



THE INSTITUTE OF ELECTRICAL AND ELECTRONICS ENGINEERS  
INCORPORATED  
345 EAST 47th STREET, NEW YORK, NEW YORK 10017

BYLAWS

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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 sciences and arts.

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 such areas 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.
- For classification as a Student, a candidate shall be carrying at least 30 per cent of a normal full-time academic load 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."
  - For classification as a Student Associate, a candidate shall be carrying at least 30 per cent of a normal full-time academic load as a registered student in a regular course of study in electrical engineering, electronics, radio, an allied branch of engineering or the related arts and sciences in an institution, other than a "school of recognized standing," approved by the Executive Committee.

7. Membership in the Student grade shall not extend beyond the period of six months following the termination of student status as described in these Bylaws except that, if a Student goes into military service prior to the expiration of his status as a Student, he shall retain his Student status until six months after the termination of the military service or until six months beyond the termination of additional courses of study of the kind prescribed in these Bylaws in the event the Student resumes such studies following the cessation of military service. This provision shall not apply to a Student entering military service with the intention of making such activity his career.
8. Graduation from a course of study of at least two academic years' duration, or its equivalent, in electrical engineering, electronics, radio, allied branches of engineering or the related arts and sciences in an institution other than a "school of recognized standing," approved by the Executive Committee, may be accepted as equivalent to one year's professional experience in those fields.
9. 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.
10. 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.
11. 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

1. Applications for admission to the IEEE or for transfer to a higher grade shall be made on a form provided by the IEEE and shall embody a full record of the general technical education of the applicant and of his professional career. Applicants shall refer to the required number of members of the grades as specified below. Except in the case of Students applying for transfer to Member or Associate grade, each of these references shall be requested by the General Manager to fill out a prescribed confidential form for consideration by the Admission and Advancement Committee.

An application for any grade of membership, except Student, Fellow, or Honorary Member, received from a person who is a member of another society with which there is an approved reciprocal agreement and who holds equivalent or higher grade of membership in that society shall be processed directly by the General Manager without referral to the Admission and Advancement Committee.

2. Applicants for membership shall furnish names of references as follows:

|                   |  |
|-------------------|--|
| For Senior Member | - Five Fellows or Senior Members.  |
| For Member        | - Four Fellows, Senior Members or Members.   |
| For Associate     | - Three Fellows, Senior Members, Members or Associates or other responsible individuals.   |
| For Student       | - The Counselor at his institution, if such Counselor exists; otherwise, a member of the faculty of his institution, normally one who is a member of IEEE. |

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.

3. 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 Headquarters. Recommendation of election or transfer of an applicant to any grade, except the grades of Honorary Member and Fellow, shall be by three-quarters affirmative vote of the Admission and Advancement Committee.
4. 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.
5. 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.)

#### 107. Proposals

1. 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.
2. 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.

#### 108. 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. A member whose dues are changed during his annual dues period by reason of a transfer occurring during such period, shall be billed pro rata for the remainder of the period.
- 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 applicant fail of admission to membership, the sum remitted with the application shall be refunded.

#### 109. Dues

- Annual dues shall be payable in advance for the ensuing calendar year except for students who shall pay dues over the period of their academic year. Persons other than student applicants elected after the commencement of a calendar year shall pay dues pro rata for the unexpired portion of that year.
- The annual dues shall be fifteen dollars (\$15.00) per year, except that new members whose applications were received at IEEE Headquarters postmarked not later than October 31, 1963, shall pay dues of ten dollars (\$10.00) per year for the first three years of IEEE membership, in any grade except Student, and fifteen dollars (\$15.00) for each succeeding year. Membership in any predecessor society shall be included in computing the three-year period. The annual dues for Student grade shall be five dollars (\$5.00). Student members transferring to a higher grade without interruption of membership, on or after November 1, 1963, shall pay annual dues of ten dollars (\$10.00) for the first year of membership in the higher grade. Members, other than Student members, whose applications are postmarked on or after November 1, 1963, shall pay dues of fifteen dollars (\$15.00) per year.
- 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 dues 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

