



IEEE ROBOTICS AND AUTOMATION SOCIETY BYLAWS

October 8, 2011

TABLE OF CONTENTS

Article I	Rules of Order	
	Section 1	Robert's Rules of Order
Article II	Elections	
	Section 1	Nominations Committee
	Section 2	Notice to Members
	Section 3	Nominations
	Section 4	Administrative Committee Election
	Section 5	Election of Officers
	Section 6	Principles of Selection
	Section 7	President-Elect Appointments
Article III	Duties of Executive Officers	
	Section 1	Secretary
	Section 2	Treasurer
	Section 3	Parliamentarian
	Section 4	Vice President for Financial Activities
	Section 5	Vice President for Member Activities
	Section 6	Vice President for Technical Activities
	Section 7	Vice President for Publications Activities
	Section 8	Vice President for Conference Activities
	Section 9	Vice President for Industrial Activities
	Section 10	Transactions Editors-in-Chief
	Section 11	Magazine Editor-in-Chief
	Section 12	Vice Presidents-Elect
Article IV	The Administrative Committee (AdCom)	
	Section 1	Composition
	Section 2	Annual Meeting
	Section 3	Meeting
	Section 4	Items of Business at Annual Meeting
Article V	Technical Activities Board	
	Section 1	Purpose
	Section 2	Composition
	Section 3	Actions

Article VI	Transactions Editorial Boards
	Section 1 Purpose
	Section 2 Composition
	Section 3 Meetings
	Section 4 Reports
Article VII	Conference Activities Board
	Section 1 Purpose
	Section 2 Composition
Article VIII	Conference Editorial Board
	Section 1 Purpose
	Section 2 Composition
	Section 3 Meetings
	Section 4 Reports
Article IX	Technical Committees and Working Groups
	Section 1 Purpose
	Section 2 Working Groups
	Section 3 Technical Committee Chairs
Article X	Standing Committees
	Section 1 Chairs
	Section 2 Advisory Committee
	Section 3 Awards Committee
	Section 4 Chapter and International Activities Committee
	Section 5 Constitution and Bylaws Committee
	Section 6 Executive Committee
	Section 7 Education Committee
	Section 8 Human Rights and Ethics Committee
	Section 9 Long Range Planning Committee
	Section 10 Membership, Admissions and Retention Committee
	Section 11 Nominations Committee
	Section 12 Student Activities Committee
	Section 13 Member Services Committee
	Section 14 Steering Committee for Technical Programs
	Section 15 Electronic Products and Services Board
	Section 16 Standards Committee
	Section 17 Technology Review Committee
	Section 18 Competitions Committee
	Section 19 Additional Committees
Article XI	Liaison Representatives
	Section 1 Representation in the IEEE
	Section 2 Representation in Other Organizations
	Section 3 Terms of Office
Article XII	Affiliate Membership
Article XIII	Annual General Assembly
Article XIV	Absence of the President

Article XV	Society Administrative Office
Article XVI	Amendments
	Section 1 Procedure
Appendix	History of Bylaws Amendments

IEEE ROBOTICS AND AUTOMATION SOCIETY BYLAWS

Article I. RULES OF ORDER

Section 1.01 Robert's Rules of Order.

In all matters not covered by the Constitution, Bylaws, and Policies and Procedures, the Administrative Committee (AdCom) shall be governed by the latest edition of Robert's Rules of Order.

Article II. ELECTIONS

Section 2.01 Nominations Committee.

The Nominations Committee is appointed by the President in accordance with Article IX of the Bylaws. Within one month of its formation but no later than March 1, the Nominations Committee shall develop and present to AdCom its schedule of elections for the calendar year such that 1) results of the AdCom election scheduled for the year will be announced no later than December 15, and 2) the slate of Society officer candidates will be announced to AdCom at least 30 days prior to officer elections. This schedule must receive AdCom approval within one month of presentation but no later than April 1. The Nominations Committee shall be chaired by the Junior Past-President. In the event of the incapacity or conflict of interest of the Chair, the most recent Past Chair of the Nominations Committee available shall be the Chair of the Nominations Committee. Under extenuating circumstances, a different individual may be appointed to this position. Chairs shall not be eligible to be elected to the AdCom during their term of service.

A member of the Nominations Committee may be nominated and run for a position for which the Nominations Committee is responsible for making nominations only on the following conditions: 1) the nomination is not made by a member of the same Nominations Committee and 2) the member resigns from the Nominations Committee prior to its first meeting of the year in which the nomination shall be made.

Section 2.02 Notice to Members.

The Secretary shall notify all members of the Society, through the Transactions/Magazine of the Society and by electronic newsletter, that individual voting members eligible to vote in the election of Administrative Committee members may nominate candidates for the Administrative Committee by a written petition or by a majority vote at a meeting (in person or electronic) of the Nominations Committee, provided such nominations are received in accordance with the schedule set by the Nominations Committee, and are received at least 120 days before the date of election.

Section 2.03 Nominations.

In accordance with the announced schedule of elections, the Nominations Committee shall submit to the Secretary of the Society a slate of candidates, according to the Society Policies and Procedures, to replace the AdCom members whose terms expire December 31 of that year. In accordance with the IEEE Bylaws the duties of the Nominations Committee shall also include the submission of nominations for the office of Divisional Director to the Divisional Nominations Committee, and the annual solicitation of names of potential candidates to be considered by the IEEE Nominations and Appointments Committee for service on Institute Committees and Boards.

