fourteenth and September first of each year, the Executive Committee is authorized to take any necessary actions on any petitions and to approve the ballot.
7. Each proposed nominee named by the Board of Directors shall be consulted, and, if he so requests, his name shall be withdrawn.
8. The list of nominees required to be submitted to all voting members by the Constitution shall contain at least one name for the office of President, at least one name for the office of Vice President to be elected by the voting members and at least four names for the two offices of Delegate-at-Large/Director-at-Large.

The ballot going to each of the Regions where an election of a Regional Delegate-Regional Director is to take place shall contain at least one name for the office of Regional Delegate-Regional Director for that particular Region.

For those cases where more than one candidate is on the ballot for any single office, the names shall be arranged in alphabetical order and the ballot shall carry a statement to the effect that the order of the names is alphabetical for convenience only and indicates no preference.

9. Voting members shall vote for the candidates whose names appear on the list of nominees, by written ballots in plain sealed envelopes, enclosed within mailing envelopes marked "Ballot" and bearing the member's written signature. No ballots within unsigned outer envelopes shall be counted. Only ballots arriving at IEEE Headquarters before twelve o'clock noon on the first working day following October thirty-first shall be counted. Ballots shall be checked, opened and counted under the supervision of the Tellers Committee not later

than the fifth working day following the above-stated date for closing the ballot. The result of the count shall be reported to the Board of Directors at its next succeeding meeting and the nominee for each office for which the election is being held, receiving the greatest number of qualified votes shall be declared elected. In the event of a tie vote, the Board of Directors shall choose between the nominees involved.

→ 313. Pension Benefit Plan

1. The IEEE shall have a Pension Benefit Plan for its full-time paid employees, operated under the control of the Executive Committee.

→ 314. Amendments

1. Before an amendment to the Constitution is submitted to the voting members, it shall be reviewed by legal counsel designated by the Executive Committee.
2. Ballots for Constitutional amendments shall carry a statement of the time limit for return to IEEE Headquarters. The ballots after marking shall be placed in plain sealed envelopes, enclosed within mailing envelopes marked "Ballot" and bearing the member's written signature. Only ballots with signed outer envelopes shall be counted. Only ballots arriving at IEEE Headquarters prior to the stated time limit shall be counted. The votes will be counted under the supervision of the Tellers Committee and the results reported to the Board of Directors at its next meeting.
3. As provided in the Constitution, proposed Bylaw changes and the reasons therefor shall be mailed to all Directors at least twenty days before the stipulated meeting of the Board of Directors at which the vote shall be taken. Two-thirds of the votes of the members present at the meeting shall be required to approve any new Bylaw, amendment or revocation.
4. A complete history of amendments shall be kept in the files of the IEEE.

→ 315. Fiscal Year

1. The fiscal year for IEEE shall be the calendar year.

400. GROUPS OF MEMBERS

401. Regions

1. The United States of America shall be divided into six Regions. The territory comprising Canada shall be Region 7. The territory comprising Europe and certain portions of the Near East and Northern Africa shall be Region 8. Effective January 1, 1967, the territory comprising the Caribbean and Bahama Islands, South America, Central America and North America (except the United States and Canada) shall be designated Region 9. Areas not included in Regions 1 through 9 shall be designated Region 10. The boundaries of the Regions shall be established by the Board of Directors.
2. When new Regions are established, or when changes are made in Regional boundaries, the changes shall be made effective so that no Regional Delegate-Regional Director shall have his term shortened by such changes.
3. Regions failing to maintain reasonable activity may be dissolved and the Sections therein may be absorbed into other Regions, the boundaries of which are to be correspondingly altered.

Each Region except Region 10 shall have a Regional Committee which shall consist of at least the Regional Director, one representative of each Section in the Region, and the Chairman of the Regional Student Activities Committee. The Section representative shall be the Chairman of the Section. A Section may be represented at a Regional Committee meeting by an alternate appointed by the Section Executive Committee with notification to the Regional Director. Region 10 may have a Regional Committee.

In the case where a Region contains Councils, the Regional Committee may include, in addition to the above, a representative of each Council of the Region. Such representatives shall have no vote.

5. The Regional Committee may include additional voting members from such entities as Membership and Transfers Committee, Technical Activities Board, etc. not exceeding in number one-fourth of the above mandatory number of members representing the Sections in the Region. The purpose for such additional members shall be determined by the Regional Committee based upon each Region's individual requirements. Such additional members shall be appointed on a year-to-year basis by the Regional Director, subject to the approval of the Regional Committee.

6. Each member of the Regional Committee shall be of Member, Senior Member or Fellow grade in the IEEE. The term of office of each member other than the Regional Director and the junior past Regional Director shall be one year concurrent with the term of office of the Section Officers. Vacancies, except for Regional Director, shall be filled by appointment of the Section Executive Committee in which the vacancy exists.

