



**Institute of Electrical and Electronics
Engineers, Inc.**

Antennas and Propagation Society

Bylaws



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Section 1 – Purpose

1.1 Purpose of Bylaws

In accordance with the Society Constitution, these Bylaws provide guidelines for the supervision and management of the affairs of the Institute of Electrical and Electronics Engineers, Inc. (IEEE) Antennas and Propagation Society, hereinafter called the Society.

Section 2 – Detailed Field of Interest

2.1 General Information

The Society's field of interest, outlined in Article II of the Constitution, includes the theory, analysis, computation, measurement, design, development, test, and standards in all of the relevant areas described in detail in Sections 2-1-2.5.

2.2 Electromagnetics

This includes basic theory and computational methods; diffraction and scattering, inverse scattering, target identification, radiation, radar cross sections, propagation, and interaction with all continuous and discrete media, including random and complex media, geophysical media, biological media, metamaterials, and electromagnetic bandgap structures; polarization; novel electromagnetic materials; and computational electromagnetics, including methods for and applications of numerical solutions of Maxwell's and other equations of electromagnetics, in all scales, nano to astronomical.

2.3 Antennas

This includes analysis, design, and development; empirical, theoretical, and computational models and experimental verification; material properties and selection; beam control and steering; signal processing for antennas, including digital beamforming, adaptive arrays, pattern synthesis, and pattern nulling.

2.4 Propagation

This includes theoretical and computational methods of predicting propagation and sensing; propagation and sensing measurements in all media, including Earth; and the characterization of propagation media, both natural and artificial; and applications of propagation, including wireless communication, multipath interference, smart, reconfigurable, and adaptive antennas, and multiple antenna systems for spatial, polarization, pattern, and other diversity applications.

2.5 Related Electromagnetic Measurements

This includes measurement, specification, and standards of all quantities and techniques related to antennas, electromagnetic radiation, propagation, and scattering; display and visualization of electromagnetic fields and related results of analyses, computations, and measurements; near-field and compact-range measurements and the development of new measurement techniques; and imaging and sensing using electromagnetic fields.

2.6 Education

This includes teaching, training, and education related to all topics within the field of interest, including their history.



Section 3 – Membership

3.1 General Membership

Membership in the Society is available to all IEEE members, based on the payment of the annual dues as prescribed in Section 8.1 of these Bylaws.

3.2 Affiliates

The Society shall accept Affiliates, subject to IEEE rules and regulations.

3.3 Students

An exception to the annual dues shall be made for students, as prescribed by IEEE rules and regulations.

Section 4 – Administrative Committee

4.1 Administrative Committee

Article IV, Section 1 of the Constitution provides that an Administrative Committee, hereafter called the AdCom, will manage the activities of the Society. Article IV, Section 1 also provides that the AdCom shall consist of the presiding President, the President-Elect, twelve elected members, and the four most-junior past Presidents. The presiding officer of the Society shall have no vote except if the vote is by secret ballot or unless the presiding officer's vote can change the outcome of the vote.

4.2 Ex-officio Members of the AdCom

The Secretary, Treasurer, Honorary Life Members of the AdCom, the Editors-in-Chief of the Society's publications, the local Chapter Chairs, and all Chairs of standing committees of the AdCom shall serve as *ex-officio* members of the AdCom where the above mentioned are not otherwise AdCom members. The rights and privileges of regular and *ex-officio* members shall be identical except that no *ex-officio* member may vote in AdCom meetings. The President, with the advice and consent of the AdCom, may appoint additional *ex-officio* members.

4.3 Meeting Frequency

The AdCom shall hold at least one meeting each calendar year, preferably at the time of the Annual Symposium. Other meetings of the AdCom shall be held at such times as are found necessary and/or convenient. Special meetings of the AdCom may be called by the President at his/her own discretion or upon request of three other members of the AdCom, with at least 20 days notice. These special meetings may be held in person or electronically in accordance with IEEE policy.