- A bill covering his dues for the following year shall be mailed to every member not later than one month prior to the beginning of the annual dues period. A second bill shall be mailed after a lapse of two months to every member whose dues remain unpaid. There shall be mailed with the second bill a notice that, if the member's dues remain unpaid for four months, it shall be the duty of the General Manager, in accordance with the Bylaws of the IEEE, to notify the member that his membership has terminated.
- After a member has been in arrears four months, his membership shall terminate and his name shall be removed from the roll of membership. Every such person shall be mailed a notice to the effect that, according to the Bylaws of the IEEE, his membership in the IEEE has in fact terminated. Accompanying the notice of termination shall be a final bill, with the suggestion that the former member pay the bill and resume his membership.
- Membership so terminated may be resumed on payment of all dues in arrears, or on payment of a new entrance fee and current dues in keeping with prior years of membership.
- 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.
- 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.
- 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

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

#### 112. Severances

- 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 purposes of this section.

- 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.
- If information is presented to the Executive Committee indicating that the applicant for transfer to a higher grade has submitted 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 the application contains misrepresentations or false statements, the membership shall be terminated with notice mailed to the member.

### 200. ANNUAL ASSEMBLY

#### 201. How Constituted

- The annual Assembly shall consist of ten Delegates-at-Large elected by the voting members and eight Regional Delegates elected respectively by the members residing in Regions 1 to 8 inclusive of the IEEE, making a total of eighteen.
- The ten Delegates-at-Large shall comprise 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.
- 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 Sec. 2 of the Constitution.
- As stated in the Constitution, all Delegates, 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.
- All Delegates shall be of Fellow or Senior Member grade.
- The presiding officer of the annual Assembly, as provided by the Constitution, shall be the newly elected President.
- Prior to the election of the Secretary or in the event of his absence, the General Manager shall perform the secretarial functions.

#### 301. Board of Directors

- The Board of Directors shall consist of ten Directors-at-Large elected by the voting members, eight Regional Directors elected respectively by the members residing in Regions 1 to 8 inclusive of the IEEE and eight Directors elected by the annual Assembly, making a total of twenty-six.

- The ten Directors-at-Large shall comprise 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.

- 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.

- 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 403.1.

- All Directors shall be of Fellow or Senior Member grade.

- 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.

- 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.

- 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.

- 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

- 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.

#### 302. Meetings

- 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.

- 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.

- Ten Delegates shall constitute a quorum at meetings of the Assembly.

- 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.

- 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.

#### 303. Functions

- The annual Assembly shall elect eight additional Directors for the required term of office of one year. One of these Directors shall represent Region 9. 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.

- 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.

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 Electrical and Electronics Engineering Exhibition and one other general meeting of the IEEE each year.
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.
16. 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.

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

|                        |                    |
|------------------------|--------------------|
| Awards Board           | Nominations and    |
| Fellow                 | Appointments       |
| Intersociety Relations | Publications Board |
| Life Member Fund       | Tellers            |

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

|                |                        |
|----------------|------------------------|
| Admission and  | Professional Relations |
| Advancement    | Public Relations       |
| Education      | Sections               |
| Finance        | Student Branches       |
| History        | Technical Activities   |
| Membership and | Board                  |
| Transfers      |                        |

The appointments to these committees, except the Nominations and Appointments Committee, shall start with the first day following appointment and shall continue until the date of the succeeding terms of appointment take effect. Each Standing Committee and Board 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.

18. Additional appointments may be made to any 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 term of the Committee.
19. 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.
20. 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.

