



# IEEE ROBOTICS AND AUTOMATION SOCIETY CONSTITUTION

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# **CONSTITUTION OF THE IEEE ROBOTICS AND AUTOMATION SOCIETY**

## **ARTICLE I — NAME AND OBJECTIVES**

**Section 1.** The name of this organization shall be the IEEE Robotics and Automation Society (RAS) and it shall be governed in accordance with the Constitution and Bylaws of the Institute of Electrical and Electronics Engineers (IEEE). It will be referred to herein as the Society.

**Section 2.** Its objectives shall be scientific, literary and educational in character. The Society shall strive for the advancement of the theory and practice of robotics and automation engineering and science and of the allied arts and sciences, and for the maintenance of high professional standards among its members, all in consonance with the Constitution and Bylaws of the IEEE and with special attention to such aims within the Field of Interest of the Society as are hereunder defined.

**Section 3.** The Society shall aid in promoting close cooperation and exchange of technical information among its Members and Affiliates, and to this end shall hold meetings for the presentation of papers and their discussion, shall sponsor appropriate periodicals and special technical publications, and through its committees shall study and provide for the needs of its Members and Affiliates.

## **ARTICLE II — FIELD OF INTEREST**

**Section 1.** RAS strives to advance innovation, education, and fundamental and applied research in Robotics and Automation. Robotics focuses on systems incorporating sensors and actuators that operate autonomously or semi-autonomously in cooperation with humans. Robotics research emphasizes intelligence and adaptability to cope with unstructured environments. Automation research emphasizes efficiency, productivity, quality, and reliability, focusing on systems that operate autonomously, often in structured environments over extended periods, and on the explicit structuring of such environments.

**Section 2.** The Field of Interest of the Society may be enlarged, reduced or shifted moderately as the needs of the occasion indicate with the provision that such revisions shall be processed through the IEEE Technical Activities Board as an amendment to this Constitution, in accordance with the process defined in the TAB Operations Manual.

**Section 3.** The Society shall aid in promoting close cooperation with other IEEE Societies in the form of joint publications, sponsorship of meetings, tutorials, and other forms of information exchange. Appropriate cooperative efforts may be undertaken with non-IEEE societies.

## **ARTICLE III — MEMBERSHIP**

**Section 1.** Membership in the Society shall be available to members of the IEEE in any grade, including full-time Students, having a professional interest in any phase of the field of interest of the Society..

**Section 2.** Affiliates may participate in the Society activities, as provided by the IEEE Bylaws and subject to the applicable IEEE rules and regulations and any additional limitations imposed by the Society Bylaws.

## ARTICLE IV — FINANCIAL SUPPORT

**Section 1.** The Society shall collect from its Members and Affiliates annual dues , in accordance with the IEEE Bylaws and applicable rules and regulations. Society membership may be maintained only by regular payment of the Society dues. Any member of the Society who is delinquent in paying the Society dues shall be dropped from the membership in accordance with the policies and Bylaws of the IEEE.

**Section 2.** The Society may make registration charges at meetings, symposia, conferences, tutorials, and conventions sponsored by the Society. The registration fee for those who are not members of the IEEE or of the Society shall be higher than for IEEE members, Society members and its Affiliates.

**Section 3.** The Society may raise revenues by other means, such as advertising, shows, requests for contributions, etc., provided such means are consistent with applicable IEEE rules and regulations. Any new means of generating revenue not explicitly covered by the IEEE rules and regulations must be approved by the IEEE Executive Director before being adopted by the Society.

## ARTICLE V — ADMINISTRATION

**Section 1.** The Society shall be managed by an Administrative Committee (AdCom) of eighteen (18) elected members of the Society plus members “ex officio with vote” as specified in the Bylaws. There may also be members “ex officio without vote.”

**Section 2.** The terms of the eighteen elected members of the Administrative Committee shall be three years, with six members to be elected each year. No Administrative Committee members shall serve for more than two consecutive three-year terms, but eligibility is restored after a lapse of two years.

**Section 3.** The officers of the Society shall be the President, Vice Presidents, the Secretary and the Treasurer each having a term of two years as defined in the Society Bylaws.

**Section 4.** The Administrative Committee shall elect from the Society membership a President and Vice Presidents as defined by the Society Bylaws.