4.4 Meeting Notice

No AdCom meetings 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 20 days prior to the scheduled date of the meeting, including meetings held by electronic means.

4.5 Meeting Procedure

Robert's Rules of Order (Revised) shall govern the conduct of AdCom meetings on all matters not otherwise specified in these Bylaws or the Constitution.



4.6 Quorum

A majority of the voting members of the AdCom shall constitute a quorum. All members shall have an equal vote. Individuals holding more than one position on the AdCom or any committee thereof shall be limited to one vote on each matter being considered by the AdCom or committee. Proxy voting is not allowed.

4.7 Majority Voting

A majority of the legal votes cast by those members of the AdCom attending a duly called meeting shall be necessary for the conduct of its business except as otherwise provided in the Constitution and Bylaws. This includes selection of symposia sites as well as any other Society actions as specified in these Bylaws.

4.8 Executive Session

An executive session of the AdCom may be convened through a motion of any voting member of the AdCom. The executive session is defined as a meeting where only voting members of the AdCom, the AP-S Secretary, and any individual specifically invited by the President are present.

4.9 Duties and Responsibilities of Officers

4.9.1 President

The President, under direction of the AdCom, shall have general supervision of the affairs of the Society. He/she shall preside at meetings of the AdCom, at general meetings of the Society, and have such other powers and perform such other duties as may be provided in these Bylaws, or as may be delegated to him/her by vote of the AdCom. The President shall supervise the affairs of the Society, shall organize standing committees, and shall speak for the Society on all matters not specifically delegated to others. The President shall be an *ex-officio* member of all Committees of the Society. The President shall have the prerogative to approve technical co-sponsorship of conferences and meetings. The President is a member of the IEEE Technical Activities Board (TAB). When notified of a meeting of the TAB, the President shall insure representation of the Society at such meeting personally or by an alternate in accordance with the process defined in the TAB Operations Manual.

4.9.2 President-Elect

The President-Elect shall fulfill the duties of the President in his/her absence or incapacity, and shall fulfill such other functions as the President shall direct. The President-Elect is the President's designated alternate at TAB meetings and shall attend all TAB meetings while serving as President-Elect.

4.9.3 Secretary

In accordance with Article IV, Section 6 of the Constitution, the Secretary is appointed annually by the President and serves as an *ex-officio* member of the AdCom. The Secretary is responsible for keeping records of AdCom meetings; preparing and distributing minutes, notices, or other such documents required by the President and/or AdCom; submitting all necessary paperwork to the IEEE TAB.



4.9.4 Treasurer

In accordance with Article IV, Section 7 of the Constitution, the Treasurer is appointed annually by the President and serves as an *ex-officio* member of the AdCom. The Treasurer is responsible for all financial affairs of the Society, including preparation of the annual budget in cooperation with IEEE TAB and providing an annual report of the Society's finances to the AdCom.

4.10 Establishment of Subcommittees

The AdCom may establish standing or *ad hoc* subcommittees including both functional subcommittees (e.g., Awards and Fellows, Chapters, Membership, Nominations) and technical subcommittees. Technical subcommittees may be established as needed to develop specific areas of the field of interest. All appointments to subcommittee and similar posts will be for a term of one year or until successors are appointed or the subcommittees are dissolved.

4.11 Remotely Conducted AdCom Business

4.11.1 Teleconferences or Video Conferences

In the case of a video or teleconference where a quorum of members are in attendance and all attendees can hear in real-time, normal meeting rules (quorum attendance) apply and motions are approved by a simple majority of voting members.

4.11.2 Other Means (email, web, or mail)

The AdCom 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 AdCom 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 by the Secretary. The writings and/or electronic transmissions shall be filed with the minutes of the proceedings of the AdCom or any committee thereof. "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.

4.12 Vacancies

Within-term vacancies on the AdCom shall be filled by appointment by the President with the consent of the AdCom for the duration of the unexpired terms. Any partial terms served as an appointed member of AdCom do not count toward established term limits.

