



**THE INSTITUTE OF ELECTRICAL AND
ELECTRONICS ENGINEERS, INC.**

INDUSTRY APPLICATIONS SOCIETY

POLICY AND PROCEDURES MANUAL

The purpose of this manual is to provide a repository for information and policies not contained in the Industry Applications Society Constitution and Bylaws, as published on the Society's web site, www.ieee.org/ias.

These policies and procedures shall prevail unless superseded by subsequent actions by the Institute of Electrical and Electronics Engineers (hereinafter referred to as the IEEE), Industry Applications Society Council, or the Industry Applications Society Executive Board.

Other documents that govern the operation of the Industry Applications Society (hereinafter referred to as the IAS), are:

- The IEEE Constitution and Bylaws
- The IEEE Policy and Procedures Manual
- The IAS Constitution and Bylaws
- The IEEE Conference Organization Manual

The policies and procedures were reaffirmed by ballot of the Executive Board

- September 1988, Robert B. Voller, 1987 Society President
- Revised April 1990, Lloyd A. Morley, 1988 Society President
- Revised October 1998, Barry C. Brusso, 1995 Society President
- Revised October 2006, Kevin L. Peterson, 2004 Society President
- Revised October 2012, Thomas A. Nondahl, 2009-2010 Society President
- Revised October 2016, Blake A. Lloyd, 2013-2014 Society President

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1.0 SOCIETY OFFICERS

1.1.0 Society President Responsibilities

The IAS Bylaws, Article 10.1, describe the President's duties.

Additional responsibilities are:

1. Plan the agenda for and conduct all meetings of the Executive Board (ExecBoard) and of the Council. (As noted in the Bylaws, in the absence of the President, the responsibility to conduct these meetings is assumed by the Society President Elect or Vice President.)
2. Represent the IAS on, and serve as a member of, the IEEE Technical Activities Board (TAB). It is anticipated that the President attends all meetings of TAB (which are usually held three times per year).
3. Promote the nomination of qualified Society members for election or appointment to offices, standing committees and boards of the IEEE.
4. Provide an effective channel of communications between the ExecBoard and the TAB officers, Division II Director, and the Technical Activities Department at IEEE Headquarters.
5. Make recommendations to the ExecBoard concerning the appointment of the ExecBoard standing committee chairs.
6. Review the recommendations of the Nominations and Appointments Committee concerning those who might serve as members of the ExecBoard, and make final recommendations to the ExecBoard.
7. Prepare the President's Message article for each issue of the *IEEE Industry Applications Magazine*.
8. Provide counsel for the planning and activities associated with the Society Annual Meeting.
9. Support and encourage a continuing Society membership growth program.
10. Endorse the Society Strategies and Five Year Plan through encouragement of the ExecBoard.
11. Stimulate the services and growth of Society Chapters.

12. Endorse and assist the Society publications program in particular through the *IEEE Industry Applications Magazine* and the *IEEE Transactions on Industry Applications* as well as any joint publications with other Societies.
13. Promote and encourage Inter-Society cooperation with the IAS among IEEE and non-IEEE entities.

1.2.0 Society President-Elect Responsibilities

The Society Bylaws, Article 10.2, describe the President-Elect's duties.

Additional responsibilities are:

1. A principal responsibility of the President-Elect is to serve as General Chair for the IAS Annual Meeting.
2. The President-Elect is responsible for the overall planning and operations of the IAS Annual Meeting.
3. The President-Elect is the primary interface between the IAS and the local organizing committee for the IAS Annual Meeting.
4. The President-Elect is the primary interface between the IAS and any professional conference management firm hired to support the IAS Annual Meeting.
5. The President-Elect works with the Annual Meeting Finance Chair/Treasurer and the professional conference management firm to develop and submit in a timely fashion a conference budget that meets IEEE requirements.
6. The President-Elect will make regular reports on the planning and organization of the IAS Annual Meeting to the IAS Executive Board.
7. The President-Elect will prepare information on the IAS Annual Meeting for publication in the IAS Magazine.
8. The IAS Annual Meeting may be organized in conjunction with a committee from a local Section or Chapter. The President-Elect will determine, and propose to the ExecBoard, in agreement with the Society President, the percentage of conference surplus to be given to the local Section or Chapter in accordance with current IAS policy.
9. The President-Elect will typically be asked by the President to be the IAS liaison to the Power and Energy Society.

1.3.0 Society Vice President Responsibilities

The Society Bylaws, Article 10.3, describe the Vice President's duties.

Additional responsibilities are:

1. The principal responsibility of the Vice President is to serve as Chair of the Long Range Planning Committee.

1.4.0 Society Treasurer Responsibilities

The IAS Bylaws, Article 10.4, describe the Treasurer's duties.