In the case of candidates nominated by petition, the number of signatures on a petition shall be at least 2% of the eligible voters according to the official membership counted at the end of the year preceding the election. Members shall be notified of all duly made nominations prior to the election. Prior to the submission of a

nomination petition, the petitioner shall have determined that the nominee named in the petition is willing to serve, if elected; evidence of such willingness to serve shall be submitted with the petition.

Signatures may be submitted electronically through an official IEEE petition website set up for a nominee, or by signing and mailing a paper petition. The name of each member signing the paper petition shall be clearly printed or typed. For identification purposes of signatures on paper petitions, membership numbers or addresses as listed in the official IEEE membership records shall be included. Only signatures submitted electronically through the IEEE petition website or original signatures on paper petitions shall be accepted. Facsimiles, or other copies of the original signature, shall not be accepted.

Section 2.04 Administrative Committee Election.

In accordance with the announced schedule of elections, the Secretary shall forward to IEEE headquarters the information for the ballot containing all the nominees for election to the AdCom, including those submitted by the Nominations Committee and those properly nominated by petition. IEEE headquarters shall handle the conduct of the election, providing all members of the Society the opportunity to vote. It shall count the returned ballots with the understanding that the newly elected AdCom members will be decided before January 1 of the year following that in which the election was initiated.

Section 2.05 Election of Officers.

The AdCom shall elect the President-Elect and the Vice Presidents-Elect. A majority of those voting is required for election. If no candidate receives a majority vote, the individual with the least number of votes shall be dropped and a new vote taken. In the case of a tie for the least number of votes, a runoff between those candidates will be held. The AdCom may make contingent elections to be effective in case an elected member fails to accept the office or a disapproval is received from the IEEE. The names of the elected officers shall be reported to the Chair and to the Secretary of the IEEE Technical Activities Board.

(a) Election of President-Elect

In the year prior to the current President-Elect assuming the Presidency, and in accordance with the announced schedule of elections, AdCom shall hold a meeting to elect the next President-Elect. The Nominations Committee is responsible for ensuring that there is at least one nominee for this position, in accordance with the Society Policies and Procedures. Other candidates may be nominated, also in accordance with the Society Policies and Procedures.

(b) Election of Vice Presidents-Elect

No later than June 30, during the second year of service of the incumbent President-Elect, and in accordance with the schedule of elections in effect, AdCom shall hold a meeting to elect all the Vice Presidents-Elect who will serve during the President-Elect's term as President. The Nominations Committee shall submit to the AdCom at least one nominee for each of these offices in accordance with the Society Policies and Procedures. No Vice President shall serve for more than two consecutive two-year terms. For at least one of the Vice President-Elect offices, all of the nominees shall be Society members who have never served before on the Society Executive Committee.

Section 2.06 Principles of Selection.

The Nominations Committee, in its nominations, and the AdCom, in its elections, shall be guided in their selections of candidates by the principles of demonstrated or potential ability and by other factors which may be relevant, such as geographical distribution (Article IV, Section 1) and the academic, governmental, and industrial distribution of the candidates.

Section 2.07 President-Elect Appointments.

Prior to becoming President, the President-Elect shall submit to the incumbent AdCom the names of a proposed Secretary, Parliamentarian and Treasurer, plus, if not otherwise specified in these Bylaws, names for all the

Standing Committee Chairs, all the Technical Committee Chairs, other Committee Chairs, and Liaison Representatives for appointment. If a majority of the members of said AdCom do not object within thirty (30) days from date of formal submission, appointments shall become final. If a majority of the members of said AdCom object, a new name (or names) must be submitted. The incumbent officials shall remain in office until successors are appointed and arranged to take over the offices.

Article III. DUTIES OF EXECUTIVE OFFICERS

Section 3.01 Secretary.

The Secretary shall function as the Secretary of the Society and shall also be responsible for non-membership administrative aspects of the Society. These non-membership administrative responsibilities include serving as a communications channel for the following Standing Committees: (1) Standards Committee, (2) the Constitution and Bylaws Committee, and (3) Nominations Committee. In particular, the Secretary shall have the responsibility of seeing that the Society operates in accordance with the rules of the Society Constitution and Bylaws. Secretarial duties shall include the responsibility for sending out notices according to plans delineated by the AdCom or laid down in the Society Bylaws, and preparing the agenda for and recording the minutes of all meetings of the AdCom and general meetings of the Society and making such reports of these activities as may be required by the AdCom, the IEEE Technical Activities Board or the IEEE Bylaws.

Section 3.02 Treasurer.

The Treasurer shall handle all expenses of the Society, including approval of travel expense reports and Society meeting expenses. The Treasurer shall act as consultant and financial supervisor to the treasurers of the various meetings held by the Society, and make periodic reports to the AdCom. The Treasurer shall also monitor all Society income, e.g., from membership, conferences, publications, and, in case of irregularity, promptly inform the Vice President for Financial Activities and the President. The Treasurer shall serve on the Financial Activities Board and work in strict cooperation with the Vice President for Financial Activities to help the Society to stay on budget.

Section 3.03 Parliamentarian.