### 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:
  - a. That the Board of Directors may at any meeting overrule any act or decision of the Executive Committee.
  - b. That the Board of Directors may suspend at any meeting any power conferred upon the Executive Committee by resolution or by these Bylaws, and suspension to remain in effect pending repeal any Bylaw conferring such power, or
  - c. That the Board of Directors may direct any action or plan of the Executive Committee.
2. The Executive Committee shall comprise 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, and two other Directors. 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. One of its members shall be Chairman of the Technical Activities Board and another shall be Chairman of the Publications Board. 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 shall approve or disapprove the formation, dissolution and operation of groups of members except the dissolution of Sections.
10. The Executive Committee may authorize conventions, conferences and meetings of the IEEE and approve their dates and locations.
11. The publication of IEEE Standards shall be subject to the approval of the Executive Committee.
12. 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.
13. Five members of the Executive Committee shall constitute a quorum.

### 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 Sections Committee. 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. The Treasurer, before making changes in the IEEE portfolio, shall report the proposed changes to the Executive Committee and obtain its approval.

Upon written notification from Investment Counsel that values in the portfolio of investments may be adversely affected unless prompt action is taken, the Treasurer, upon consultation with at least two other Officers of the Institute, may direct that changes in the portfolio recommended by Investment Counsel be made, provided that the total value of the investments to be bought, sold or exchanged, pending confirmation by the Executive Committee, shall not exceed five per cent of the market value of the portfolio on the date of such purchases, sales or exchanges. Such action shall in each case be reported and explained in writing to the Executive Committee at its next following meeting, which shall confirm the action, or take such other action as it deems advisable.

### 304. IEEE Awards Activities

#### 1. Awards Board.

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

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

Appointments to the Awards Board. The IEEE Board of Directors shall make all appointments to the Awards Board. The terms for the Chairman, who shall be a member of the IEEE Board of Directors, the Vice Chairman, and the Chairmen of the eight Committees of the Awards Board shall be one year. Two of the four members-at-large shall be appointed each year for terms of two years. All vacancies shall be filled by interim appointments, as required, to bring the Awards Board to fourteen members. No member of the Awards Board shall serve for more than three consecutive years, excluding one year only during which any member serves as Chairman of the Awards Board.

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 to the Institute of Electrical and Electronics Engineers, and to the electrical and electronics engineering profession for leadership in the affairs of the Institute and for wise and courageous guidance in the planning and administration of technical developments of great value to the public welfare.

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. Candidates shall be members of the IEEE. 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.

Mervin J. Kelly Award, in the field of communications.

Morris E. Leeds Award, in the field of electrical measurement.

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 of the Awards Board shall administer and recommend candidates for these awards.

5. Scholarship Awards. The IEEE Scholarship Awards are the Portescue 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 the 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, District, 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 the 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 IEEE Executive Committee, with the advice of 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.

#### 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 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 Processing 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.

5. There shall be a Panel of Group Editors consisting of the editors of the technical publications of the Groups. A member of the Publications Board shall be Chairman. The Panel of Group Editors shall serve as a mechanism for coordinating the publication activities of the Groups and for assisting the Publications Board in determining publication policy recommendations.

#### Technical Activities Board

1. There shall be a Technical Activities Board (TAB) which shall administer those technical activities assigned to it by the IEEE Executive Committee, and the TAB shall report to the Executive Committee. It shall consist of the Chairman of each Group, each TAB General Committee, the Vice President - Technical Activities elected by the annual Assembly, and the Secretary of TAB, all ex officio; and Members-at-Large and ad hoc appointments by the Chairman of TAB with the approval of the IEEE Executive Committee.

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) There shall be a Vice Chairman of TAB appointed by the IEEE Executive Committee. 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. The Technical Activities Board shall formulate and recommend to the IEEE Executive Committee policies, organizational arrangements, scopes of Groups and TAB General Committees and remaining Technical Operations Committee entities; and programs for the establishment, development, conduct, and appraisal of IEEE technical activities. It shall supervise and coordinate the work of all Groups and TAB General Committees under regulations approved by the IEEE Executive Committee and published in a Technical Activities Manual for the guidance of all concerned.