7. The Regional Committee shall hold at least one meeting each year, at an appropriate time and place within the Region. A quorum for a Regional Committee meeting shall consist of a majority of the members of the Committee or their alternates and shall include representatives from at least half of the Sections in the Region. The Regional Director, or, in the event of his unavailability, a Regional Committee Vice Chairman, shall be responsible for calling the necessary number of Regional Committee meetings and designation of the places of meeting. Under exceptional circumstances, the Executive Committee may authorize such meeting, for each specific instance, to be held without the Region.

8. The duties of each Regional Committee shall include the nomination, during the concluding year of the term of the Regional Delegate-Regional Director, of candidates for that office. It is recommended that the membership in a Region always be offered a choice of candidates for Regional Delegate-Regional Director. Therefore, any Regional Committee proposing but a single candidate for Regional Delegate-Regional Director shall set forth in writing an explanation of its rationale for so doing, to be forwarded with such nomination.

The Regional Committee shall participate generally in the development of the Institute through recommendations to the Board of Directors and/or the Executive Committee and to the Sections comprising the Region.

9. The Regional Director shall be Chairman of the Regional Committee and shall appoint a Vice Chairman from among the membership of the Committee. The Chairman of the Regional Committee shall appoint a Secretary-Treasurer from among the membership of the Region for a two-year term concurrent with that of the Chairman. The duties of the Secretary-Treasurer shall include correspondence, the keeping of the minutes of the Committee meetings, mailing notices, handling of funds, the keeping of financial records, the submission of a report to the Executive Committee at the end of each year to be sent to the General Manager, and such other duties as are assigned to him by the Chairman. The Secretary-Treasurer shall not be a voting member of the Committee unless specifically so appointed for a term of one year by the Regional Director, subject to the approval of the Regional Committee.

10. Pending installation of the first Regional Director of a Region, the President of the IEEE shall appoint a Chairman pro tem of the Regional Committee, with the approval of the Executive Committee, and the Chairman pro tem shall appoint a Secretary-Treasurer pro tem.

11. Each Region shall establish a Regional Student Activities Committee to be responsible to the Regional Committee. It shall be concerned with the encouragement of student activities in the Region including Student member and Student Branch operations, general supervision of student activities and meetings when held on a Regional basis, and the fostering and coordination of educational activities with the Sections. The Regional Student Activities Committee shall be composed of all Counselors in the Region and any Student Branches Committee members residing in the Region, ex officio. The Chairman of this Committee shall be appointed from the membership of the Regional Student Activities Committee by the Regional Director, and he shall have a term of office to correspond with that of the Regional Director.

12. Each Regional Committee shall conduct its activities within the Constitution, Bylaws, and other rules externally imposed which by law affect the membership and activities of the IEEE. Regions shall have the right to obligate their funds for all purposes necessary to promote their objectives except that no Region or any officer or representative thereof shall have any authority to contract debts for, pledge the credit of, or in any way bind the IEEE for those activities specifically prohibited in the Manual for Regions.

13. Partial reimbursement as authorized by the Executive Committee of actual and necessary expenses will be provided to attend one Regional Committee meeting each year for those authorized to attend.

The Executive Committee, in determining the amount of such reimbursement, shall take into account circumstances which may affect Sections of small size or which are remotely located. Under exceptional circumstances, the Executive Committee may provide for partial reimbursement for more than one meeting per year.

- 14. An allowance of \$1.10 shall be paid annually to the Treasury of the Regional Committee in lieu of payment to a Section, for each member above Student grade whose residence as of December 31 of the previous year is within the Region, but not within the boundary of any Section within the Region.

15. The Executive Committee may authorize by establishing a formula or policy statement within the limits of funds budgeted by the Board of Directors for this purpose, the reimbursement of actual and necessary travel expenses to attend one meeting per year by members of certain of the Standing Boards and Committees listed in Bylaw 304 residing in Regions 8, 9 and 10. The amount and distribution of such reimbursement shall be decided in consultation with the respective Regional Directors.

16. Subject to budget limits approved by the Board of Directors, the Executive Committee shall authorize the transfer of funds to the respective Regional treasuries, the amounts thereof to be decided in consultation with the respective Regional Directors.

402. Sections

1. There shall be established throughout the territory in which IEEE conducts operations, groups of members residing in specified geographical areas designated as Sections.

Section affiliation shall be determined by the member's mailing address, except that a member may affiliate with any contiguous Section of his choice, upon notification to IEEE Headquarters. Unless otherwise requested, a change in mailing address shall cause the member's affiliation to revert to the Section corresponding to his new mailing address. The term "reside in" in Bylaw 301.4 which determines eligibility to serve as Regional Director, shall mean the residence indicated by the member's Section affiliation as defined in this Bylaw. Allowances credited to any particular Section as defined in Bylaw 402.10 shall include credit for those members electing to affiliate with that particular Section.