The Parliamentarian is a consultant officer who has the responsibility to advise the President and other Officers, Boards, Committees and members on matters of parliamentary procedure. The Parliamentarian is appointed by the President with the concurrence of the AdCom, and he/she shall serve as an ex officio member of the AdCom without vote.

Section 3.04 Vice President for Financial Activities.

The Vice President for Financial Activities shall have overall responsibility for the finances of the Society, including the general responsibility for procuring more funds for the Society. The Vice President for Financial Activities shall chair a Financial Activities Board. This Board shall consist of the Chair, the Editors-in-Chief of the Transactions, the Editor-in-Chief of the Magazine, the Vice President for Conference Activities, the Secretary, the Treasurer, a member appointed by the Vice President for Member Activities, a member appointed by the Vice President for Technical Activities, and a member appointed by the Vice President for Publications Activities. This Board shall act as the liaison for the Society on financial matters with IEEE Headquarters; act as consultant and financial supervisor of the RAS Treasurer; make periodic reports to the AdCom on the financial status of the Society; and observe the financial operations of the Society and take appropriate actions to see that money is spent or invested wisely and in the best interest of the Society. The Vice President for Financial Activities, with the assistance of the Financial Activities Board, shall prepare the Society budgets which shall then be submitted to the AdCom for approval at the Society Annual Meeting.

Section 3.05 Vice President for Member Activities.

The Vice President for Member Activities shall be responsible for all membership-related activities of the Society, and in particular for member services, for ensuring the growth of the membership of the Society and for paying special attention to the membership of the Society worldwide. The Vice President for Member Activities shall be responsible for the following Standing Committees: the Chapter and International Activities Committee, the Education Committee, the Human Rights and Ethics Committee, the Membership, Admissions and Retention Committee, the Member Services Committee, and the Student Activities Committee.

The Vice President for Member Activities shall chair a Member Activities Board. This Board shall consist of the Chairs and co-chairs of the Standing Committees for which the Board is responsible, plus up to three (3) additional members appointed by the Vice President for Member Activities. This Board has the responsibility for overseeing the activities of the Standing Committees for which the Board is responsible and for any other membership-related activities.

Section 3.06 Vice President for Technical Activities.

The Vice President for Technical Activities shall be responsible for all the technical activities of the Society, including the technical contents of Society meetings. In particular, the Vice President for Technical Activities shall have direct responsibility for the following: 1) the Technical Committees and the Working Groups; 2) the Technical Liaison Representatives; and 3) the Technology Review Committee.

The Vice President for Technical Activities shall chair a Technical Activities Board. This Board shall consist of the Chair, the Editors-in-Chief of the Transactions and Magazine, the Vice President for Conference Activities, the Chairs of the Technical Committees and up to five (5) additional members appointed by the Vice President for Technical Activities. In addition, the Technical Liaison Representatives shall be non-voting members of this Board. This Board shall be responsible for coordinating all of the technical activities of the Society.

Section 3.07 Vice President for Publications Activities.

The Vice President for Publications Activities shall have overall responsibility for all publications of the Society, excluding the Proceedings of the International Conference on Robotics and Automation, whether in printed or electronic form. The Vice President for Publications Activities shall chair a Publications Activities Board consisting of the Transactions Editors-in-Chief (EICs), the Magazine Editor-in-Chief, the Magazine Associate Editor for Research, Industry & Society News, one representative from each Society Transactions appointed by the respective EIC, the Immediate Past Transactions EICs, one representative from each journal in which the Society participates, one representative from the Long Range Planning Committee, one representative from the Technical Activities Board, the current ICRA Program Chair, the immediate past ICRA Program Chair, and up to two ad hoc members, as appointed by the President.

Section 3.08 Vice President for Conference Activities.

The Vice President for Conference Activities has overall responsibility for all Conferences, Symposia, Meetings, and Workshops to which the Society lends its name. This includes the annual International Conference on Robotics and Automation, 100% sponsored meetings, partial and co-sponsored meetings, technically co-sponsored meetings, and competitions that use the Society's name. The Vice President for Conference Activities shall chair the Conference Activities Board (Article VII) and shall negotiate with the IEEE and sister societies on all matters relating to jointly sponsored conferences and meetings. The Steering Committee for Technical Programs shall report to the Vice President for Conference Activities.

Section 3.09 Vice President for Industrial Activities.

The Vice President for Industrial Activities shall be responsible for all industrial related matters and the growth of the industrial community within RAS, both by promoting the participation of industrial partners in current activities and thus creating more links with academics, and by proposing new actions beneficial to this community. The Vice President for Industrial Activities shall chair the Industrial Activities Board. This Board

will be composed of the Chair and four additional members appointed by the President in consultation with the Vice President for Industrial Activities.

Section 3.10 Transactions Editors-in-Chief.

The Transactions Editors-in-Chief shall be charged with efficient operation of the Society Transactions. Papers for the Transactions shall be received by the Editors-in-Chief of the Society Transactions whose office shall serve as a focal point for processing these papers. The Transactions Editors-in-Chief have the responsibility for recommending to the President the number of Editors and Associate Editors of the Society Transactions to be appointed, the Technical areas that each of the Associate Editors shall cover, and suitable candidates for appointment as Editors and Associate Editors.

Section 3.11 Magazine Editor-in-Chief.