3. To expedite TAB's function, a small Operating Committee, composed of TAB members, shall meet as often as necessary to act on matters as authorized by TAB. This Operating Committee is an ancillary agent of TAB.

The Operating Committee shall consist of the Chairman, Vice Chairman, and Secretary of TAB, and other members of TAB, including liaison members representing Publications, Financial and Regional IEEE functions but without vote, as recommended by TAB and appointed by the Executive Committee. The Chairman, Vice Chairman and Secretary of the Operating Committee shall be those individuals holding respectively the same offices in TAB.

The Operating Committee shall act for, and under the direction of, the Technical Activities Board in the management of the technical activities of IEEE. It shall have such powers and authority as may properly, from time to time, be delegated to it by TAB; and such duties as shall be prescribed in the Technical Activities Manual.

4. There shall be the following General Committees of TAB, the officers and members to be appointed by TAB:

Basic Sciences  
New Technical Activities  
Research  
Safety  
Standards

5. The Standards Committee consists of a Chairman, a Vice Chairman, a past Chairman, a Secretariat assigned from the Headquarters Staff, and at least twenty additional appointed members.

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 supervise the activities of the Technical Committees (Standards), and shall recommend candidates for membership on these Committees for appointment by the TAB Operating Committee.

6. The New Technical Activities Committee consists of appointed members and invited liaison members from the several Groups and Committees represented on TAB, and from other organizations and institutions as may be required. The Committee shall promote and develop new technical activities, in conjunction with existing committees, until such areas of activity begin to crystallize into more readily recognizable scopes. It shall then recommend transfer of the activity to a Group.

7. The Research Committee consists of ten or more appointed members. The Committee stimulates research of interest to the IEEE, acts on behalf of the IEEE, may be specifically authorized to initiate and direct research investigations, cooperate on behalf of the IEEE with departments of national and state governments in the considerations of research investigation, submits reports and recommendations concerning research investigations for which support from the IEEE is sought; assists university staffs in selecting research projects for graduate students, and assists the Technical Activities Board, its Groups and Committees, in the preparation of meetings for the discussion of research problems.
8. The Safety Committee consists of fifteen or more appointed members; considers and investigates matters relating to the protection of persons and property against hazard due to or resultant upon the presence of electricity or the use of electric and electronic apparatus, material, and appliances, and reports such recommendations thereon as it deems desirable for action by the IEEE. To this end, it encourages and coordinates safety consideration by other IEEE organizational units in their respective fields, and with the approval obtained by organizational procedures, may arrange for cooperative relations with other bodies in the consideration of electrical hazards.

### 307. 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.

Applications for the grade of Associate and Student shall be handled by IEEE Headquarters and periodic reports shall be made to the Executive Committee by the General Manager.

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

2. Education Committee. The Education Committee shall be a policy advisory group for the IEEE in the field of education and shall report to the Executive Committee at periodic intervals concerning the status of and proposals affecting that field. These reports shall be circulated to the members of the Board of Directors. The Committee shall study the needs for education in electrical and electronics engineering and the allied sciences in industrial and government organizations and in universities, colleges, technical institutes and high schools, to determine recommended actions to be undertaken by the Institute. The Committee shall seek contributions to the formulation of policy recommendations from the Groups and Technical Committees, encouraging them to provide for exchange of information through seminars and publications and for discussion of education philosophy, problems and methods.

The Education Committee shall consist of not more than twelve members, appointed by the Executive Committee. Appointments to the Education Committee shall be for three-year terms, one third of the membership being appointed each year, except that the immediate past chairman may be appointed for one additional year. In 1966 the Executive Committee shall appoint the full membership, specifying one-third of the appointments for one, two, and three years respectively. Appointees shall be chosen on the basis of their usefulness to specific subcommittees of the Education Committee.