4.13 Truancy

In order to ensure a continuously active AdCom, elected members who miss three consecutive meetings of the AdCom will be dropped from AdCom membership, in the absence of extenuating circumstances. Such circumstances shall be determined by the President with the



consent of the remaining members of the AdCom. Any vacancies caused by this process shall be filled in accord with Section 4.13 of these Bylaws.

Section 5 – Elections

5.1 Elections

Article IV, Section 1 of the Constitution mandates a vote by the Society membership at large to elect the President-Elect and voting members of the AdCom.

5.2 Nomination Committee for Elected Society Positions

The President shall reconstitute the Nomination Committee each year. The membership of the Committee shall consist of the four most-junior past Presidents. The immediate past President shall be the Chair of the Nomination Committee. In the event of the incapacity or conflict of interest of the Chair, the most recent Past Chair shall be Chair of the Nomination Committee. Under extenuating circumstances as judged by the President, another individual may be appointed as Chair of the committee. The Chair of the Nomination Committee shall not be eligible to be included on the slate of nominees during his/her term of service in this capacity. If any of the designated members of the Nomination Committee wish to be nominated for the offices of President-Elect or AdCom member, they must resign their position on the Nomination Committee before the first meeting of the Nomination Committee for that year. This committee vacancy shall be filled by appointment by the President with the consent of the AdCom.

5.3 Nomination Slate Preparation

5.3.1 Timing

By April 15 of each year, the Chair of the Nomination Committee shall issue, by email to all AP-S membership and make available on the AP-S website, a call for “Nominations for Consideration for the Ballot”. The Chair shall issue instructions for the nomination, which include the deadline for submission, and a form to be completed by the nominator. Self-nominations are welcome. All nominations should be done on line through the AP-S website. The nominator shall ensure that their nominated candidate is an IEEE AP-S member and is willing to serve in the proposed role (i.e., AdCom member or President-Elect). The form must state the deadline for nominations is May 31.

5.3.2 Selection Criteria

The Nominations Committee shall review all nominations received for the AdCom slate and, from those, select the top 16 candidates based on technical accomplishments, professional honors, and past service to the Society. The committee shall also consider the maintenance of a balance of academia, industry and technical areas, and ensure that the candidates reflect the Society’s global nature and gender balance. Should the committee feel the list of candidates does not meet its goals, it may solicit additional nominations. The committee shall select the top four candidates from all President-Elect nominations using criteria similar to that above.

5.3.3 Determination of Final Candidate Slate

The Committee will present the list of 16 candidates for the AdCom and the list of 4 candidates for President-Elect to the Past Presidents’ Council for comment prior to the summer



meeting of the AP-S AdCom. There shall be no additional names added to the list of nominees, except in extenuating circumstances.

At a meeting of the AdCom in Executive Session to be held in conjunction with the Annual Meeting or via mail or electronic means in accordance with IEEE policy, the Chair of the Nomination Committee will announce to the AdCom the list of 16 nominees for AdCom and four nominees for President-Elect. It is preferable that this list is provided to the AdCom prior to this meeting.

At this meeting, each AdCom member shall rank all candidates in the list of 16 nominees for AdCom membership and four nominees for President-Elect. The Nominations Committee shall hold a meeting as soon as possible after the AdCom executive session to determine ranking of the AdCom and President-Elect nominees. The chair of the Nominations Committee will provide the final ranked lists to the AdCom as soon as possible after this meeting.

5.3.4 Solicitation of President-Elect and AdCom Candidates

The Nomination Committee will take the ranked lists of candidates for AdCom and President-Elect and will contact each candidate, following the ranked order, to determine if he/she wishes to accept the nomination. The slate for election is final when eight candidates from the list have agreed to stand in the election to the AdCom and two candidates have agreed to stand for election for President-Elect.