The Magazine Editor-in-Chief shall be charged with efficient operation of the publication of the Society Magazine. Members can submit information that is of interest to the Society to the Magazine Editor-in-Chief. The office of the Magazine shall serve as a focal point for processing the information.

The normal term of the Magazine Editor-in-Chief shall be five years and the normal term of the Editors shall be one year, followed by an additional two years if the Editor-in-Chief evaluates their performance sufficiently positively. Normally, Editors shall not serve two consecutive terms without a gap of approximately one year, though at the discretion of the EIC, they may have their terms extended by one year.

The Editor-in-Chief shall be appointed by the Society President one year in advance of the expiration of the term of the current EIC. The Editors are appointed from time to time as needed by the President upon recommendation from the Editor-in-Chief. The Magazine Editor-in-Chief has the responsibility for recommending to the President the number of Editors of the Magazine to be appointed, and suitable candidates for appointment.

Section 3.12 Vice Presidents-Elect.

The Vice Presidents-Elect shall serve as ex officio members without vote on the Society Board chaired by the respective incumbent Vice President.

Article IV. THE ADMINISTRATIVE COMMITTEE (ADCOM)

Section 4.01 Composition.

The AdCom is chaired by the President and it is composed of the following voting members: the President, the Junior Past-President, the President-Elect, the Secretary, the Treasurer, the Chair of the Student Activities Standing Committee and the eighteen elected members. Additional ex officio AdCom members without vote are as prescribed in these Bylaws. The AdCom composition of elected members shall reflect the geographical distribution of the membership worldwide in accordance with the Society Policies and Procedures.

Section 4.02 Annual Meeting.

The AdCom shall hold an Annual Meeting before May 31.

Section 4.03 Meeting.

No meeting of the AdCom shall be held for the purpose of transacting business unless each member shall have been sent notice of the time and place of such meeting twenty (20) days prior to the date scheduled for the meeting. If less than a quorum attend a duly called meeting, tentative action may be taken which shall become effective upon subsequent ratification, either at a meeting or by mail, by a sufficient number of members as to constitute a majority. All votes at an AdCom meeting shall be cast by voting members physically present. Minutes of such meetings shall be mailed by the Secretary to all Board members who shall register their

disapproval of any actions taken at such meetings within ten (10) days after receiving said minutes, or shall be deemed to have ratified the actions.

Section 4.04 Items of Business at Annual Meeting.

After the roll call and approval of the minutes of the previous meeting, the following items of business shall be conducted at the Annual Meeting of the AdCom: Reports on Business Transacted Other Than at Meeting; Readings of Communications; Reports of Officers; Approvals of Budgets; Reports of Standing Committees; Reports of Technical Committees and action on President's recommendation for next year's Technical Committee structure; Reports of Editorial Boards of the Transactions; Reports of Boards; Election of the President-Elect and Vice Presidents for succeeding year; Unfinished business; and New business.

Article V. TECHNICAL ACTIVITIES BOARD

Section 5.01 Purpose.

This Board shall be responsible for acquainting the members of the Society, in particular, and the engineering community and the public, in general, with the state of the art and its progress within the Field of Interest of the Society by means of published and oral communications. It shall be responsible for coordinating all of the technical activities of the Society.

Section 5.02 Composition.

The composition of the Technical Activities Board shall be as specified in Article III, Section 6.

Section 5.03 Actions.

The Technical Activities Board shall meet at least two times a year to review the technical activities of the Society.

Article VI. TRANSACTIONS EDITORIAL BOARDS

Section 6.01 Purpose.

The Transactions publish high-quality papers on the theory, design, and applications of Robotics and Automation and areas as stated in the Field of Interest of the Society.

Section 6.02 Composition.

Each Editorial Board shall consist of the Editor-in-Chief (EIC), a number of Editors, a number of Associate Editors as regular members, and the Vice President for Publications and Magazine Editor-in-chief as ex officio members. The normal terms of the Editors-in-Chief and Editors shall be five years and the normal term of the Associate Editors shall be one year, followed by an additional two years if the Editors and EICs evaluate their performance sufficiently positively. Normally, Associate Editors shall not serve two consecutive terms without a gap of approximately one year. The Editors-in-Chief shall be appointed by the Society President one year in advance of the expiration of the term of the current EICs. The Editors and Associate Editors are appointed from time to time as needed by the President upon recommendation from the Editors-in-Chief.

Section 6.03 Meetings.

Each Editorial Board of the Transactions shall be chaired by the Editor-in-Chief of the Transactions and shall meet at least two times a year to decide upon policy issues for publication in the Transactions, and management issues of importance to Editors and Associate Editors. The Editorial Boards shall make decisions on the dispositions of papers throughout the year based upon the editorial reviews obtained by the members of the

Editorial Boards, upon consideration of available space in the Transactions and upon available monies for publication of the Transactions. Accepted papers need not be presented at any IEEE Meetings.

Section 6.04 Reports.

The EICs and Editorial Boards shall be responsible for making annual reports to the AdCom on editorial activities and plans for the coming year.

Article VII. CONFERENCE ACTIVITIES BOARD

Section 7.01 Purpose.

