

# Constitution

## IEEE Systems, Man, and Cybernetics Society

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Rev: October 4, 2011

### Article I Name and Objectives

**Section 1:** The name of this organization shall be the IEEE Systems, Man, and Cybernetics Society, hereinafter abbreviated SMCS, of the Institute of Electrical and Electronics Engineers, Inc., hereinafter abbreviated IEEE.

**Section 2:** The objectives of the SMCS shall be scientific, literary, and educational in character. It shall maintain a high professional standing among its members and give special attention to such aims within the SMCS scope as hereinafter defined.

**Section 3:** The SMCS shall promote close cooperation and exchange of technical information among its members and to this end shall hold meetings for the presentation and discussion of technical papers; shall publish technical journals; and through its committees, shall study and contribute to the technical and professional needs of its members.

## **Article II Scope**

The scope of the SMCS includes:

- Integration of the theories of communication, control, cybernetics, stochastics, optimization and system structure towards the formation of a general theory of systems;
- Development of systems engineering technology including problem definition methods, modeling, and simulation, methods of system experimentation, human factors engineering data and methods, systems design techniques and test and evaluation methods;
- Application of the above at both hardware and software levels to the analysis and design of biological, ecological, socio-economic, social service, computer information, and operational man-machine systems.

## **Article III Membership**

**Section 1:** IEEE members of any grade, including students, who are interested in any phase of the SMCS fields of interest, may become members of this Society upon application and payment of Society fees.

**Section 2:** Persons who are not members of IEEE who are active in the fields of interest of SMCS may become Society Affiliates upon approval of a Society membership application and payment of the appropriate IEEE and SMCS fees, if they qualify upon the basis of criteria set forth in the Society Bylaws. Society Affiliates are entitled to the same Society services as Society members.

## **Article IV Finances**

**Section 1:** The SMCS may collect from its members an annual assessment or fee. The collection shall be in accordance with the IEEE Bylaws and applicable rules and regulations.

**Section 2:** The SMCS may take registration charges at its meetings, symposia, conferences, and conventions. Registration fees for members and non-members shall be set in accordance with IEEE policy.

**Section 3:** The SMCS shall not make registration charges at a meeting, conference, or convention that it operates as a part of an IEEE Sectional, Regional, National, or International meeting, conference, or convention.

**Section 4:** The SMCS may raise revenues by other means, such as but not limited to advertising, exhibits, requests for contributions, subscriptions or single-copy charges for its publications and charges for sending notices to non-members provided that such means do not conflict with policies and revenue means of the IEEE. A new revenue means not explicitly covered by IEEE Rules and Regulations must be approved by the IEEE Executive Director before being adopted by the SMCS.

**Section 5:** Moneys held by or for the SMCS legally belong to the IEEE. Such moneys may be expended by the SMCS to promote the objectives of the SMCS, but shall not be expended for purposes contrary to the interests of the IEEE.

**Section 6:** Neither the SMCS nor any officer or representative thereof shall have the authority to contract debts for, pledge the credit of, nor in any way obligate the IEEE except, within an approved budget, such commitments may be made.

**Section 7:** IEEE members who are members of SMCS shall be annually assessed a Society fee under the conditions of Section 1, Article IV. SMCS members who are not IEEE members shall be assessed annually, in addition to the Society fee, a surcharge, set annually by the TAB Finance Committee at their option.

## **Article V Organization**

**Section 1:** The SMCS shall be governed by a Board of Governors, hereinafter abbreviated BoG. All members of the BoG must be members of the SMCS. There shall be at most 29 voting members of the BoG, consisting of the two immediate Past Presidents, the 9 Administrative Officers of the BoG, the 15 Members-at-Large, and the 3 Editors of the Transactions. Additional non-voting members of the BoG are provided for in this Article and in the Bylaws.

**Section 2:** The term of office for a Member-at-Large of the BoG shall be three years. Within-term vacancies shall be filled by appointments, for the unexpired terms, made by the President. At least 5 BoG Members-at-Large shall be elected annually.