5.3.5 Nomination by Petition

For each elective office of the Society, individual voting members eligible to vote in such election may nominate candidates either by a written petition or by majority vote at a nomination meeting of the AdCom, provided such nominations are made at least 28 days before the date of election. For a member to be nominated by petition for an elective office, the individual must be a member of the IEEE AP-S and have signatures from at least 2 percent of Society members as listed in the official IEEE membership records at the end of the year preceding the election. Signatures can be submitted electronically through the official IEEE society annual election website, or by signing and mailing a paper petition. The name of each member signing the paper petition shall be clearly printed or typed. For identification purposes of signatures on paper petitions, membership numbers or addresses as listed in the official IEEE membership records shall be included. Only signatures submitted electronically through the IEEE society annual elections website or original signatures on paper petitions shall be accepted. Facsimiles, or other copies of the original signature, shall not be accepted. Completed petitions, one nomination only per petition, should be forwarded to the Chair of the Nomination Committee, along with a written statement confirming the nominee(s) willingness to serve at or before the first day of the Summer AdCom Meeting of the year of the election. AdCom and President-Elect candidates nominated by petition will be so designated on the ballot.

5.4 Ballot Specification

The AdCom will instruct IEEE Headquarters to mail or email a ballot to AP-S members that contains the following:



- (1) The names of the candidates with their professional qualifications for the nominees for the office of President-Elect and the elected AdCom vacancies plus those nominated by petition.
- (2) Provisions for write-in votes for the positions of President-Elect and elected AdCom members.
- (3) A call to the entire Society membership for recommendations for elected AdCom member nominations for future years.

5.5 Election Constituency for Vote on President-Elect and AdCom Membership

The election of the President-Elect and elected AdCom members shall be by a mail or email vote of the entire Society membership as mandated in Article IV, Section 1 of the Constitution.

5.6 Election of Honorary Life Members of the AdCom

5.6.1 Qualifications for Nomination for Honorary Life Member of the AdCom

The position of Honorary Life Member may be bestowed upon an outstanding member of the profession who fulfills all the following minimum requirements:

He/she shall have:

- a) Made significant technical contributions in the field of interest of the Society.
- b) Performed outstanding services to the profession and to the IEEE.
- c) Been a member of the Group or Society for at least ten years.
- d) Been an elected member of the AdCom.

5.6.2 Nomination Procedure

Nomination for Honorary Life Member of the AdCom may be made by any member of the AdCom, or by a petition signed by at least 50 members of the Society.

5.6.3 Vote Criteria for Award of Honorary Life Member of the AdCom

A two-thirds affirmative vote of all of the elected members of the AdCom will be required to elect an Honorary Life Member. In the absence of a sufficient number of elected members of the AdCom at a regular meeting, the election may be conducted by a mail ballot or electronic means in accordance with IEEE policy.

5.6.4 Payment of Society Dues

Society dues for Honorary Life Members of the AdCom shall be paid from the Society treasury. The Treasurer shall arrange for this with IEEE Headquarters.

Section 6 – Chapters

6.1 Definition and Governance

Chapters are subgroups organized on a geographical basis. The rules and regulations governing the organization and administration of Chapters are given in the IEEE Bylaws and in the IEEE Technical Activities Board Guidelines for Chapters Manual.



Section 7 – Publications

7.1 General Society Responsibilities

The Society shall sponsor such publications as are recommended by the AdCom. Publications undertaken by the Society shall be subject to IEEE policies and to any further guidance or controls prescribed by the AdCom or its duly appointed subcommittees. The Society shall be responsible for the financial aspects of its publication program.

7.2 Publications Financially Sponsored by the Society

The Society is the sole financial sponsor of the following publications:

- (a) The *IEEE Transactions on Antennas and Propagation* will hereinafter be called the *Transactions*;
- (b) The *IEEE Antennas and Wireless Propagation Letters* will hereinafter be called the *AWPL*;
- (c) The *IEEE Antennas and Propagation Magazine* will hereinafter be called the *Magazine*;
- (d) The *AP-S Electronic Publication* will hereinafter be called the *AP-S Website*.

The nomination and selection procedure, the term of service, the *ex-officio* membership in AdCom, and the compensation for the Editor-in-Chief of the *Transactions*, the *AWPL*, the *Magazine*, and the *AP-S Website* are provided in detail in Section 7.2.1.