3. 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 recommendations may not exceed a total of one hundred twenty-five in any one year. 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 sixteen members chosen from among those of Fellow grade, nine being selected so that each of Regions 1 to 9 inclusive will have representation. Eight of the sixteen members shall be appointed each year for terms of two years each. A Chairman shall be appointed from among the sixteen members to serve for a term of one year.

4. 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. The Chairman of the Finance Committee shall be chosen from among the members of the Executive Committee.

5. 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.

6. 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.

Carrying out any related activity assigned to the Committee by the Board of Directors.

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. (Experts with the major federation and intersociety groups should, to the extent feasible, be represented in the membership of the Committee.) The Chairman of each calendar year is designated by the President for that year.

7. 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. 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. Appointments to this Committee shall be for three-year terms. One-third of the membership shall be appointed each year. In 1965, the Executive Committee shall appoint the full membership, specifying one-third of the appointments for one, two and three years, respectively.

9. 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 offices of two Vice Presidents, Director for Region 9, 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 the Executive, Fellow, Intersociety Relations, Life Member Fund and Tellers Committees and the Awards and Publications Boards shall be sent to all the Directors whose terms continue through the following year, to the new Directors-elect and to those candidates recommended by the Nominations and Appointments Committee for election as Directors by the annual Assembly.

The Nominations and Appointments Committee shall also, subsequent to the termination of the fiscal year in which it was appointed, carry out the other provisions of these Bylaws. In addition, the Nominations and Appointments Committee shall recommend to the Board of Directors nominees for the Nominations and Appointments Committee to be appointed later in that year.

The Nominations and Appointments Committee shall be appointed at the last meeting of the Board of Directors held prior to December tenth and shall continue during the following year until such time as it has submitted all of its recommendations. Its membership shall be chosen from among those members of the Board of Directors whose terms continue through the following year and shall include two Directors who are currently serving the first year of their terms. Its membership may additionally include not more than two junior past Regional Directors.

10. Professional Relations Committee. The Professional Relations Committee shall be responsible for keeping the Executive Committee informed on matters relating to Registration of Engineers, Professional Conduct and Ethics.

The Professional Relations Committee shall consist of not more than ten members, who shall be chosen for special qualifications in this field.

11. Public Relations Committee. The Public Relations Committee shall prepare and disseminate information concerning the IEEE and its activities, intended for distribution elsewhere than the IEEE's publications. It serves as an advisory body on all questions of IEEE public relations. It cooperates with other IEEE committees and with Section and Student Branch Officers on the publicity phases of their particular activities.

The Public Relations Committee shall consist of six or more members appointed by the Executive Committee.

12. Sections Committee. The Sections Committee deals with problems and activities involving the interest and welfare of the Sections, their relations with the IEEE and with other organizations. It shall, when appropriate, make recommendations to the Executive Committee regarding Section affairs.

The Sections Committee shall consist of not less than twenty members, and its Chairman shall be the Vice President elected by the voting members. The IEEE Regional Directors shall be ex-officio members of this Committee, with voting privileges.

13. Student Branches Committee. The Student Branches Committee shall be responsible to the Executive Committee for evolving recommendations regarding Student Branches of the IEEE and problems of individual Student members having no Student Branch affiliation. The Student Branches Committee may make recommendations to the Publications Board with respect to the content of the Student publication.

Administration of an Outstanding Student Branch Award shall be the responsibility of the Student Branches Committee.

The Student Branches Committee shall include the Chairmen of the Regional Student Activities Committees.

14. 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.

### 308. 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 - Publication 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.



309. 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 by April 25.
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 IEEB 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 IEEB 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.

310. Pension Benefit Plan

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

311. 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 IEEB 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 IEEB 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 IEEB.