The provisions of this Bylaw apply to all members other than those in the Student grade.

2. All Sections shall be exclusively those of the IEEE. Management of an IEEE Section shall be exclusively by IEEE members and not jointly with members of any other organization, society, or group. However, IEEE Sections may cooperate with other organizations in holding of joint meetings and may invite members of such organizations and the public to their meetings.
- 3. The Board of Directors may dissolve any Section for any reason deemed sufficient by the Regional Activities Board and any remaining funds and assets in the custody of that Section shall revert to the IEEE.
- 4. A petition for the formation of a Section shall be signed by not fewer than fifty members other than Students, having mailing addresses within the territorial limits proposed in the petition. The Regional Activities Board, acting on a petition bearing fewer than fifty names, may authorize the formation of a Section, especially when there is assurance that the formation of the Section will stimulate sufficient additional support. The territorial limits of the proposed Section shall be specifically delineated in the petition. The petition shall also list the concurring and nonconcurring Sections that are involved in the territory concerned.
- 5. The Regional Activities Board, upon receipt of a petition for the creation of a Section containing the recommendation of the Regional Director and those of any Sections that may be involved in changes of their territory, may authorize its formation. Each Section so authorized shall abide by the standard Constitution for Sections and shall within no longer than a six-months period adopt Section Bylaws consistent with requirements set forth in the Constitution for Sections. After the Section is organized and Section Bylaws have been adopted, the Regional Activities Board may give final approval to its establishment.
6. Each Section shall conduct its activities within the Constitution, Bylaws, Section Manuals and other rules externally imposed which by law affect the membership and activities of the IEEE.
7. Sections shall have the right to obligate their funds for all purposes necessary to promote their objectives except that no Section or any officer or representative thereof shall have any authority to contract debts for, pledge the credit of, or in any way bind the IEEE for those activities specifically prohibited in the Manual for Sections or in the Section Constitution.
- 8. Failure of a Section to maintain the required activities, which shall include the holding of at least five meetings each year and also the maintenance of a minimum membership of twenty-five members, other than Students, shall place the Section on probation. Meetings held by a Chapter or Joint Chapter of a Section may be counted in meeting the requirements of this Bylaw. All members of the Section shall be informed of the probation by the General Manager, who shall also call their attention to the requirements for maintaining the Section. If the delinquency continues for a second year, a second notification to the Section membership shall be made by the General Manager and the Regional Activities Board shall be informed of the probationary status of the Section. If the delinquency continues throughout a third year, the Section shall, thereupon, automatically be dissolved and all assets reverted to IEEE. The General Manager shall so report to the Regional Activities Board and so inform the members previously constituting that Section. The Regional Activities Board may waive the provisions herein regarding dissolution of a Section in case such Section becomes affected by war or any other force majeure, for the period of the duration thereof and for at least six months thereafter. Sections holding one or more Section Technical Conferences, as specified in Bylaw 402.10.c, shall be considered to have met the requirements for the holding of four of the five Section meetings per calendar year required in this Bylaw.

9. Section Secretaries shall forward to the General Manager a report of each meeting held by the Section and its Subsections, if any, for the presentation or discussion of papers, and at the end of each calendar year, a financial statement for that calendar year to the General Manager and the Regional Directors.
10. For the maintenance of a Section, the IEEE shall credit to the Section for each calendar year:
  - a. Basic allowance - there shall be an allowance of two hundred dollars (\$200.00) per Section.
  - b. Member allowance - there shall be an allowance of not less than one dollar and ten cents (\$1.10) per member except Students.
  - c. Meeting allowance - there shall be an allowance of fifteen dollars (\$15.00) per meeting for not more than ten meetings of the Section within the calendar year. There shall be an allowance of fifteen dollars (\$15.00) per meeting for not more than ten meetings of the Subsection within the calendar year. There shall be an allowance of one hundred dollars (\$100.00) for not more than one Section Technical Conference per year, when such conference is held under the conditions specified in the IEEE Section Manual.
  - d. Group allowance - for each Group Chapter, the IEEE shall credit not less than fifteen dollars (\$15.00) to a Section for each meeting of the Section promoted by a Chapter up to ten meetings per Chapter per year, provided such meeting is attended by ten or more Section members and a report of such meeting, including a statement of the number of members attending, signed by a Chapter officer, is forwarded to IEEE Headquarters through the Section Secretary-Treasurer. A meeting of the Section promoted by a Chapter may be counted among the above ten or may be counted among ten meetings of the Section as provided in these Bylaws, but not among both as such would result in duplicate payments for the same meeting.
  - e. Group Chapter membership allowance - for each Group Chapter membership held by each Section member as of December 31 of each year, there shall be an allowance of twenty-five cents (\$0.25) per Chapter membership.
  - f. Affiliate of Group allowance - there shall be an allowance of fifty cents (\$0.50) for each Affiliate of each Group having a mailing address within the territory of the Section as of December 31 of the calendar year for which payment is made.
11. Local voluntary financial contributions may be accepted by Sections.
- 12. Any Section that publishes a periodical shall inform the Regional Activities Board of the establishment thereof and shall provide IEEE Headquarters with copies thereof, as published.
- 13. Two or more Sections in a Region may join in mutual support of the following activities:
  - Joint Publications
  - Joint Meetings, Conferences or Symposia
  - Joint Chapter Meetings
  - Student Activities
  - Business Administration