The Conference Activities Board shall be responsible for the management and planning of all of the conference and meeting activities of the Society. This includes monitoring the quality of any publications associated with any of these conference activities. It shall also monitor and coordinate all conference operating committees and carry out all the long-term conference planning for Society meetings. This Board shall be charged with keeping itself informed of all meetings which are in areas covered by the Field of Interest of the Society and shall advise the AdCom about the participation of the Society in such meetings. In conjunction with the Technical Activities Board, this Board shall promote the participation of the Society in emerging technical areas.

Section 7.02 Composition.

The Vice President for Conference Activities shall chair the Conference Activities Board. This Board shall consist of its Chair, the Vice President for Financial Activities, the Vice President for Technical Activities, the Treasurer, the immediate past, the current, and the immediate future Chairs of the International Conference on Robotics and Automation, and four (4) other members to be selected by the Vice President for Conference Activities with the approval of the Society President.

Article VIII. CONFERENCE EDITORIAL BOARD

Section 8.01 Purpose.

The Conference Editorial Board (CEB) is charged with reviewing papers for ICRA. The results of the review process are transmitted to the Program Chair of the corresponding ICRA for final decision on acceptance.

Section 8.02 Composition.

The CEB consists of an Editor-in-Chief (EiC), several Editors (Eds) and Associate Editors (AEs). The number of Editors and Associate Editors is decided on the basis of the number of submissions to be handled, considering a maximum of 15 papers assigned per AE per year, and a maximum of 15 AEs supervised per Editor. The term of all CEB members is three years, once renewable.

The Editor-in-Chief (EIC) is appointed by the President of IEEE RAS upon recommendation by the Steering Committee for Technical Programs (SCTP) and endorsement by the Vice President for Conference Activities.

The Editors are appointed by an ad hoc Committee, upon proposal by the EiC. The ad hoc committee of six will consist of the Associate Vice President of Conference Activities for the SCTP, the Vice President for Publication Activities and the Vice President for Technical Activities or their delegated Associate Vice Presidents, the EiC of the Transactions on Robotics, the EiC of Transactions on Automation Science and Engineering, and the EiC of the Robotics and Automation Magazine.

The Associate Editors will be appointed by the EiC upon consultation with the Editors and the SCTP.

Section 8.03 Meetings.

The CEB will handle the paper review process for each ICRA through an appropriately chosen conference management software package. The CEB collects reviews and provides recommendations on acceptance, but does not make the final decision. The review results are transmitted by the EIC to the Program Chair of the corresponding ICRA, who then makes the final decision on acceptance.

Section 8.04 Reports.

The EIC will make reports on the functioning of the CEB and of the progress and results of reviewing to each meeting of the SCTP.

Article IX. TECHNICAL COMMITTEES AND WORKING GROUPS

Section 9.01 Purpose.

Technical Committees are established by the AdCom for a four-year term to provide a focus for the technical activities of the Society independent of the Conference Activities Board and of the Editorial Boards of the Transactions. Each Technical Committee may sponsor and monitor a number of Working Groups.

Section 9.02 Working Groups.

Nonregional subgroups of members of the Society who share common technical interests and needs may be formed by petition to the AdCom of the Society. Each Working Group must be formed and operated under a plan consistent with the Society Constitution and Bylaws and not inconsistent with the authority delegated to the AdCom. The Chairs of each Working Group shall report directly to the Chair of the Technical Committee that sponsors and monitors that Working Group. Upon the approval of the relevant Society Boards, these groups may hold special workshops or sessions in their technical areas during Society meetings. They may request from the Editorial Boards of the Transactions to have special issues published in the Transactions. The actual interfacing with these Boards must be done in conjunction with the Technical Committee Chair responsible for the particular Working Group in question. The number and types of Working Groups associated with a given Technical Committee may change depending upon the current interests of the membership of the Society. Such groups may be formed or dissolved upon the approval of the AdCom.

Section 9.03 Technical Committee Chairs.

Technical Committee Chairs shall be appointed for two-year terms by the President-Elect, prior to taking office. No Technical Committee Chair shall serve for more than three consecutive two-year terms, but eligibility is restored after a lapse of two years. These Chairs shall be charged with the guidance of the regular activities of the Technical Committees. They shall be responsible for making yearly reports to the AdCom on the activities of their Committees and the Working Groups monitored by their Committees. These reports must include recommendations on the continuation or dissolution of these Working Groups and their Committees for the next year.

Article X. STANDING COMMITTEES

Section 10.01 Chairs.

Chairs of Standing Committees shall be appointed for two-year terms by the President-Elect prior to becoming President with the concurrence of the AdCom.

Section 10.02 Advisory Committee.

The Committee, on request, shall give advice to the Executive Committee and other major committees of the Society. A primary function shall be to advise the appropriate Boards on the latest significant developments in

the Field of Interest of the Society and in related fields. The Committee shall consist of the five (5) immediate Past-Presidents, the chair being the Junior Past-President.

Section 10.03 Awards Committee.

This Committee shall be chaired or co-chaired by the Senior Past-President, unless said person is unavailable, in which case the President shall appoint a replacement. This committee shall be responsible for: 1) appointing an award nomination committee for each society and IEEE level (within RAS fields of interest) award, 2) appointing one or more award selection committee(s) to review society level award nominations and select the winner(s), 3) appointing a Fellow Evaluation Committee, 4) reviewing all new award proposals to ensure that there is no conflict with existing awards and that an appropriate description suitable for submission to IEEE has been prepared, 5) submission of new/modified award proposals to IEEE, and 6) reviewing existing awards periodically to recommend whether or not they should be continued.