The duties of the Editor-in-Chief of the *Transactions*, the *AWPL*, the *Magazine*, and the *AP-S Website* are provided in detail in Section 7.2.2.

7.2.1 Editors-in-Chief for Publications

7.2.1.1 Nomination and Selection Procedure

A subcommittee composed of the immediate past President, the President, and the President-Elect, in strong consultation with the Publications Committee (the function and the composition of the Publications Committee are defined in the Operating Manual) and the outgoing Editor-in-Chief, shall prepare a list of suitable nominees for the Editorship. The individuals on the list will be presented to AdCom in Executive Session and then ranked. The President will solicit the individuals in rank order on the list for the Editorship. The President shall appoint, with approval from the AdCom, the highest-ranked individual who agrees to accept the responsibility.

7.2.1.2 Term of Service

The Editor-in-Chief shall serve for a three-year term and may be reappointed by the President, with the advice and consent of AdCom, for a second term of three years or less, not to exceed a six-year limit.

7.2.1.3 Ex-officio Membership in AdCom

The Editor-in-Chief, if not an elected member of the AdCom, shall be an *ex-officio* member of the AdCom during his/her tenure in that office and for a period to terminate on January 1st not less than one year and not more than two years after the termination of the Editorship.



7.2.1.4 Compensation

The President, with the advice and consent of the AdCom, may set the compensation for the Editors-in-Chief.

7.2.2 Duties of Editors-in-Chief

7.2.2.1 Publication Program

Editors-in-Chief shall be responsible for implementing the publication program defined by the AdCom.

7.2.2.2 Designation of Supporting Positions

In accordance with the general IEEE rules, Editors-in-Chief shall designate editors, associate editors, special guest editors, and manuscript reviewers.

7.2.2.2.1 Term of Service for Associate Editors

The Associate Editors of all AP-S publications shall serve for a three-year term subject to annual renewal and may be reappointed for a subsequent term not to exceed a six-year limit. There must be a break of at least one year before a Past Associate Editor serves for a new term of Associate Editorship on the same journal. The Editor in Chief can remove any Associate Editor at any time if his/her work does not meet the Editor in Chief's standard.

7.2.2.3 Budgetary Responsibilities

Editorial expenses shall be subject to review and the approval of the AdCom with the Editors-in-Chief being explicitly responsible for adherence to the annual publication budget.

7.3 Society Paper Awards

7.3.1 Sergei A. Schelkunoff *Transactions* Prize Paper Award

This award will be given for the best *Transactions* paper published in the preceding calendar year, judged on the basis of technical contributions, style, and presentation. The award will consist of an appropriately worded certificate and an honorarium set by the AdCom. Joint authors will each receive a certificate and an equal share of the honorarium. The paper winning this award is also eligible for consideration for the other two Society *Transactions* Paper Awards if otherwise qualified.

7.3.2 Harold A. Wheeler Applications Prize Paper Award

This award will be given for the best application paper published in the *Transactions* in the preceding calendar year. It will be judged on the basis of technical contributions, style, and presentation, with consideration of the applications significance of the results described. The award will consist of an appropriately worded certificate and an honorarium set by the AdCom. Joint authors will each receive a certificate and an equal share of the honorarium. The paper winning this award is also eligible for consideration for the other two Society Paper Awards if otherwise qualified.



7.3.3 R. W. P. King Award

This award, established in honor of Professor R. W. P. King, is to be given for the best paper published in the *Transactions* in the preceding calendar year, and authored by a person less than 36 years of age at the time the paper was submitted for publication. The submission date to be used is the initial date of receipt as given in the *Transactions*. The paper is to be judged on the basis of technical contribution, style, and presentation. The award is intended for original work; papers with a single author are preferred, but papers with two authors will be considered, where the principal author satisfies the age criterion. The award will consist of an appropriately worded certificate and an honorarium set by the AdCom. In the case of dual authorship, the certificate and honorarium will be awarded only to the principal author. The paper winning this award is also eligible for consideration for the other two Society Transactions Paper Awards if otherwise qualified. The Professor Ronold W. P. King Education Fund originally provided funds for this award.