and such related activities as may be approved from time to time by the Regional Activities Board. If in pursuing such joint activities it appears desirable to establish a formal aggregation of Sections, to be called a Council, and to be governed by Bylaws, this may be done under the provisions of Bylaw 403.

#### Councils

1. Councils may be established within a Region as aggregations of Sections contained therein. A Council derives its powers from those contained in these Bylaws for Sections.
2. A Region may petition the Regional Activities Board regarding the establishment of a Council. Such petition shall include petitions from those contiguous Sections within the Region supporting and opposing the formation of the Council. It shall also include the recommendations of the Regional Committee and the Regional Director. Favorable action by the Regional Activities Board is necessary for the establishment of a Council.
3. Each Council shall have a council Committee which shall consist of at least the Council Chairman, the junior past Council Chairman, the Council Student Activities Committee Chairman, if such Committee exists, and one representative of each Section in the Council appointed by the Section Executive Committee.
4. Each member of the Council Committee shall be of Member, Senior Member or Fellow grade in the IEEE. The term of office of each member shall be one year, concurrent with the term of office of the Section officers.
5. The Council Committee shall hold at least one meeting each year, within the Region. A quorum for a Council Committee meeting shall consist of a majority of the members of the Committee or their alternates and shall include representatives from at least half of the Sections of the Council. The Council Chairman, or, in the event of his unavailability, a Council Committee Vice Chairman, shall be responsible for calling the necessary number of Council Committee meetings.
6. The duties of the Council Committee shall include the annual election of all Council officers and the coordination of all Section activities within the Council as outlined in the Council Manual.
7. The Council Chairman shall be Chairman of the Council Committee. The duties of the Secretary-Treasurer shall include correspondence, the keeping of the minutes of the Committee meetings, mailing notices, handling of funds, the keeping of financial records, the submission of a report at the end of each year and such other duties as are assigned to him by the Chairman.
8. Pending installation of the first Council Chairman of the Council, the Regional Director shall appoint a Chairman pro tem of the Council Committee, and the Chairman pro tem may appoint a Secretary-Treasurer pro tem.
9. Each Council Committee shall conduct its activities within the Constitution, Bylaws and other rules externally imposed which by law affect the membership and activities of the IEEE. Councils shall have the right to obligate their funds for all purposes necessary to promote their objectives except that no Council or any officer or representative thereof shall have any authority to contract debts for, pledge the credit of, or in any way bind the IEEE for those activities specifically prohibited in the Manual for Councils and those prohibited to individual Sections, as provided in Bylaw 402.7.

#### Subsections

1. In conformance with the Constitution for Sections, a Section may establish Subsections which shall be geographical subdivisions of the Section, subject to the same limitations and control as the Section itself, pursuant to the following conditions:

- a. In the case of Subsections, a petition shall be submitted to the parent Section Executive Committee signed by not fewer than twenty members other than Students, having mailing addresses within the territorial limits proposed in the petition. The territorial limits of the proposed Subsection shall be specifically delineated in the petition;
  - b. Approval of the petition by the parent Section Executive Committee and the Regional Director;
  - c. Notification to the General Manager of actions by a Section regarding Subsections with a copy of petition or petitions;
  - d. Approval by the Regional Activities Board.
- 2. Failure of a Subsection to maintain the required activities which shall include the holding of at least five meetings each year and also the maintenance of a minimum membership of fifteen members, other than Students, shall place the Subsection on probation. All members of the Section shall be informed of the probation by the General Manager, who shall also call their attention to the requirements for maintaining a Subsection. If the delinquency continues throughout a second year, a second notification to the Section membership shall be made by the General Manager, and the Regional Activities Board shall be informed of the probationary status of the Subsection. If the delinquency continues for a third year, the Subsection shall, thereupon, automatically be dissolved. The General Manager shall so report to the Regional Activities Board and so inform the members of the Section. The Regional Activities Board may waive the provisions herein regarding the dissolution of a Subsection in case such Subsection becomes affected by war or any other force majeure, for the period of the duration thereof and for at least six months thereafter.
  3. Subsection affiliation shall be determined by the member's mailing address, except that a member may affiliate with any contiguous Section or Subsection of his choice, upon notification to IEEE Headquarters. Unless otherwise requested, a change in mailing address shall cause the member's affiliation to revert to the Section corresponding to his new mailing address. The provisions of this Bylaw apply to all members other than those in the Student grade.