**Section 5.** The procedures for the removal of a member from the Society Administrative Committee or a Standing Committee are as follows.

*Vote to Remove an Elected Member of the Society Administrative Committee:* An Officer/Elected Member elected by the voting members of the Society may be removed from office, with or without cause, by a vote of the voting members of the body who elected that person, within thirty days following either:

1. the affirmative vote of two-thirds of the votes of the members of the Administrative Committee present at the time of the vote, provided a quorum is present, on a motion to remove such individual, or
2. the receipt by IEEE of a petition signed by at least 10% of the total number of voting members in the society moving for the removal of such individual, a ballot on such motion shall be submitted to the voting members of the society. If a majority of the ballots cast by the voting members for or against such motion are to remove such individual, the individual shall be removed from such positions.

In either case, the member shall be notified in writing that a Motion for Removal from Office is forthcoming.

*Vote to Remove an Appointed Member of the Society Administrative Committee or of a Standing Committee:* An appointed member of a Society Board or Committee may be removed as a member of that Board or Committee, with or without cause, by the affirmative vote of two-thirds of the votes of the members of the appointing body

present at the time of the vote, provided a quorum is present, to remove such Board or Committee member. The member shall be notified in writing that a Motion for Removal from Office will be made at the next Administrative Committee meeting.

**Section 6.** The President-Elect shall appoint a Secretary and a Treasurer on or before the first of January of the year in which each takes office. All appointments shall be made with the advice and consent of the members of the Administrative Committee. The Secretary and Treasurer appointments need not be made from among the elected members of the Administrative Committee. Both the Secretary and the Treasurer will have voting privileges on the Administrative Committee.

**Section 7.** The Past-President and President-Elect shall each be an ex officio member with vote.

**Section 8.** The duties and responsibilities of the officers shall be as defined hereunder and in the Bylaws and as delineated by the Administrative Committee.

**Section 9.** The President, under direction of the Administrative Committee, shall have general supervision of the affairs of the Society. He or she shall preside at meetings of the Administrative Committee and at general meetings of the Society and shall have such other powers and perform such other duties as may be provided in the Society Bylaws, or as may be delegated by vote of the Society Administrative Committee. In the absence or incapacity of the President, the duties of the office shall be performed by a Vice President as designated in the Bylaws.

**Section 10.** The President shall be an ex officio member of all committees of the Society. He or she is a member of the IEEE Technical Activities Board (TAB), and when notified of a meeting of the said Board, shall ensure representation of the Society at such meeting personally, or by an alternate, in accordance with the process outlined in the TAB Operations Manual.

**Section 11.** The Administrative Committee may establish Standing and Technical Committees needed to cover specific functions and areas of the field of interest, as prescribed in the Bylaws. All appointments or reappointments as defined in the Bylaws to committees and similar posts will be for a term of two years with a maximum of three consecutive terms, except where other specifically-designated terms of office are established by the Administrative Committee. Standing and Technical Committee Chairs are appointed by the Society President with the approval of the Administrative Committee. They shall be ex officio members of the Administrative Committee without vote. The Society President may establish ad hoc committees of finite duration to fulfill specific needs. Ad hoc committee chairs shall be ex officio members of the Administrative Committee without vote.

**Section 12.** Subgroups may be formed as provided in the IEEE rules and regulations, and the supervision of subgroup affairs, other than by the Administrative Committee, shall be as prescribed in the Bylaws.

**Section 13.** Other groups may be formed as provided in the IEEE rules and regulations, and the supervision of their affairs shall be as prescribed in the Bylaws.

**Section 14.** The Administrative Committee may utilize the services of the IEEE Headquarters as bursar, for all or part of the Society funds, as provided by the IEEE Bylaws and rules and regulations. If any part of the Society funds is received and deposited separately, the terms and conditions shall be in accordance with the IEEE policies, the Society Bylaws and any special limitations imposed by the Administrative Committee.

**Section 15.** Neither the Robotics and Automation Society nor any officer or representative thereof shall have any authority to contract debts for, pledge the credit of, or in any way bind the IEEE, except with prior approved

Society budgets or plans. Approval for the disbursement of previously budgeted funds shall be as prescribed in the Bylaws.