**Section 3:** Nomination and election of the members of the BoG shall be by the method prescribed in the SMCS Bylaws and shall include provision for nomination of Members-at-Large by petition of the Society members.

**Section 4:** The Officers of the SMCS Society shall be the President, President-Elect, Vice President for Long-Range Planning and Finance, Vice President for Systems Science and Engineering, Vice President for Human Machine Systems, Vice President for Cybernetics, Vice President for Publications, Vice President for Conferences and Meetings, and Vice President for Membership and Student Activities. Every year the BoG shall elect those Vice Presidents as specified in the Bylaws for two-year terms of

office beginning January 1st of the year following their election. During the first year of the President's two-year term the BoG shall elect the President-Elect for a one-year term beginning January 1st of the year following the election, after which the President-Elect shall become President for two years. The President shall appoint a Secretary for a one-year term. Upon recommendation of the Vice President for Long-Range Planning and Finance, the President shall appoint a Treasurer for a one-year term. The Secretary and Treasurer shall be non-voting members of the BoG.

**Section 5:** Chapters and Committees shall be established to further the scientific, literary, and educational objectives of the Society. Committees shall also be established to assist in the management of the Society. All SMCS Chapters and Committees shall be formed in accordance with the Constitution and Bylaws.

## **Article VI Management Principles**

**Section 1:** The President, under the direction of the BoG, shall have general supervision of the affairs of the SMCS. He/she shall preside at meetings of the BoG and at general meetings of the SMCS. As a member of the IEEE Technical Activities Board, he/she shall represent the SMCS at such Board meetings in person, by appointed delegate, or by letter. He/she shall have such other powers and perform such other duties as may be provided in the SMCS Bylaws or that may be delegated to him/her by vote of the BoG. In his/her absence, or incapacity, the President's duties shall be performed by the President-Elect. If the office of the President-Elect is vacant, the President's duties shall be performed by the Vice President for Long-Range Planning and Finance. The order of listing given in Article V, Section 4, shall govern in the event further delegation is needed.

**Section 2:** The President, President-Elect, Vice Presidents, Secretary, Treasurer, and the two immediate Past Presidents, shall constitute the Executive Committee (hereinafter abbreviated ExCom) of the BoG. The President shall be the Chair of the ExCom. The ExCom is responsible for carrying out the administrative functions required to implement BoG actions, and to achieve the scientific, literary, and educational objectives of the SMCS. The Secretary and Treasurer shall be non-voting members of the ExCom.

**Section 3:** The President-Elect shall assist the President in the general supervision of the Society. The President-Elect shall have such duties as may be delegated by the President and the BoG, and as may be provided for in the SMCS Bylaws. At the President's request, the President-Elect shall assume the duties and prerogatives of the President. The Vice Presidents shall have such powers and responsibilities as may be provided elsewhere in this Article and in the SMCS Bylaws.

**Section 4:** The Secretary shall be responsible for sending notices according to plans delineated by the BoG, or laid down in the SMCS Bylaws; he/she shall prepare the

agenda and record minutes of all meetings of the BoG; he/she shall report on actions of the ExCom; he/she shall keep proper records of the SMCS as required by the BoG; and he/she shall make such reports of his/her activities as may be required by the BoG, the IEEE Technical Activities Board (TAB), and the IEEE Bylaws.

**Section 5:** The Treasurer serves as a member of the ExCom and the Long-Range Planning and Finance Committee. He/she is responsible for drafting the SMCS Budget for consideration by the Long-Range Planning and Finance Committee and, upon approval of the budget by the Society BoG and IEEE TAB, he/she is responsible for approving all disbursements, in accordance with the terms of Section 6 of this Article.