#### 405. Groups

1. There shall be established within the scope and objectives of the IEEE groups of members interested in specific technical fields or related subjects, designated as Groups.
2. A petition for the formation of a Group shall be signed by not fewer than one hundred members, other than Students, shall state the proposed field of interest and shall be forwarded to the Executive Committee after review thereof by the Technical Activities Board.
3. The Executive Committee, upon receipt of a petition to form a Group, and subsequent to consultation with the Technical Activities Board, may authorize its formation. After the Group is organized and a Constitution for it is approved by the Executive Committee, the Executive Committee may give final approval to its establishment.
4. Each Group authorized by the Executive Committee shall within not more than six months thereafter adopt and conform to a Group Constitution which shall have been submitted to and approved by the Executive Committee. A Group Constitution may be amended by the Group subject to the approval of the Executive Committee. Such Group Constitution shall provide for a Group Chairman and a Secretary-Treasurer.
5. Each IEEE Group authorized by the Executive Committee may publish a periodical incorporating papers of lasting value to the profession in the field of interest of the Group and designated as the "IEEE Transactions on \_\_\_\_\_." Each Group having such a publication shall also establish a review procedure complying with a uniform IEEE policy.

6. All Groups shall consist exclusively of IEEE members and such Group Affiliates as may be recognized by the Executive Committee. No Group shall be recognized as joint with any other organization, society or group outside the IEEE. However, Groups may cooperate with other organizations in the holding of joint meetings and may invite members of such organizations and the public to their meetings.

7. The expenses for operating a Group shall be defrayed through the levying of fees or other charges approved by the Executive Committee. Group fees shall be applied to membership in the respective Groups as follows:

Fees received in the period October 1 to December 31, inclusive, shall apply to membership to December 31 of the following year.

Fees received in the period January 1 to March 31, inclusive, shall apply to membership to December 31 of the then current year.

If Group fee payments are received in the period April 1 to September 30, inclusive, the amount payable shall be one half of the annual fee, and the membership shall continue until December 31 of the then current year.

8. The Executive Committee shall establish each year a TAB Subsidy Fund, and shall set its total amount. The Subsidy Fund shall be administered by the Vice President - Technical Activities, in consultation with the Technical Activities Board, the Publications Board, the Vice President - Publication Activities, and such others as may have pertinent information and interests. There shall be provided for each new Group matching funds of one dollar (\$1.00) for each dollar of income derived by the Group from the membership fees during the first two years.

9. All IEEE members may become members of Groups in conformance with the respective Group Constitution.

10. All Group meetings shall be open to all members of the IEEE on an equal basis with Group members. Any IEEE member or any Group Affiliate, upon payment of charges judged to be equitable by the Executive Committee, shall receive notices of meetings of any Group.

11. An IEEE Group by itself, or jointly with other organizations, may hold conferences, conventions, or offer lectures and may charge for registration, but any such charge must apply to the entire meeting and no separate registration charge shall be made for that portion of the meeting sponsored by the Group.

12. All publications of Groups, other than programs, notices, and the like, shall be subject to prior authorization of the Executive Committee and shall be made available to all IEEE members and Group Affiliates on equitable bases approved by the Executive Committee.

13. The Groups may prepare Standards recommendations, provided that advance approval for each such preparation is obtained from the Standards Committee.

14. Each Group shall forward to the General Manager a copy of each meeting notice of the Group, an annual report and a financial statement for each IEEE fiscal year prepared immediately following the end thereof.

15. Groups shall have the right to obligate their funds for all purposes necessary to promote their objectives except that no Group or any officer or representative thereof shall have any authority to contract debts for, pledge the credit of, or in any way bind the IEEE for those activities specifically prohibited in the Group Constitution or in the Technical Activities Manual.

16. Each Group shall conduct its activities within the Constitution, Bylaws and other rules externally imposed which by law affect the membership and activities of the IEEE.

17. The Executive Committee, subsequent to consultation with the Technical Activities Board, may dissolve any Group for any reason deemed sufficient by the Executive Committee and any remaining funds in the custody of that Group shall revert to the IEEE.

18. Group Affiliates are non-IEEE members who have been admitted by a Group to some of the rights and privileges of Group activities. In general, a Group Affiliate must be a person whose technological activities do not justify full membership in the IEEE, but who may be helped by participation in Group activities or who may contribute benefits to Group members by his participation in their activities. The qualifications for Group Affiliates and the limits in rights and privileges shall be established by the Executive Committee.