**Section 16.** Individuals holding more than one position on the Administrative Committee or any committee thereof shall be limited to one vote on each matter being considered by the Administrative Committee or committee.

**Section 17.** Proxy voting is not allowed.

## **ARTICLE VI — NOMINATIONS AND ELECTION OF THE ADMINISTRATIVE COMMITTEE**

**Section 1.** The nominating procedure shall include provision for petition by Society members to place names on the ballot.

**Section 2.** Election of the eighteen members of the Administrative Committee shall be as prescribed in the Bylaws.

**Section 3.** Within-term vacancies on the Administrative Committee shall be filled by appointments, for the unexpired terms, by the President, with the consent of the Administrative Committee.

## **ARTICLE VII — MEETINGS OF THE ADMINISTRATIVE COMMITTEE**

**Section 1.** The Administrative Committee shall hold at least two meetings each year, one of which is an Annual Meeting, at a time specified in the Bylaws. Other meetings of the Administrative Committee shall be held at such times as are found necessary and/or convenient. Special meetings of the Administrative Committee may be called at the discretion of the President of the Society or upon request of four other members of the Administrative Committee, with at least twenty days notice.

**Section 2.** A majority of the voting members of the Administrative Committee or any committee thereof shall constitute a quorum. All the Administrative Committee members shall have an equal vote.

**Section 3.** The vote of a majority of the votes of the members present and entitled to vote, at the time of vote, provided a quorum is present, shall be the act of the Administrative Committee or any committee thereof, for the conduct of business, except as otherwise provided in the Constitution and Bylaws.

**Section 4.** Vote of the Presiding Officer: The presiding officer of the Administrative Committee shall have no vote on the Administrative Committee except if the vote is by secret ballot or unless the Chair's vote can change the outcome of the vote.

**Section 5.** The Administrative Committee or any committee thereof may meet and act upon the vote of its members by any means of telecommunication. The normal voting requirements shall apply when action is taken by means of telecommunications equipment allowing all persons participating in the meeting to hear each other at the same time. The Administrative Committee or any committee thereof may take action without a meeting if applicable (e.g. email voting). An affirmative vote of a majority of all the voting members of the Administrative Committee or any committee thereof shall be required to approve the action. The results of the vote shall be confirmed promptly in writing or by electronic transmission. The writings and/or electronic transmissions shall be filed with the minutes of the proceedings of the governing body. "Electronic transmission" means any form of electronic communication, such as e-mail, not directly involving the physical transmission of paper, that

creates a record that may be retained, retrieved and reviewed by a recipient thereof, and that may be directly reproduced in paper form by such a recipient.

## **ARTICLE VIII — SOCIETY CHAPTERS**

**Section 1.** Chapters may be formed in a Section and operated on any plan in consonance with the Bylaws of the Society and under the rules and regulations of the IEEE. A Chapter may assist the Society in the management of meetings, conferences, symposia, tutorials, workshops or conventions promoted by the Society in its geographical Section. A Chapter in concert with the officers of its geographical Section shall promote meetings within the field of interest of the Society.

## **ARTICLE IX — SOCIETY MEETINGS**

**Section 1.** The Society may hold meetings, conferences, symposia, tutorials, workshops, or conventions either alone or in cooperation with Section, Region, national or organizational committees of the IEEE, or other technical non-IEEE organizations, subject to the IEEE rules and regulations. The Society shall sponsor at least one technical conference of international scope each year, which may be held in conjunction with some other IEEE meeting, or as a separate conference.

**Section 2.** Meetings, conferences, tutorials, workshops, or conventions of the Society shall be open on an equal basis to IEEE members, Society members and its Affiliates.

## **ARTICLE X — SOCIETY PUBLICATIONS**

**Section 1.** Publications undertaken by the Society shall be subject to the IEEE policies and to any further guidance or controls prescribed by the Administrative Committee or its duly appointed committees. The Society shall be responsible for the financial aspects of its publications program.

**Section 2.** The President, with the advice and consent of the Administrative Committee, shall appoint Editors-in-Chief for all Society publications and such editors as may be required to implement the publication program. The duties of editors shall be as prescribed in the Bylaws. Editors-in-Chief need not be appointed from among the elected members of the Administrative Committee.