**Section 6:** The BoG shall utilize the services of the IEEE Headquarters as bursar. All funds shall be administered by the Vice President for Long-Range Planning and Finance according to the rules established by the IEEE Executive Director. Disbursements authorized by the BoG are signed by the Vice President for Long-Range Planning and Finance or the Treasurer if authorized by the VP Long-Range Planning and Finance. In the event both signatures are not attainable for good reason, the President is authorized to sign on behalf of either or both parties. The general committee for a symposium or technical conference may, with the advice and consent of the BoG, 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 BoG shall be advised of the name of the bank, the anticipated size of the account, the names of account signatories, and of arrangements of bonding in accordance with established policies and procedures of the IEEE. The symposium treasurer or fiscal officer shall provide the IEEE with a bank signature card.

**Section 7:** If any voting member of the BoG is absent from two consecutive meetings of the BoG, his/her membership on the BoG will be terminated. The same provision shall apply to non-voting BoG members.

**Section 8:** In the month of January of each year, each Vice President shall obtain from the Chair of each subcommittee under his/her administrative jurisdiction the objectives of that subcommittee for a two-year period beginning in the said month. Each Vice President shall append to these objectives his/her own objectives for a one-year period beginning in the said month. These shall be forwarded to the Vice President for Long-Range Planning and Finance, who shall prepare the Annual Plan of SMCS based upon these objectives and submit the same to the President and the BoG for approval at the next BoG meeting.

**Section 9:** In consultation with the ExCom, the Vice President for Long-Range Planning and Finance shall update annually the Five-Year Plan of the SMCS. The Annual Plan shall be a part of the Five-Year Plan. The updated Five-Year Plan shall be submitted to the BoG for approval. Following BoG approval, the updated Five-Year Plan shall be forwarded to IEEE Headquarters.

## **Article VII BoG Meetings**

**Section 1:** Meetings of the BoG shall be held as prescribed in the Bylaws. Other meetings of the BoG may be called at the discretion of the President, or at the request of five members of the BoG.

**Section 2:** A majority of the voting members of the BoG or any committee thereof shall constitute a quorum. Proxy is not counted in the determination of a quorum.

**Section 3:** When a quorum is present at a meeting, a majority vote of the voting members present shall be the act of the BoG or any committee thereof except as otherwise provided in this Constitution.

**Section 4:** Individuals holding more than one position on the BoG or any committee thereof, shall be limited to one vote on each matter being considered by the BoG or committee.

**Section 5:** Proxy voting is not allowed.

**Section 6:** The business of the BoG may be handled by means other than a formally called meeting, where in the opinion of the President matters requiring action can be adequately handled in that manner. The ExCom shall be the principal body for dealing with such informal matters. A majority vote of all the voting members of the BoG is necessary for approval of actions handled in that manner. Policies and procedures of non In-Person meetings are given in Sections 9 and 10, Article II of the Bylaws.

## **Article VIII SMCS Meetings**

**Section 1.** The SMCS shall hold meetings, conferences, symposia, or conventions either alone or in cooperation with other Groups, Societies, or Committees of the IEEE; or other technical organizations, subject to IEEE rules and regulations. The SMCS shall sponsor or cosponsor at least one major technical conference each year.

## **Article IX SMCS Publications**

**Section 1:** The SMCS shall periodically publish its Transactions and Newsletter as established by the BoG. The Bylaws shall govern SMCS publication policies.

## **Article X**

### **Chapters and Committees**

**Section 1:** Chapters may be formed as provided in the IEEE rules and regulations for any purpose consistent with the objectives of the SMCS.

**Section 2:** Committees shall be established by the BoG in special interest areas that lie within the scope of the SMCS. The functions and operation of the Committees shall be as defined in the Bylaws.

## **Article XI**

### **Amendments**

**Section 1:** Amendments to this Constitution may be initiated by (1) a petition signed by 5 percent of the members of the SMCS, or (2) by a two-thirds vote of the entire voting membership of the BoG. Such amendments shall be submitted to the Technical Activities Board and to the IEEE Executive Director. After approval by the IEEE, the proposed amendment shall be published in an SMCS publication that nominally reaches the entire SMCS membership with notice that it goes into effect 60 days after publication unless 5 percent of the SMCS members object. If such objections are received, a copy of the proposed amendment shall be mailed with a ballot to all members of the SMCS at least 30 days before the date appointed for return of the ballot to the IEEE office. Approval of the amendment by at least two-thirds of those voting shall be necessary for its enactment.