19. The Groups are:

Aerospace & Electronic Systems	Engineering Writing & Speech
Antennas & Propagation	Geoscience Electronics
Audio & Electroacoustics	Industrial Electronics & Control Instrumentation
Automatic Control	Industry & General Applications
Broadcast & Television Receivers	Information Theory
Broadcasting	Instrumentation & Measurement
Circuit Theory	Magnetics
Communication Technology	Man-Machine Systems
Computer	Microwave Theory & Techniques
Education	Nuclear Science
Electrical Insulation	Parts, Materials & Packaging
Electromagnetic Compatibility	Power
Electron Devices	Reliability
Engineering Management	Sonics & Ultrasonics
Engineering in Medicine & Biology	Systems Science & Cybernetics
	Vehicular Technology

Additions or changes in the above list resulting from actions of the Executive Committee, as provided in Bylaw 405.3, shall be entered therein by the General Manager following action by the Executive Committee.

20. The formation and conduct of Groups shall be administered by the Technical Activities Board as provided in these Bylaws and the Technical Activities Manual.

#### 406. Group Chapters

1. A Group Chapter, consisting of the members of a Group who are members of a particular Section, may be established to function in a manner similar to that of a committee of the Section.

2. A petition to establish a Chapter must contain the following:

- Name of the Section.
- Name of the Group.
- Name of the organizer (who becomes interim Chairman pending election of a regular Chairman at a later organization meeting).
- Signatures of at least twelve IEEE members, other than Students, who are members of the Group and Section involved.
- Information on Section members who indicate they will join the Chapter, if established.

3. The petition for a Chapter shall be submitted to the Section Executive Committee for written approval and forwarded with this written approval to the General Manager. The General Manager, after ascertaining that the Group has no objection to the formation of the Chapter, shall submit this petition to the Executive Committee for approval. Upon receiving approval, the existence of the new Chapter will be recorded at IEEE Headquarters and the Section Executive Committee will be informed thereof.

4. A Chapter shall be required to maintain a membership of not less than ten members, and to hold not less than two technical meetings per year, or to maintain a level of activity acceptable to the IEEE Executive Committee.

5. Subject to IEEE Executive Committee review, failure of a Chapter to maintain the required activities shall place the Chapter on probation. The Section Executive Committee, the Group Administrative Committee, and all members of the Chapter shall be informed of a condition of probation by the General Manager who shall also call their attention to the requirements for maintaining the Chapter. If the delinquency continues throughout a second year, a second notification shall be issued by the General Manager. If the delinquency continues through a third year, the Chapter shall, thereupon, automatically be dissolved and all assets reverted to IEEE. The General Manager shall so report to the Executive Committee and inform the Section Executive Committee, the Group Administrative Committee, and the members previously constituting that Chapter, of the dissolution. The Executive Committee may waive the provisions herein regarding dissolution of a Chapter in case such Chapter becomes affected by war or any other force majeure, for the period of duration thereof and for at least six months thereafter.

6. The responsibility for Chapter management shall rest with the Section, which shall have control of all financial and other assets of the Chapter in carrying out its activities.

7. A Joint Chapter comprising the members of more than one Group may be established by the procedures defined in Bylaws 406.2 and 406.3, provided, however, that the petition to establish a Joint Chapter shall contain at least twelve signatures and that each Group involved shall be represented by at least three signatures. Prior to submitting the petition to the Executive Committee, the General Manager shall ascertain that none of the Groups involved have objection to the formation of the Joint Chapter.

8. A Chapter or Joint Chapter may be established by the procedures defined in Bylaws 406.2, 406.3, and 406.7 to cover the territory of two or more contiguous Sections, of an Affiliation, or of a Council, provided, however, that the petition is approved by all Section Executive Committees involved, by the Affiliation Committee, or by the Council Committee, as appropriate. The petition for such a Chapter or Joint Chapter shall identify the IEEE organizational unit that shall be responsible for Chapter management. This unit shall receive the Group Chapter membership allowance, the Affiliate-of-Group allowance, and any contributions made by the Group to assist in Chapter activities, and shall have control over its assets.

In Regions 8, 9 and 10, a Chapter or Joint Chapter may be established in the Region upon the recommendation of the Regional Director and approval by the Executive Committee, provided that circumstances do not favor its formation in a Section or contiguous Sections of the Region.

9. If the Section Executive Committee or Committees, Affiliation Committee, or Council Committee responsible for a Chapter approves a change in its status - single to joint, or vice versa, or from one joint combination to another - it may do so without submitting a petition providing it gives notice of its intention to all Groups concerned and to the General Manager. If no objections are received, the change in status becomes effective forty-five days after notice is given.

10. A Chapter or Joint Chapter may schedule a technical meeting only if it has received the prior approval of the Executive Committee of the Section within whose boundaries the meeting is to be held.

11. All Section members shall be advised of all meetings held in the Section, including those organized by Chapters. In addition, a special notice may be sent to the members of the Chapter that organizes a meeting. The Section shall receive the meeting allowance and credit for this activity.

#### 407. Student Branches

1. There shall be established throughout the territory in which IEEE conducts operations, groups of Student members residing in specified geographical localities, designated as Student Branches or Student Associate Branches.