The Award Nomination Committee(s) shall be responsible for securing a suitable number of nominations of deserving candidates for the award(s) for which they are responsible. The Award Selection Committee(s) shall be responsible for reviewing the nomination packets of the candidates for the award(s) for which they are responsible and selecting the winner(s), if any. The Award Selection Committee(s) shall have no members who were members of the Nomination Committee of any award for which selection is to be made.

The Fellow Evaluation Committee shall be responsible for evaluating the qualifications of candidates for Fellow as requested by the IEEE Fellow Committee. This committee shall be chaired or co-chaired by the Senior Past-President, unless said person is either unavailable or not a Fellow, in which case the President shall appoint a Fellow as chair. The Fellow Evaluation Committee will consist of the chair and at least 5 members. The committee shall have no members who either nominated or wrote a reference for any candidate to be considered.

Section 10.04 Chapter and International Activities Committee.

This Committee is in charge of organizing and fostering international cooperation among scholars and students. An important means towards this goal are Regional Chapters of the Society, which will report to this SC. A concern of the SC shall be to ensure that members and students of all regions are well represented and feel equally at home in the diverse Society activities (conferences, schools, ballots, etc.).

Section 10.05 Constitution and Bylaws Committee.

Section 10.06 Executive Committee.

This Committee shall be chaired by the President and shall consist of its Chair, the President-Elect, all the Vice Presidents, the Treasurer and the Secretary. Between meetings of the AdCom, the Executive Committee shall be empowered to act for the Society except on matters which the AdCom has by resolution expressly reserved to itself. The AdCom may by majority vote at any meeting override any act or decision of the Executive Committee.

Section 10.07 Education Committee.

This Committee is in charge of coordinating and fostering educational initiatives in the Society. An important means toward this goal are specialized meetings, workshops and dedicated conference sessions on the education of students. Society-sponsored books and summer schools are also under the responsibility of this Committee. A concern of the society shall be to ensure that quality of the educational activities sponsored by the Society is constantly checked through feedback from students, and by emphasizing their interactive participation.

Section 10.08 Human Rights and Ethics Committee.

This Committee shall be responsible for making recommendations to the AdCom for actions to be taken on behalf of the Society for the benefit of members or colleagues whose professional activities have been severely hampered by governmental or institutional authorities. It shall be responsible for making recommendations

regarding the societal impact of research and development. It shall also be responsible for making recommendations on issues such as conflict of interest, plagiarism, multiple submissions, student/teacher relations, etc., and promulgating information on these matters to the membership.

Section 10.09 Long Range Planning Committee.

This Committee shall be responsible to the AdCom for reviewing the trends of science and technology as they may concern the Society, the profession and the public, and for recommending changes in the objectives, organization, and operations of the Society as may be indicated by these trends. This Committee shall be chaired by the President-Elect and shall include the additional following members: the Junior Past-President, all the Vice President, the Chair of the Student Activities Committee and additional members appointed by the Chair with approval of the President.

Section 10.10 Membership, Admissions and Retention Committee.

This Committee shall be responsible for encouraging membership in the Society by all members of the IEEE who are interested in the Field of Interest of the Society, and by non-IEEE members as Affiliate Members. This Committee shall pass upon the qualifications of applicants for Affiliate Membership in the Society. It shall also focus on membership retention.

Section 10.11 Nominations Committee.

On or before January 31 of each year, the President shall appoint, with the prior approval of the Administrative Committee (AdCom), a Nominations Committee consisting of five Society members. The Junior Past-President will chair this committee, and at least one other member must be an AdCom member. In accordance with the procedures specified in Article II, Section 1 of the Bylaws, the Nominations Committee is charged with overseeing 1) nominations for the AdCom election, and 2) nominations for Society officer positions. The Nominations Committee is responsible for ensuring that all required information about nominees for AdCom and Society officer positions is communicated in a timely fashion to IEEE. The Nominations Committee is also responsible for submitting 1) nominations for Divisional Director to the IEEE Divisional Nominations Committee, and 2) a list of potential candidates to serve on various Institute Committees and Boards to the IEEE Nominations and Appointments Committee

Section 10.12 Student Activities Committee.

This Committee shall promote student participation in the Society activities in cooperation with all Society Boards, Committees and Working Groups. The Chair of this Committee shall be appointed by the President from a slate of candidate Society student members recommended by the Membership Activities Board and by the AdCom to serve for a two-year term. The Chair of the Student Activities Standing Committee shall be an ex officio AdCom member with vote.

Section 10.13 Member Services Committee.

The objective of this committee is to improve the services provided to the Society's members. The emphasis will be on the mentoring and guidance of junior members of the Society along with a variety of new services (e.g., professional and networking) to the more senior members. The web will be extensively used along with special workshops at Society meetings.

Section 10.14 Steering Committee for Technical Programs.

This committee shall report to the Vice President for Conference Activities and be composed of the immediate past, present and next ICRA Program Chairs, a representative from each of the Publications and Technical Activities boards appointed by their respective vice presidents, at least three (3) AdCom members and other members appointed by the Vice President for Conference activities with approval of the President. The SCTP shall be responsible for year-to-year consistency and coordination of the technical aspects of conferences such as: paper reviewing system; reviewer management process; keyword, reviewer and reviewer performance databases;

guidance on quality issues; conference review; and other matters pertaining to the technical aspects of our conferences.