**Section 2:** Bylaws of this Constitution may be adopted or changed by a two-thirds vote of the BoG, provided notice of the proposed change is sent to each member of the BoG at least two weeks prior to such action. No Bylaws shall become effective until they have been published in a SMCS publication that nominally reaches the entire SMCS membership and a copy is provided to the TAB Secretary for IEEE approval.

# **Bylaws**

## **IEEE Systems, Man, and Cybernetics Society**

(Latest revision effective 12 December 2011)

- Article I     Nominations and Elections**
- Article II    Meetings of the Board of Governors**
- Article III    Committee Structure**
- Article IV    Powers, Privileges, Duties, Fees**

**Rev: October 4, 2011**

## **Article I Nominations and Elections**

### **Section 1: Nominations Committee**

- 1.1 The Chair of the Nominations Committee shall be the immediate 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. In extenuating circumstances, a different individual may be appointed by the President, contingent on approval by the BoG.
- 1.2 The Nominations Committee shall consist of the Nominations Committee Chair and three members of the Society serving as Nominations Committee members. At the time of their election, they must be members of the BoG for at least one year within the past five years.
- 1.3 The Nominations Committee Chair, the President, and the President-Elect will form a committee that will prepare a slate of Committee member-candidates for election by the BoG. If there is no President-Elect, the third member could be selected by the Nominations Committee Chair and the President from the list of the seven Society Vice Presidents. The slate should consist of four to five candidates. The President, the President-Elect, and Vice Presidents may not serve as candidates.
- 1.4 The BoG will elect three Nominations Committee members from the slate.
- 1.5 A member of the Nominations Committee may be nominated and run for a position under the condition that the member resigns from the Nominations Committee prior to its first meeting of the year in which the nomination shall be made.

1.6 The term of service of the Nominations Committee is for a period of one year.

**Section 2:** One month prior to the annual meeting, the Nominations Committee shall submit to the BoG the names of, and information about, the nominees for the BoG. The Nominations Committee shall also submit names of and information about persons it proposes for the offices of President-Elect and Vice President. All candidates for Vice President shall have been a member of BoG or ExCom sometime during the past 5 years and served for at least one year. The candidates for President-Elect and President shall have served at least one year as a Vice President. All BoG, President, President-Elect, and Vice President nominees must be members of the Society at the time ballots are distributed. The information about nominees for President, President-Elect, Vice Presidents, and BoG shall include, but not be restricted to, the following:

- Full name and contact information
- IEEE member number
- Contributions to the profession
- Contributions to the SMCS and the IEEE.

Additional nominations by the SMCS membership for Members-at-Large for the BoG will be solicited at the BoG Meeting and by announcement posted on the SMCS web site. These nominations must be made by written petition, signed by at least 2 percent of the SMCS members, and filed with the SMCS Secretary at least 28 days before the date of election.

The written petition must also contain the aforementioned information about each proposed candidate. Members shall be notified of all duly made nominations prior to the election. Prior to 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 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.

**Section 3:** In developing its list of nominees, the Nominations Committee shall consider those factors that will promote efficiency and equitable representation of the SMCS membership and interests and seek relevant information from within and outside the IEEE, when appropriate. The Nominations Committee shall consider nominations for the President and President-Elect with particular care due to the unique importance of these offices and the significant time and effort commitment required to effectively carry out the associated roles and responsibilities. Attributes that the Nominations Committee shall consider in evaluating nominees for President and President-Elect include:

- Substantial leadership contributions to the Society and a high level of involvement and experience in Society governance
- Willingness and ability to devote the time and effort to serve
- Substantial knowledge of the SMCS, the IEEE Technical Activities Board, the issues confronting the SMCS, and a sense of vision.
- Professional stature
- Leadership, collegiality, and the ability to interact effectively and intensely within the SMCS, the IEEE Technical Activities Board, and the greater Institute.