2. There shall be established Counselors who shall be IEEE members and teachers of electrical engineering, electronics, radio, allied branches of engineering or the related arts and sciences, at universities, colleges or technical institutes eligible for IEEE Student members, and who shall be appointed by the Regional Director in consultation with the Regional Student Activities Committee Chairman. Each such Counselor is charged with promoting the welfare of the IEEE at his institution, particularly in matters relating to Student activities.

3. Upon receipt of a petition signed by the IEEE Counselor, or in the event one has not been appointed, by a representative of the faculty (who must be an IEEE member) of the educational institution involved, and by ten or more IEEE members who are students in a "school of recognized standing," the establishment of an IEEE Student Branch may be authorized at that institution, by the Executive Committee, upon the recommendation of the Regional Director.

4. Upon receipt of a petition signed by the IEEE Counselor or, in the event one has not been appointed, by a representative of the faculty (who must be an IEEE member) of the educational institution involved, and by ten or more Student Associate members enrolled in that institution, the establishment of a Student Associate Branch may be authorized in that institution, by the Executive Committee, upon the recommendation of the Regional Director, provided that the curriculum of the institution (if in Regions 1 to 6 inclusive of the IEEE) has been accredited by the Engineers' Council for Professional Development, or (in the other Regions) the curriculum is considered satisfactory for this purpose by the Executive Committee.

5. Each IEEE Student Branch and each IEEE Student Associate Branch shall adopt and conform to a Student Branch Constitution which shall have been submitted to and approved by the Executive Committee.

6. The IEEE, by action of the Executive Committee, may join with another engineering or technical society to cosponsor a Joint Student Branch in a "school of recognized standing" or a Joint Student Associate Branch in an educational institution, other than a "school of recognized standing," provided it is approved by the Executive Committee, upon the recommendation of the Regional Director. The petition for the establishment of the Branch must be signed by the IEEE Counselor, or by a representative of the faculty (who must be an IEEE member) of the educational institution involved, in the event a counselor as not been appointed, and by ten or more Student members of the IEEE.

7. Each Joint Student Branch and each Joint Student Associate Branch shall adopt and conform to a Joint Student Branch Constitution which shall have been submitted to and approved by both the Executive Committee and the other co-sponsoring society.
8. The normal organizational unit for the conduct of IEEE Student Branch activities is the Student Branch associated with an educational institution. However, when circumstances do not permit the normal organizational arrangements within the boundary of a Section, the Executive Committee may authorize the formation of a Section Student Branch open for membership to those Student members, attending institutions located within the Section having curricula which would normally qualify for Student member status, who are not members of an IEEE Student Branch. Such authorization shall be requested in a petition, signed by not fewer than ten such Student members, endorsed by the Section Executive Committee, and approved by the Regional Director. Upon the establishment of the Section Student Branch, the Regional Director shall appoint a qualified Section Student Branch Advisor. The Section Executive Committee shall be responsible for the organization and activities of the Section Student Branch, in accordance with the applicable provisions of the Student Branches Constitution. Nothing in this Bylaw is intended to exclude Student Associate members from membership and participation in the Section Student Branch, except the holding of office.
9. IEEE Student Branches, IEEE Student Associate Branches, Joint Student Branches and Joint Student Associate Branches shall have the right to obligate their funds for all purposes necessary to promote their objectives, except that no IEEE Student Branch, IEEE Student Associate Branch, Joint Student Branch or Joint Student Associate Branch, or any officer or representative thereof, shall have any authority to contract debts for, pledge the credit of, or in any way bind the IEEE for those activities specifically prohibited in the Student Branch Constitution or in the Manual for Student Branches.
10. Each IEEE Student Branch, IEEE Section Student Branch, IEEE Student Associate Branch, Joint Student Branch and Joint Student Associate Branch shall forward to the General Manager a brief report of each meeting held by the Branch for the presentation or discussion of papers, and during January of each year, a financial statement for the preceding calendar year.
11. An IEEE Student Branch, IEEE Section Student Branch, IEEE Student Associate Branch, Joint Student Branch or Joint Student Associate Branch may defray expenses by assessment of its members as provided in its constitution and, in addition, may accept local non-compulsory financial contributions. Nonmember students of the institution where a Student Branch is established may attend the Student Branch meetings under such conditions as may be prescribed by the Student Branch.
12. Failure of an IEEE Student Branch, IEEE Section Student Branch, or IEEE Student Associate Branch to maintain a minimum of ten IEEE Student members, to hold, for Branches located in Regions 1 to 6 inclusive of IEEE, appropriate accreditation, and to hold at least three meetings each year shall place the Branch on probation. The Regional Director, all officers of the Branch and the IEEE Counselor, or a representative of the faculty of the educational institution or other institute involved, in the event a counselor has not been appointed, shall be informed of the probation by the General Manager who shall also call to their attention the requirements for maintaining the Branch. If the delinquency continues for a second year, the IEEE sponsorship shall be withdrawn automatically. The General Manager shall so report to the Executive Committee and Regional Director, and so inform the former officers of the dissolved Branch and the IEEE Counselor.
13. Failure of a Joint Student Branch or Joint Student Associate Branch to maintain a minimum of ten IEEE members and to hold at least three meetings each year shall be reported by the General Manager to the Executive Committee and the Regional Director, and similar action as for delinquencies of IEEE Student Branches shall be taken following formal notification to the cosponsoring society.