312. Fiscal Year

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

400. GROUPS OF MEMBERS

401. Regions

1. The territory of the United States and its possessions 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. Areas not included within Regions 1 through 8 shall be designated Region 9. The boundaries of the Regions shall be established by the Executive Committee.
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 9, shall have a Regional Committee which shall consist of at least the Regional Director, the junior past 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 9 may have a Regional Committee. In the case where a Region contains Districts, the Regional Committee shall include, in addition to the above, a representative of each District of the Region, normally the Chairman of the District, who shall be one of the persons qualified for membership on the Regional Committee as provided for in this paragraph. Such member shall cast only one vote.

The Regional Committee may include additional voting members from such entities as Sections, Membership and Transfers Committees and the Technical Activities Board, 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.

Each member of the Regional Committee shall be of Member, Senior Member or Fellow grade in the IEEB. 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.

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.

The duties of the Regional Committee shall include the making of at least one nomination for Regional Delegate-Regional Director for its Region during election years, participation in the development of the IEEB by means of suggestions on Institute-wide matters to the Executive Committee and on Regional and Sectional matters to the Sections comprising the Region, except that in the case of Region 9 the Regional Committee, if any, may make a recommendation to the IEEB Board of Directors for a nominee for Regional Director for the ensuing term.

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 IEEB 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 IEEB. 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 IEEB 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.

402. Districts

1. Districts may be established within a Region as geographical subdivisions thereof.

2. A Region may petition the Executive Committee regarding the establishment of a District. Such petition shall include petitions from those contiguous Sections within the Region supporting and opposing the formation of the District. It shall also include the recommendations of the Regional Committee and the Regional Director. Favorable action by the Executive Committee is necessary for the establishment of a District.

3. Each District shall have a District Committee which shall consist of at least the District Chairman, the junior past District Chairman, the District Student Activities Committee Chairman, if such Committee exists, and one representative of each Section in the District appointed by the Section Executive Committee.

4. Each member of the District Committee shall be of Member, Senior Member or Fellow grade in the IEEB. The term of office of each member other than the District Chairman shall be one year concurrent with the term of office of the Section officers. The term of office of the District Chairman shall be two years concurrent with that of the Regional Director. Vacancies shall be filled by appointment from the Section Executive Committee in which the vacancy exists.

5. The District Committee shall hold at least one meeting each year, within the Region. A quorum for a District 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 District. The District Chairman or, in the event of his unavailability, a District Committee Vice Chairman, shall be responsible for calling the necessary number of District Committee meetings.
6. The duties of the District Committee shall include the annual election of all District officers and the coordination of all Section activities within the District as outlined in the District Manual.
7. The District Chairman shall be Chairman of the District 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 District Chairman of the District, the Regional Director shall appoint a Chairman pro tem of the District Committee, and the Chairman pro tem may appoint a Secretary-Treasurer pro tem.
9. Each District 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. Districts shall have the right to obligate their funds for all purposes necessary to promote their objectives except that no District 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 Districts.

#### 403. 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.
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 Board of Directors 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 Executive Committee, 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 Executive Committee, 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 Executive Committee 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. 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 Executive Committee 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 Executive Committee and so inform the members previously constituting that Section. The Executive Committee 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.
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 of 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 Director.
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 one hundred dollars (\$100.00) 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 ten dollars (\$10.00) per meeting for not more than ten meetings of the Section within the calendar year. There shall be an allowance of ten dollars (\$10.00) per meeting for not more than ten meetings of the Subsection within the calendar year.

There shall be an allowance of not less than ten dollars (\$10.00) per meeting for not more than 10 meetings per year for each Technical Group of a Section not associated with a Group Chapter, if the meeting is attended by at least ten members.

- d. Group allowance - for each Group Chapter, the IEEE shall credit not less than ten dollars (\$10.00) 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. There may be a per capita allowance of an amount to be determined by the Executive Committee for each Group Chapter member residing in the Section.
  - f. Affiliate of Group allowance - there shall be an allowance of fifty cents (\$.50) for each Affiliate of each and every 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 Executive Committee of the establishment thereof and shall provide IEEE Headquarters with copies thereof, as published.