**Section 4:** The President, President-Elect, and the seven Vice Presidents shall be elected from among those nominated as specified in Sections 2 and 3 above, by secret ballot of the BoG at the Annual Meeting. A majority vote of voting BoG membership is required to elect a candidate. Five at-large BoG Members shall be elected from among those nominated as specified in Sections 2 and 3 above by secret ballot of the membership at large.

**Section 5:** The current President shall inform the successful candidates of their election and shall arrange for the transfer of responsibilities.

**Section 6:** The term of office of the President and the Vice Presidents shall be two calendar years. The term of office of the President-Elect shall be one calendar year. The total continuous time served as a President shall not exceed two years. The total continuous time served as a Vice President in any one office shall not exceed four years. For any of the above positions the filling of an unexpired term for less than half of the shall not be counted in applying this provision.

The following offices shall be elected in even years, to begin service in odd years:

- President-Elect
- VP for Systems Science and Engineering
- VP for Membership
- VP for Publications.

The following offices shall be elected in odd years, to begin service in even years:

- VP for Conferences
- VP for Long-Range Planning and Finance
- VP for Human Machine Systems
- VP for Cybernetics.

**Section 7:** Newly elected voting members of the BoG shall assume office on January 1 of the calendar year immediately following the Annual Meeting.

## **Article II**

### **Meetings of the Board of Governors**

**Section 1:** The BoG shall meet at least once during the year, usually around the time of the Annual Meeting of the Society. In addition, the ExCom shall meet at least once during the year, usually six months prior to the BoG meeting.

**Section 2:** The order of business at each Annual Meeting of the BoG shall include:

- Roll Call
- Approval of minutes of the previous meeting
- Approval of report on business transacted other than at a meeting
- Approval of communications
- Report of Officers
- Report of Committees
- Unfinished business
- Approval by the BoG of candidates for BoG positions to be elected by the membership-at-large
- New business
- Adjournment

**Section 3:** A roll call shall be taken at the beginning of each BoG meeting. The Secretary shall record the names of those voting members present or represented by proxy and announce whether a quorum exists.

**Section 4:** No meeting of the BoG shall be held to transact business unless each member has been notified of the time and place of such meeting 20 days prior to the scheduled date of the meeting. However, if less than a quorum attends a duly called meeting, tentative actions may be taken that will become effective upon subsequent ratification, either at a meeting, teleconference, or by mail, by a majority of all the voting members of the BoG. Minutes of such meetings, with a ballot, shall be sent by mail or e-mail by the Secretary to each BoG member. Ballots must be returned within 30 days of mailing to be counted.

**Section 5:** Meetings of the BoG may be advanced, postponed, or cancelled only by the President, for due cause with notification to all members of the BoG.

**Section 6:** The Secretary shall submit in writing or e-mail within 30 days after their adoption all motions, directives, and orders of the BoG to the persons or members affected. He/she shall transmit a complete and accurate copy of the minutes of all meetings of the BoG to all members of the BoG.

**Section 7:** The Secretary shall be responsible for sending notices of the time and place of all meetings to the members of the BoG and appropriate guests. The BoG Meeting shall occur during the annual conference of the SMCS.

**Section 8:** Parliamentary Authority. The procedure and conduct of the BoG meetings shall be governed by *Robert's Rule of Order, Revised* insofar as it is applicable and not inconsistent with the SMCS Constitution and Bylaws or the IEEE Constitution and Bylaws.

**Section 9:** The BoG 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.

**Section 10:** The BoG 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 BoG 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 BoG 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.

## **Article III Committee Structure**

**Section 1:** Each of the Vice Presidents shall serve as Chair of a standing committee. The standing committees may form subcommittees at the discretion of and appointment by the concomitant Vice President or President. All such appointments shall terminate no later than the end of the term of the appointing Vice President or President. Such appointments are renewable.