14. For maintenance of an IEEE Student Branch, IEEE Section Student Branch, or Joint Student Branch, IEEE Student Associate Branch or Joint Student Associate Branch, upon certification by the IEEE Counselor or by a representative of the faculty of the educational institution where the Branch is located, in the event a counselor has not been appointed, the IEEE shall credit to each such Branch upon request, for any twelve-month period, the sum of twenty-five dollars (\$25.00) for Branches with less than fifty members and fifty dollars (\$50.00) for Branches with fifty or more members; and shall also pay to each such Branch the sum of one dollar (\$1.00) for each Student member of the Branch as of December 31 of each year. In the case of a Section Student Branch, these amounts shall be paid to the Section sponsoring the Branch.

15. The Executive Committee may, after consultation with the Regional Director, dissolve an IEEE Student Branch, IEEE Section Student Branch, or IEEE Student Associate Branch or withdraw its sponsorship and support of a Joint Student Branch or Joint Student Associate Branch for any reason deemed sufficient by the Executive Committee and upon notification to the Regional Director. Any remaining funds in the custody of that Branch, or Joint Branch, attributable to IEEE sponsorship, shall revert to the IEEE.

16. Each Branch shall conduct its activities within the Constitution, Bylaws, and other rules externally imposed which by law affect the membership and activities of the IEEE.

17. Partial reimbursement of actual and necessary expenses may be authorized by the Regional Director for the Counselor of each Student Branch, for the Advisor of each Section Student Branch, for the Student Branch Chairman and the Student paper first prize winner, if any, from any Branch to attend one meeting within his Region each year.

#### 500. PUBLICATIONS

##### 501. Periodicals

1. The IEEE shall publish a monthly publication entitled "IEEE SPECTRUM" which shall be distributed to all Honorary Members, Fellows, Senior Members, Members and Associate Members. The Executive Committee may authorize distribution to Students.
2. The IEEE shall publish a monthly publication entitled "PROCEEDINGS OF THE IEEE." This publication shall be available to all IEEE members at a subscription fee set by the Executive Committee.
3. The IEEE shall publish periodicals produced by the various Groups named "Transactions on \_\_\_\_\_," where specialized technical papers shall be published.
4. The IEEE may publish periodicals, other than the Transactions defined in Bylaw 501.3., sponsored by one or more of the Groups, subject to the approval of the Executive Committee, subsequent to consultation with the Publications Board.
5. The IEEE may publish a periodical entitled "IEEE STUDENT JOURNAL." It shall contain technical articles and other material to assist Students with their career decisions. Distribution shall be at the discretion of the Executive Committee. Student members will receive the STUDENT JOURNAL unless they request SPECTRUM in its place.
6. The IEEE may publish an annual Directory containing lists of its members, lists of manufacturers, supplies and products, subject to the approval of the Executive Committee.

7. Member subscriptions to all periodicals shall terminate on December 31 of each year. Subscription fees received in the period October 1 to December 31, inclusive, shall extend the subscription to the period ending December 31 of the following year. Fees received in the period from January 1 to March 31, inclusive, shall apply to the period ending December 31 of the then current year. If payment for a subscription is received in the period April 1 to September 30, inclusive, the fee charged shall be one-half the annual subscription fee, and shall apply to the period ending December 31 of the then current year.

##### 502. Other Publications

1. The IEEE may issue other special publications such as convention and conference records, cumulative indexes, etc., when warranted.

##### 503. Standards

1. The IEEE may publish from time to time IEEE Standards concerning technologies encompassed within the scope of the purposes of the IEEE. Publication of IEEE Standards shall be subject to the approval of the Operating Committee of the Technical Activities Board.

#### 600. CONVENTIONS AND MEETINGS

##### 601. Annual International Convention

1. There shall be held annually in New York City in the month of March, or as near thereto as possible, a convention named the "IEEE International Convention and Exhibition." The IEEE shall be the sole sponsor.

##### 602. Regional Meetings

1. Regionally organized and sponsored meetings may be held with the approval of the Executive Committee for the presentation of technical papers.

##### 603. Special Technical Conferences

1. Special Technical Conferences may be held with the approval of the Executive Committee. These conferences shall be for the presentation of technical papers on a particular phase of the IEEE's technical activities.