7.3.4 Piergiorgio L. E. Uslenghi Prize Paper Award

This award was established for papers in the *Antennas and Wireless Propagation Letters* in the name of its originator and first editor-in-chief, Piergiorgio L. E. Uslenghi. Candidate papers are judged on the basis of original technical contribution, style and presentation. The award will consist of an appropriately worded certificate and an honorarium set by the AdCom. A certificate will be awarded to each of the authors and the honorarium will be divided between the authors.

7.3.5 Edward E. Altschuler Prize Paper Award

This award is named in honor of Edward E. Altschuler, an IEEE Life Fellow and long-time member of the AP-S and was established by his family. The award, for the best contribution to the AP-S Magazine, will be presented on an annual basis and will consist of a certificate and an honorarium set by the AdCom. Eligibility and selection will be governed by IEEE and AP-S procedures and regulations, particularly IEEE Policy 4.4 on Awards Limitations.

Authors of feature articles, column contributions and departments in the AP-S Magazine that appear in the previous year are eligible, independent of their IEEE or AP-S membership status. The AP-S Magazine Editor-in-Chief and contributions made by the chair or members of the Best Paper Awards Committee are not eligible for this award.

7.4 Society Technical Awards

7.4.1 Distinguished Achievement Award

The Distinguished Achievement Award can be given annually (if a qualified candidate is nominated) to recognize outstanding career achievement by an individual in the field of antennas and propagation. Preference shall be given to a member of the Society, and nominations will be solicited through the Society *Magazine*. The Awards and Fellows Committee will make the selection, subject to approval by the AdCom. The President will notify the candidate selected. The award will be presented at the annual symposium.



7.4.2 Outstanding Service Award

The Outstanding Service Award recognizes an individual or team who has performed exceptional service for the Society. Selection of the recipient(s) of this award will be conducted by a committee of three of the most recent past presidents of the Society. The award will be presented at the awards banquet of the annual symposium. An award need not be given every year.

7.4.3 Chen-To Tai Distinguished Educator Award

The Chen-To Tai Distinguished Educator Award is given annually (if a qualified candidate is nominated) to recognize outstanding career achievement by a distinguished educator in the field of antennas and propagation. Preference shall be given to a member of the Society, and nominations will be solicited through the *Magazine*. The Awards and Fellows Committee will make the selection, subject to approval by the AdCom. The President will notify the candidate selected. The award will be presented at the annual symposium. Funds for this award have been provided by the family of Prof. Chen-To Tai through the IEEE Foundation.

7.4.4 John Kraus Antenna Award

This award, established by John D. Kraus, honors an individual or team that has made a significant advance in antenna technology. Preference is given to Society members. If there is more than one awardee, the award will be shared equally. A committee of the Awards and Fellows Committee will make the selection, subject to approval by the AdCom. Funds for this award have been provided by John Kraus through the IEEE Foundation. The award will be presented at the awards banquet of the annual symposium. An award need not be given every year.

7.4.5 Donald G. Dudley Jr. Undergraduate Teaching Award

This award recognizes outstanding and original contributions to undergraduate education by an individual assistant professor or equivalent at an accredited institution of engineering education. The educator should be in the general area of electromagnetic education, including theory, analytical solutions, numerical methods, antennas and propagation, phenomena visualization and measurements. Mrs. Marge Dudley provided the initial funds for the award and the Antennas and Propagation Society will continue funding for the future.

7.4.6 Lot Shafai Mid-Career Distinguished Achievement Award

This award recognizes the past technical accomplishments and future potential of an outstanding woman of mid-career status in the field of antennas and propagation.