**Section 2:** The Vice President for Long-Range Planning and Finance shall serve as Chair of the Long-Range Planning and Finance Committee (LRPFC). The membership of the LRPFC shall include, but not be limited to, the Chair of the Publications Committee, the Chair of the Conferences and Meetings Committee, and the Treasurer. The LRPFC shall be responsible for:

- Annual updating of the Five-Year Plan of the Society
- Preparation of the annual budget with the Treasurer
- Interpreting the Constitution and Bylaws, should questions arise
- Preparing modifications to the Constitution and Bylaws for BoG consideration.

The Vice President for Long-Range Planning and Finance shall also serve as an ex-officio member of all SMCS committees, standing or otherwise.

**Section 3a:** The Vice President for Systems Science and Engineering shall serve as chair of the Systems Science and Engineering Committee (SSEC). The SSEC shall provide leadership in organizing or encouraging such technical activities including:

- Special sessions at conferences
- Special issues of the Transactions Part A and Part C in cooperation with the Transactions editors

- Publication of bibliographies, standards, and definitions on topics of importance to the SMCS
- Preparation of competent papers for presentation and publication
- Technical meetings and workshops in collaboration with the Vice President of Conferences and Meetings
- Formation of specialty committees, including the appointment of chairs of such committees, subject to the provisions of Article III of the Bylaws.

Additionally, the SSEC shall be responsible for the systems technical content of the SMCS Transactions Part A and Part C. The membership of the SSEC shall include the Editors of the SMCS Transactions Part A and Part C, and the Vice President of Publications. The Editor shall be the Chief Technical Officer of the Transactions, and Chair of its Editorial Staff. He/she shall select the members of his/her Editorial Staff to assist him/her in editing the Transactions. The Editorial Staff shall have full responsibility for review of papers for the Transactions including the selection of qualified referees from the membership of SMCS as well as non-members. The review of papers shall include conference papers recommended for publication in the Transactions.

**Section 3b:** The Vice President for Human Machine Systems shall serve as chair of the Human Machine Systems Committee (HMSC). The HMSC shall provide leadership in organizing or encouraging such technical activities including:

- Special sessions at conferences
- Special issues of the Transactions Part A and Part C, in cooperation with the Transactions editors
- Publication of bibliographies, standards, and definitions on topics of importance to the SMCS
- Preparation of competent papers for presentation and publication
- Technical meetings and workshops in collaboration with the Vice President of Conferences and Meetings
- Formation of specialty committees, including the appointment of chairs of such committees, subject to the provisions of Article III of the Bylaws.

Additionally, the HMSC shall be responsible for the human-machine systems technical content of the SMCS Transactions Part A and Part C. The membership of the HMSC shall include the Editors of the SMCS Transactions Part A and Part C, and the Vice President of Publications. The Editor shall be the Chief Technical Officer of the Transactions, and Chair of its Editorial Staff. He/she shall select the members of his/her Editorial Staff to assist him/her in editing the Transactions. The Editorial Staff shall have full responsibility for review of papers for the Transactions including the selection of qualified referees from the membership of SMCS as well as non-members. The review of papers shall include conference papers recommended for publication in the Transactions.

**Section 3c:** The Vice President for Cybernetics shall serve as chair of the Cybernetics Committee (CC). The CC shall provide leadership in organizing or encouraging such technical activities including:

- Special sessions at conferences
- Special issues of the Transactions Part B and Part C, in cooperation with the Transactions editors
- Publication of bibliographies, standards, and definitions on topics of importance to the SMCS
- Preparation of competent papers for presentation and publication
- Technical meetings and workshops in collaboration with the Vice President of Conferences and Meetings
- Formation of specialty committees, including the appointment of chairs of such committees, subject to the provisions of Article III of the Bylaws.