#### 404. 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 Executive Committee.
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 Executive Committee 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 Executive Committee and so inform the members of the Section. The Executive Committee 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.

#### 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.
8. For the maintenance of a Group, the IEEE shall credit a subsidy to be set by the Executive Committee; and there shall be provided by 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                             | Human Factors in Electronics                     |
| Automatic Control                 | Industrial Electronics & Control Instrumentation |
| Broadcast & Television Receivers  | Industry & General Applications                  |
| Broadcasting                      | Information Theory                               |
| Circuit Theory                    | Instrumentation & Measurement                    |
| Communication Technology          | Magnetics  |
| 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 Communications                         |

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 may be established in a Section to function in the manner of a committee of a 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 must indicate they are either members of the Group involved, or are prepared to become members if the petition is granted.

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 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 will be required to maintain the following activities:

- Hold not less than two meetings each year.
- Maintain a minimum membership of ten members.

5. Failure of a Chapter to maintain the required activities shall place the Chapter on probation. The Section Executive 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 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.

#### Student Branches

1. There shall be established throughout the territory in which IEEE conducts operations, groups of Student members residing in specified geographic 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 Executive Committee upon the recommendation of the Regional Director. 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 by a representative of the faculty of the institution involved, in the event that a counselor has not been appointed, and by ten or more IEEE members who are students in a "school of recognized standing" as determined by the Executive Committee, the Executive Committee may, upon the recommendation of the Regional Director, authorize the establishment of an IEEE Student Branch in that institution.

4. Upon receipt of a petition signed by the IEEE Counselor or by a representative of the faculty of the institution involved, in the event that a counselor has not been appointed, and by ten or more IEEE members who are students in an educational institution approved by the Executive Committee, other than a "school of recognized standing," the Executive Committee may, upon the recommendation of the Regional Director, authorize the establishment of an IEEE Student Associate Branch in that institution.

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 co-sponsor 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. The petition for the establishment of the Branch must be signed by the IEEE Counselor, or by a representative of the faculty of the educational institution involved, in the event a counselor has 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. 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.

9. Each IEEE 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.

10. An IEEE 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 noncompulsory 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.

11. Failure of an IEEE Student Branch or IEEE Student Associate Branch to maintain a minimum of ten IEEE Student members 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.

12. 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 co-sponsoring society.

13. For maintenance of an IEEE Student Branch or Joint Student Branch, 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 IEEE Student member of the Branch as of November fifteenth of each year and the sum of fifty cents (\$0.50) for each additional IEEE Student member of the Branch as of the following February first, to be paid with the primary remittance after the following November 15.

14. The Executive Committee may, after consultation with the Regional Director, dissolve an IEEE 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.

15. 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.

16. Partial reimbursement of actual and necessary expenses may be authorized by the Regional Director for the Counselor of each 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 District or Region each year.

501. Periodicals

1. The IEEE shall publish a monthly publication entitled "IEEE SPECTRUM" which shall be distributed to all Honorary Members, Fellows, Senior Members, Associate Members, and graduate Students. The Executive Committee may authorize distribution to other Students when appropriate.
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.
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.

502. Other Publications

1. The IEEE may issue other special publications such as convention and conference records, cumulative indices, 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.

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 Electrical and Electronics Engineering Exhibition." The IEEE shall be the sole sponsor.

602. Other General Meetings

1. There shall be held annually, preferably in the summer, in conjunction with one of the Regional meetings of special technical conferences, a general meeting of the IEEE, primarily devoted to organizational matters involving Regions, Districts, Sections and Standing Committees.

603. Regional Meetings

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

604. 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.



THE INSTITUTE OF ELECTRICAL AND ELECTRONICS ENGINEERS  
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BYLAWS

As approved and amended by the Board of Directors,  
This edition includes all amendments effective January 3, 1966.

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