Eligible nominees consists of women members of the IEEE, less than 41 years of age on December 31 preceding the year of nomination, whose prior technical accomplishments and future potential earmark them as current and future leaders in the field of antennas and propagation, as well as role models for future generations of women in the field. The prize consists of a plaque and an honorarium. This award was proposed by the family of Lot Shafai, represented by his wife Joanne Therrien and his daughter Leili Shafai, with donated funds in the amount of \$20,000, in honor and recognition of Prof. Lotfollah Shafai's receipt of the 2011 Killam Prize in Engineering, and in support of outstanding mid-career women engineers in the field of antennas and propagation.



Section 8 – Society Funds

8.1 Raising Funds

The Society may raise funds as specified in Article V of the Constitution and in the IEEE Bylaws and rules and regulations.

8.2 Annual Fee Determination

The annual fee for membership in the Society shall be established by the AdCom. These monies will be used for the publications and activities of the Society. Such fees shall conform to IEEE regulations for Student, Life, Retired, Unemployed, or other special classes of membership.

8.3 Fiscal Affairs Responsibilities

IEEE Headquarters shall act as bursar for all Society funds except as specified hereunder. Billings and receipt of the annual fee shall be via the IEEE Membership and Fiscal Departments. All other fiscal affairs shall be handled through the Society's Treasurer.

8.4 Procedure for Opening Symposium or Conference Accounts

The organizing committee for a symposium or technical conference may, with the advice and consent of the AdCom, authorize the symposium treasurer or fiscal officer to open an account to be used for the deposit and disbursement of funds related to the symposium. In each case, the IEEE and AdCom shall be advised of the name of the bank, the anticipated size of the account, the names of the account signatories, and of arrangements of insurance and for bonding. Symposia jointly sponsored with other technical societies are excluded where the AdCom and the IEEE approve a charter of operations with those societies. For other special circumstances, such as co-sponsorship of a symposium, the AdCom shall make prudent arrangements to safeguard the Society funds that may be involved.

Section 9 – Standing Committees

9.1 Presidential Responsibilities in Organizing Standing Committees

In Section 4.9.1 of the Bylaws, the President is invested with the responsibility of organizing Standing Committees.

9.2 Appointment Procedure

As soon as expedient after assuming office, the President shall, with the advice of the AdCom, appoint standing committees. It will be discretionary with the President to appoint any part or all of any standing committee, or appoint the chair only of a committee and request the latter to appoint appropriate additional committee members. When appropriate, the chair will be selected from the previous membership of the committee involved with the advice and recommendation of the retiring chair.

9.3 Origination and Terms of Standing Committee Members

The terms of office of the chair and members of each standing committee shall be for one year beginning on January 1 or until a successor for each position is appointed by the incoming President.



9.4 List of Standing Committees

The following is a list of standing committees organized yearly by the President:

- Awards Committee
- Chapter Activities Committee
- Constitution and Bylaws Committee
- Distinguished Lecturer Committee
- Education Committee
- Fellows Committee
- Finance Committee
- Member and Geographic Activities Committee
- History Committee
- Institutional Listings Committee
- Industrial Initiatives Committee
- Strategic Planning Committee
- Meetings Committee
- Membership Committee
- Member Benefits Committee
- New Technology Directions Committee
- Nominations Committee
- Past Presidents Council
- Publications Committee
- Standards Committee
- Technical Committee on Antenna Measurements
- Young Professionals Committee

Descriptions of the responsibilities of each of these committees can be found in the Society Operating Manual.

9.5 Special or *ad hoc* Committees

Special or *ad hoc* committees may be created by the AdCom or the president with approval by the AdCom. For each such case, the AdCom or president shall specify the number of members the committee shall have, how the members are to be selected, and the terms of the members if other than for the life of the committee. Special or *ad hoc* committees shall be automatically dissolved after two years unless the AdCom sets an expiration date.



Section 10 – Symposium

10.1 Annual Symposium

The Society will sponsor an Annual Symposium. This symposium will be organized by a local steering committee under the supervision of the Joint Meetings Committee and the AdCom. Details of site selection, operation, policies, and execution of the symposium are provided in Section 2.9.4 of the Operating Manual as well as the Society's *Meetings Handbook*.