Additionally, the CC shall be responsible for the cybernetics technical content of the SMCS Transactions Part B and Part C. The membership of the CC shall include the Editors of the SMCS Transactions Part B and Part C, and the Vice President of Publications. The Editor shall be the Chief Technical Officer of the Transactions, and Chair of its Editorial Staff. He/she shall select the members of his/her Editorial Staff to assist him/her in editing the Transactions. The Editorial Staff shall have full responsibility for review of papers for the Transactions including the selection of qualified referees from the membership of SMCS as well as non-members. The review of papers shall include conference papers recommended for publication in the Transactions.

**Section 4:** The Vice President for Publications shall serve as chair of the Publications Committee (PC). The PC shall formulate, guide, and evaluate the policy and program of the SMCS with respect to publications, subject to the provisions of Article III, Section 3. Membership in the PC shall include the Vice President for Systems Science and Engineering, Vice President for Human Machine Systems, Vice President for Cybernetics, and the Editors of the Transactions and the Newsletter. It shall have responsibility for recommending a page budget for the Transactions and a budget for the Newsletter. It is responsible for assessing possible technical contributions to the IEEE Press. It is responsible for assuring that maximum promotion is given to the various regular and special publications of the SMCS, and for effective use of back copies of publications. The PC shall be responsible for regular publication of a Newsletter of the SMCS. The PC shall have responsibility to recommend a plan for timely updating and maintenance of the SMCS web site and effective use of the Internet. The terms of the Editors of the Transactions and the Editor of the Newsletter shall be three years, renewal for a maximum of two terms. When the term of an Editor of the Transactions or the Editor of the Newsletter expires, the Vice President for Publications shall recommend nominees for the editorship to the President. The President shall appoint the new editor, based on the advice of the PC and more generally the BoG.

**Section 5:** The Vice President for Conferences and Meetings shall serve as the chair of the Conferences and Meetings Committee (CMC). The membership of the CMC shall

include a two-year member appointed by the VP of Conferences and Meetings, a four-year member appointed by the VP of Conferences and Meetings, one technical activity committee member to be appointed by the VP for Systems Science and Engineering, one technical activity committee member to be appointed by the VP for Human-Machine Systems, one technical activity committee member to be appointed by the VP for Cybernetics, the General Chair of the SMC annual meeting two years prior to the current year, a General Chair of a 100% financially sponsored SMC meeting other than the annual meeting as appointed by the VP of Conferences and Meetings, and the SMCS Treasurer. The policies and programs of the SMCS with respect to conferences and meetings shall be formulated, guided and evaluated by the CMC. The CMC shall encourage the authorship and presentation of papers in the fields of interest of the SMCS. The CMC shall, as needed, prepare recommendations for new conferences and for people to manage them, and shall be responsible for coordinating all SMCS technical meeting activities. The CMC shall cooperate with the SSEC, the HMSC, and the CC, in the planning and execution of special interest meetings and workshops. The CMC shall have no authority to make financial commitment without approval of the BoG. The review, selection, and publication of papers presented at a meeting shall be the responsibility of the people selected to manage the meeting, except that the provisions of Article III, Section 3, shall apply to publications in the SMCS Transactions. Whenever publications or preprints are prepared, IEEE facilities should be used whenever appropriate.

**Section 6:** The Vice President for Membership and Student Activities shall serve as the Chair of the Membership and Student Activities Committee (MSAC). The MSAC shall be responsible for coordinating SMCS membership and student activities. The MSAC shall consist of the Chair and the Chairs of Standing Committees related to member activities, the chair of the Student Activities Committee, plus up to three additional members appointed by the Vice President for Membership and Student Activities. The MSAC shall promote the organization of Chapters of SMCS members in such sections as having a sufficient number of SMCS members. Annually, the MSAC shall update the directory of Chapter officers and arrange for it to be posted on the SMCS web site. The MSAC shall provide a communications link between the Chapters and the BoG, serving to bring Chapter activities and problems to the attention of the BoG and BoG actions to the attention of the Chapters. The MSAC shall also prepare and maintain a Speakers Roster to be used for identifying potential speakers for Chapter and Section meetings. The MSAC shall serve as a focal point whereby all persons who have an interest in SMCS activities can communicate with the Society and participate in its conferences and meetings. The MSAC is charged with the responsibility of surveying university programs in the disciplines represented by the SMCS and to obtain representation on the appropriate curriculum accreditation boards. The MSAC shall also formulate and carry out an effective program for bringing the SMCS to the attention of student members of the IEEE, and encourage those students who are interested in the SMCS to participate in the annual conference and become members. The MSAC may engage in other activities related to education and student relations with approval of the BoG.