Section 10.15 Electronic Products and Services Board.

This board shall report to the Society President and shall be composed of one representative from each Society Board (designated by the corresponding Vice President), at least two AdCom members, and additional members as appointed by the President. It shall be responsible for the creation and management of society web and electronic services.

Section 10.16 Standards Committee.

Section 10.17 Technology Review Committee.

Section 10.18 Competitions Committee.

This committee fosters and coordinates all competitions at IEEE RAS (co)sponsored events. It evaluates requests for competitions and makes recommendations as to RAS endorsement, technical sponsorship, or financial support. It also provides assistance to local chapters wishing to organize local or regional competitions. The committee consists of a chair or co-chairs, and its membership typically includes representatives of events holding competitions, AdCom, the chair of the Education Committee, and a representative from the Student Activities Committee.

Section 10.19 Additional Committees.

Additional committees may be formed when deemed necessary by the AdCom.

Article XI. LIAISON REPRESENTATIVES

Section 11.01 Representation in the IEEE.

The President shall appoint, as required, members of the Society as Liaison Representatives to represent the Society on various Boards and Committees of the IEEE.

Section 11.02 Representation in Other Organizations.

The President shall appoint, as required, members of the Society as Liaison Representatives to represent the Society in dealings with other non-IEEE organizations.

Section 11.03 Terms of Office.

Liaison representatives shall be appointed by the President with the concurrence of the AdCom for one-year terms which may be renewed.

Article XII. AFFILIATE MEMBERSHIP

Members in good standing of other professional organizations who satisfy the requirements stated in the Constitution, Article III, Section 2, are eligible for Affiliate Membership in the Society. Affiliate applications shall be reviewed and evaluated by the Society's Membership, Admissions and Retention Committee.

Article XIII. ANNUAL GENERAL ASSEMBLY

The President shall call a general assembly of the Society membership yearly at a major conference. Society officers and AdCom members shall be invited to this meeting.

Article XIV. ABSENCE OF THE PRESIDENT

In the absence or incapacity of the President, the duties of the office shall be performed by the President-Elect or by a Vice President designated by the President.

Article XV. SOCIETY ADMINISTRATIVE OFFICE

Subject to compliance with all applicable IEEE Bylaws and Policies, the Society may create an Administrative Office supported by IEEE staff. The Society's Administrative Office functions to coordinate and carry-out the day-to-day operations, policies, and procedures concerning specific aspects of the Society's business. The Office may also maintain the corporate memory and provide ongoing and ad hoc management reports/documents. In addition, the Society's Administrative Office serves as one of the Society's primary points of contact for both members and IEEE staff.

Subject to compliance with all applicable IEEE Bylaws and Policies, the Society may determine the budget for the Administrative Office. The staff is hired by the IEEE and all conditions of employment will be based upon IEEE Bylaws, staff policies and practices and all applicable laws and regulations. Office organization, job descriptions, IEEE staff policies and employment practices are available from the IEEE Human Resources Department.

The Society Administrator is the most senior position on the IEEE paid staff that supports the Society. This Society Administrator indirectly reports through the Managing Director, Technical Activities, to the IEEE Executive Director.

Article XVI. AMENDMENTS

Section 16.01 Procedure.

These Bylaws may be amended by a two-thirds vote of the AdCom in meeting assembled provided that notice of the proposed Bylaws has been made publicly available and a summary published in the Magazine at least thirty (30) days prior to such meeting, or a Bylaw may be changed by a two-thirds vote of all members of the AdCom by communication by the President to each member and vote received by such means. No Bylaw change shall take effect until thirty (30) days after it has been published in the Society Magazine and copies have been mailed to the appropriate IEEE office.

HISTORY OF BYLAWS AMENDMENTS

The first amendment to the Bylaws on the Schedule for Election of AdCom Members received final approval, and the Bylaws were updated accordingly, effective September 1, 1994.

The second amendment to the Bylaws on the Conference Board received final approval, and the Bylaws were updated accordingly, effective December 1, 1995.

The third amendment to the Bylaws on the Vice President for Publications received final approval, and the Bylaws were updated accordingly, effective January 8, 1998.

The fourth amendment to the Bylaws on the Vice President for Conferences received final approval, and the Bylaws were updated accordingly, effective July 31, 1999.

The fifth amendment to the Bylaws on Amendments received final approval, and the Bylaws were updated accordingly, effective Dec. 4, 1999.

The sixth amendment to the Bylaws concerning Transactions received final approval, and the Bylaws were updated accordingly, effective Dec. 4, 1999.

The seventh amendment to the Bylaws concerning the Vice President for Publications received final approval, and the Bylaws were updated accordingly, effective Apr. 28, 2000.

The eighth amendment to the Bylaws concerning the use of "activities" instead of "affairs" received final approval, and the Bylaws were updated accordingly, effective Apr. 28, 2000.

The ninth amendment to the Bylaws concerning the change in title of the Magazine editor to Editor-in-Chief received final approval, and the Bylaws were updated accordingly, effective Nov. 2, 2001.