## **ARTICLE XI — AMENDMENTS**

**Section 1.** Amendments to this Constitution may be initiated by petition submitted by at least five percent of the voting members of the Society or by a two-thirds affirmative vote of the Administrative Committee present in meeting assembled, provided that notice of the proposed Constitution amendment has been sent to each member of the Administrative Committee at least 30 days prior to such meeting. Amendments may also be adopted by a two-thirds email or electronic vote of all eligible voting members of the Administrative Committee, provided a 30-day period is given for such responses. Proposed amendments to the Constitution brought by petition do not require further approval by the Administrative Committee.

**Section 2.** Approved or petitioned amendment proposals must be submitted to the Vice President, IEEE Technical Activities for approval. After such approval, the proposed amendment shall be published in the Society *eNewsletter*, with notice that it goes into effect unless at least five percent of the voting members of the

Society object in writing within 60 days. If the required number of objections are received, a copy of the proposed amendment shall be mailed with a ballot to all voting members of the Society at least 30 days before the date appointed for return of the ballots, and the ballots shall carry a statement of the time limit for their return to the IEEE office. When a mail vote of the entire Society membership is made necessary, approval of the amendment by at least two-thirds of the ballots returned shall be necessary for its enactment.

**Section 3.** Suitable bylaws, and amendments thereto, may be approved by a two-thirds vote of the Administrative Committee present in meeting assembled, provided that notice of the proposed bylaw, or amendment, has been sent to each member of the Administrative Committee at least 30 days prior to such meeting. Furthermore, a bylaw, or amendment, may be approved by a two-thirds affirmative mail vote of the members of the Administrative Committee, provided a 30-day period is given for such responses. A Bylaw, or amendment, may also be approved by a two-thirds email or electronic vote of all eligible voting members of the Administrative Committee, again provided a 30-day period is given for such responses.

**Section 4.** The proposed, approved bylaw or amendment must be submitted to the Vice President, Technical Activities Board for approval. If approved, it shall be published in the Society *eNewsletter*. Bylaws, Constitutional amendments or changes thereto, shall take effect 30 days after being published..

## **APPENDIX — HISTORY OF AMENDMENTS**

The first amendment to the Constitution on the Field of Interest received TAB approval on Feb. 14, 1998, was printed in the Magazine in March 1998, and therefore, became effective May 1, 1998.

A round of amendments was approved by AdCom on April 23, 2005, approved by IEEE on July 26, 2005, and published in the Magazine in September 2005, to become effective 60 days later. The significant amendments are summarized below.

- Article V Section 5 was modified to obligate the President to initiate a Motion for Removal of an elected AdCom member under certain circumstances.
- Article V Section 11 was modified to limit appointments to Standing and Technical Committees to a maximum of three consecutive two-year terms.
- Article VII Section 2 was amended to require thirteen voting members of AdCom for a quorum.

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

- Article IV, Section 3 was modified to provide the correct title of the IEEE Executive Director.
- Article V, Section 10 was modified to eliminate reference to proxies.
- Article V, Section 16 was added to state that individuals may only have one vote.
- Article V, Section 17 was added to state that proxy voting is not allowed.
- Article VII, Section 2 was modified to define the definition of a quorum.
- Article VII, Section 3 was modified to clarify the definition of the AdCom voting.
- Article VII Section 4 was modified to clarify the expression “Business by Correspondence”.
- Article VII Section 5 was added to describe electronic voting procedures.

Minor grammatical and consistency corrections, including changing "Vice-President" to "Vice President" for consistency with the Bylaws, were entered into the document on October 8, 2011. In addition, the Field of Interest was corrected to reflect the current Field of Interest approved by AdCom and on record with IEEE.

Two Constitution amendments based on the “IEEE must haves” were approved by AdCom on May 28, 2022. The effective date of the Amendments is September 12, 2022



- Article V, Section 5 - The addition of IEEE standard language regarding policies for removing a member of the AdCom or an appointed member of a Board/Standing Committee.
- Article XI, Section 1 and 3 - The addition of an email/electronic voting option for voting on amendments to the constitution (Section 1) and bylaws (Section 3) outside of an assembled AdCom meeting.