**Section 7:** The Senior Past President shall chair the Awards and Fellows Committee (AFC) that shall be appointed by the Senior Past President and shall be comprised of only BoG members and/or Past Presidents. All appointments to the AFC shall terminate no later than the end of the appointing Senior Past President's term. Such appointments can be renewed annually. The AFC shall have responsibility for:

- Nominating members of SMCS as candidates for IEEE Fellows awards
- Nominating candidates for IEEE Awards, as and when requested by IEEE Headquarters
- Nominating recipients for any awards being administered by the SMCS. Approval of such nominations is required by the BoG
- Maintaining SMCS awards activities and policies of the IEEE.

The AFC decisions are final in all cases involving awards nominations.

## **Article IV**

### **Powers, Privileges, Duties, Fees**

**Section 1:** It shall be the duty of each member of the SMCS to vote on such matters that require a referendum. Each member may attend all meetings but may not introduce motions, vote, or preside unless qualified as a voting member under provisions of the Constitution.

**Section 2:** The President and President-Elect shall be ex-officio members of all SMCS Committees over which they do not preside under the Constitution and Bylaws. The President shall have no vote on the BoG except if the vote is by secret ballot or unless the President's vote can change the outcome of the vote.

**Section 3:** The President shall submit nominations to the IEEE Inter-Society Relations Committee for representatives to duly constituted organizations of which IEEE is a member and designates the SMCS to act for it. Among these representatives, the President may designate some or all as ex-officio members of the BoG.

**Section 4:** If for any reason the best interest of the SMCS should require a change in the officers of the BoG during the year that is not covered by Article VI, Section 1 of the Constitution, the matter shall be duly and carefully considered by the BoG. A majority vote of the entire BoG, or a petition signed by 5 percent of the members of the SMCS, and submitted to the BoG shall be necessary to call a BoG meeting to consider and vote upon the recommended change. A two-thirds vote of the BoG shall be required to declare an office vacant. The vacant office may be filled for the unexpired term upon nomination from the floor.

**Section 5:** The SMCS President may appoint ad hoc committees as he/she finds necessary. New committees and ad hoc projects can also be sponsored by at least three SMCS members who shall provide the President with the following information:

- Scope of the proposed activity

- Identification of organizers and initial members
- Tentative outline of activities for the first year.

Formation of ad hoc committees requires only the approval of the President; formation of other committees requires the approval of the BoG. Upon approval, the President shall appoint a chairperson whose term shall be until January 1 of the following year. Such appointments can be renewed annually by the President.

**Section 6:** Committees may be dissolved by the same authority by which they were formed. The President shall review and recommend to the BoG at its annual meeting on the desirability of creation, continuance, and dissolution of committees and report on the status of all ad hoc committees.

**Section 7:** At the last meeting of the BoG or ExCom prior to June 1, the fee for SMCS membership for those members of the Society who are not members of the IEEE shall be reviewed for the year beginning January 1, as required in Article IV, Section 7 of the Constitution. The amount of this additional fee is set by IEEE Headquarters.

**Section 8:** Members who become delinquent in the payment of fees shall be treated in accordance with pertinent IEEE rules and regulations.

**Section 9:** The President may recommend that the IEEE issue Certificates of Appreciation to BoG members for outstanding service.