An extensive round of Bylaws amendments received final approval and became effective Jan. 23, 2004, and were entered into this document on April 14, 2004. A summary of the amendments is included below, where *italics* indicate changes of minor impact, **bold** indicates changes of medium impact, and **underlined bold** indicates changes of major impact.

- *Changes due to the birth of the Transactions ASE and rename of Transactions RO*
- *Changes due to the replacement of the words 'Chairman/Chairmen' and 'Chairperson/s' with the words 'Chair/s'*
- *Changes due to the limitation of the eligibility of Technical Committee Chairs up to three consecutive two-year terms (six consecutive years in total). No limitations currently apply.*
- *Changes due to the elevation of the AdCom quorum from 10 to 13*
- *Changes due to the reinforcement of common nomenclature of VPs, Boards and Committees by using the standard words 'ACTIVITIES' and 'NOMINATIONS'*
- *Changes due to the provision for an Annual General Assembly (Town Hall Meeting) to be called by the President*
- *Changes due to the appointment of a Student AdCom member. The Chair of the Student Activities Standing Committee shall be ex officio AdCom member with vote*
- *Changes due to the need for explicit reinstatements of voting privileges of elected and ex officio members of the AdCom, and of the requirement of their physical presence to a meeting for voting*
- *Changes due to the definition of the Nominations Committee Chair and membership*
- *Changes due to the definition of the Advisory Committee Chair*
- *Changes due to the definition of the Awards and Fellow Nomination Committee Chair*

- **Changes due to the establishment of a new Vice President for Industrial Activities and of an Industrial Activities Board (IAB)**
- **Changes due to the definition of the duties of the Treasurer**
- **Changes due to the establishment of a Parliamentary Officer to be appointed by the President as an ex officio member of the AdCom without vote**
- **Changes due to the restructuring of the Technical Committees by introducing a default ‘sunset clause’ after four years, and by limiting the TC chairs eligibility to three consecutive terms (6 years in total)**
- **Changes due to extension from one to two years of the term for Standing Committee Chairs**
- **Changes due to enforce geographical distribution of the AdCom membership.**
- **Changes due to the provision that no elected AdCom members shall serve during the same term on the Executive Committee**
- **Changes due to the introduction of a two consecutive term limit (four years) of service in the ExCom, and to the provision that at least one of the Vice Presidents-Elect shall have never served before on the Executive Committee**

A number of Bylaws amendments were approved by AdCom on April 23, 2005, approved by IEEE on July 26, 2005, and entered into this document on August 6, 2005. These Bylaws amendments were published in the magazine in September 2005 and became effective 30 days later. Changes other than minor wording changes are summarized below.

- A number of dates in Article II related to AdCom elections, election of the President-Elect, and Vice Presidents-Elect, were modified to allow more time for the process.
- Removed the statement in Article III, Section 2, specifying the Treasurer as an ex officio member of AdCom with vote, so that all specification of the composition of AdCom is in Article IV.
- Several existing committees were restructured to become the Chapter and International Activities Committee, the Education Committee, the Human Rights and Ethics Committee, the Membership, Admissions and Retention Committee, and the Member Services Committee.

Several Bylaws amendments were approved by AdCom on October 16, 2005, approved by IEEE on November 7, 2005, and entered into this document on November 11, 2005. The changes are summarized below.

- Minor wording changes were made to the section in Article III on the Vice President for Member Activities to make flexible the Standing Committees constituting the Member Activities Board.
- A sentence was added to the section in Article III on the Vice President for Conference Activities to indicate that the Steering Committee for Technical Programs shall report to the Vice President for Conference Activities.
- A section was added to Article IX creating a Steering Committee for Technical Programs.
- A section was added to Article IX creating an Electronic Products and Services Board.

Several Bylaws amendments were approved by AdCom on October 14, 2006, approved by IEEE on November 15, 2006, and entered into this document on November 22, 2006. The changes are summarized below.

- The number of signatures required on the petition was changed from 25 members of the Society to 2% of the eligible voting members of the Society in section 2 of Article II.
- Section 3 Award Committee in Article IX was changed to Award and Fellow Nominations Committee, and added some sentences. The main issue is to separate the nomination function and the evaluation function.
- Section 7 Fellow Evaluation Committee in Article IX was deleted.
- Education Committee was newly added in Article IX.
- Section 9 Long Range Planning Committee in Article X was changed on the committee member to include all the Vice Presidents.

Several Bylaws amendments based on the “IEEE must have” were reported to AdCom on November 3, 2007.

- A sentence was added to Article II, Sec. 1.
- Some sentences were added to Article II, Sec. 2.

The AdCom voted on September 26 2008 to amend the RAS Bylaws regarding the dates of the nomination and election of AdCom members and Society officers. (Article II , Sec. 1-5; Article IX, Sec. 11).

The AdCom voted on October 16, 2009 to amend Article II, Section 5 of the Bylaws regarding the procedures for election of officers.

The Bylaws were amended for several small wording corrections on October 8, 2011. In addition, the previously AdCom-approved Article on the Conference Editorial Board was added to the Bylaws, and the new Standing Committee on Competitions was added to Article X. This new Committee was approved by AdCom in an email vote completed on October 8, 2011. The composition of the Conference Activities Board was also updated based on the AdCom motion of Spring 2010. These changes are being communicated to IEEE and will be published in the Magazine.