Additional responsibilities are:

1. Arrange and chair the Financial Planning Committee meetings, providing advice and counsel to IAS officers on financial matters.
2. Provide budget assistance to departments and committees, and account for their respective budget charges.
3. Maintain a cash flow and budget accounting of IAS disbursements for the reporting period.
4. Maintain an accurate report of the yearly financial status based on IEEE monthly financial reports.
5. Draft a preliminary budget for the next fiscal year and present it to the ExecBoard at their first or second meeting of the year (usually by May).
6. Arrange for the setting of the page budget for the following year at the first or second ExecBoard meeting of the year (usually by May) and produce a forecast for remaining year payouts.
7. Report the financial status of the IAS to the ExecBoard and the IAS Council at the appropriate meetings.
8. Act as liaison to the TAB Finance Committee.
9. Concerning the funds administered by the IAS on behalf of the IEEE Foundation (Myron T. Zucker endowment funds, IEEE IAS IPCSD Gerald Kliman Innovator Award Fund, and James A. Rooks Memorial Student Intern Program), the treasurer will:

- a. Prepare, in collaboration with the relevant Department, written annual reports for the IAS President to send to the Executive Committee of the IEEE Foundation. The reports will detail the expenditures that IAS authorized during the previous year (including commitments of funds announced in the past year that are to be awarded in the following year) and include a status report on the IAS's grant-funded activities. The reports should be prepared by March 31 of each year.
- b. Maintain a record of and make available to the ExecBoard: the status of each of these funds, such as the annual amounts of Zucker funds available for expenditure and/or commitment, as provided by the IEEE Foundation.

2.0 TECHNICAL DEPARTMENTS

The technical departments shall be responsible for establishing policies which will stimulate among Society members the acquisition of new knowledge and technology.

2.1.0 Technical Department Officers

Each technical department shall be administered by the Department Chair, assisted by the Vice Chair and department committees.

The Department Operating Committee shall consist of the Chair, (and, where approved, Department Vice Chair - Papers, Secretary, Department Vice Chair - Technical), the Chair of each committee that is defined by Bylaws Section 6.3 for that department, and the immediate past Chair of the department.

2.1.1 Technical Department Chair — Responsibilities

1. Provide general policy and guidance to enhance the professional effectiveness and quality of overall departmental operations.
2. Serve on the IAS Long-Range Planning Committee, encourage and promote adherence to the strategies of the Society and its current five-year plan.
3. Establish and maintain the mechanics of all liaison functions with other Society departments and committees (Chapters and Membership, Education, Meetings, Publications, Standards, Electronic Communications and Inter-Society Cooperation) and with the operations of other IEEE entities as they interface with the Technical Department. Encourage adequate cross-communications between technical committees and other IEEE entities on matters of shared concern.
4. Conceive new ideas and contribute advanced experience in departmental operations to the benefit of ExecBoard and Society Officers in improving the administration of the Society.
5. Represent the Department on the ExecBoard; report on Technical Committee operations, accomplishments, needs, recommendations, expansion, revision and problems. Include information in report on status of paper reviews.
6. Work with the Technical Committees (and also consider the needs of the Department) to submit, in a timely manner, requests for funds for proposed budgets to ExecBoard.
7. Handle and disseminate incoming information on behalf of the Society President concerning Department-related activities.

8. Encourage and guide weak committees, support the establishment of appropriate new technical committees and assist in house-cleaning of obsolete ones.
9. Guide and assist in developing the participation of all Technical Committees.
10. Help guide the development of the operations of each Technical Committee into a more active and efficient pattern, particularly at the point where new officers need help and guidance.
11. Maintain a list of all future technical conferences planned by the Technical Committees of the Department and share this information with the Meetings, Publications and Chapters and Membership Departments, so they can help publicize and encourage participation.
12. Provide recommendations to the Society Nominations and Appointments Committee upon request.
13. Promote and encourage nominations for Society and IEEE awards.

2.1.2 Vice Chair - Technical — Responsibilities

1. The principal responsibility of this position is to coordinate the technical activities of all Technical Committees in the Department.
2. Serve as a member of the Technical Advisory Subcommittee of the Inter-Society Cooperation Committee.
3. Succeed to the office of Chair of the Department in the event that office becomes vacant, while continuing to exercise the duties of Vice Chair - Technical, until such time as the vacancy in the office of Vice Chair - Technical is filled.
4. Assist the Department Chair as requested.
5. Provide guidance to the Department committees on pertinent technical matters affecting them and the Department.
6. Counsel and encourage committees and Department officers on technical operations of the Department.
7. Conceive new ideas and contribute advanced experience in technical operation of the Department.

2.1.3 Vice Chair - Papers — Responsibilities

1. The principal responsibility of this position is to organize, administer and stimulate the review process for technical papers (falling within the scope of this department) so that they can be recommended for publication in IAS-sponsored publications such as the *IEEE Transactions on Industry Applications* and the *IEEE Industry Applications Magazine*.
2. Represent the Department on the IAS Transactions Advisory Board and attend the Annual Board Meeting held during the IAS Annual Meeting.
3. Information is available on the IAS website (at ias.ieee.org/publications.html) for all parties involved in handling technical papers for any IAS or Technical Committee meeting or conference.
4. Provide guidance to the Department, its Technical Committees, and the Publications Department, to foster efficiency in processing papers.
5. May appoint Papers Reviewers to assist in this departmental review work. However, the primary responsibility for technical accuracy and suitability of content for use in the transactions rests with the Technical Committees.
6. Serve as a member of the Society Prize Papers Awards Committee of the Publications Department. Submit one nomination for consideration in selecting the Society Prize Paper, no later than July 31st.
7. Help the Technical Committees establish and maintain a Papers Review Chair, preferably with a term of office selected to survive or overlap the continual change of Committee officers.
8. Stimulate the output of good papers by the Technical Committees.
9. Counsel and encourage authors in a manner to promote a continuing flow of quality papers into IAS-sponsored publications such as the *IEEE Transactions on Industry Applications* and the *IEEE Industry Applications Magazine*.

2.1.4 Other Departmental Officers

The Technical Departments may establish other positions as dictated by Department needs. The responsibilities and duties of these positions are to be determined by that Department.

2.1.5 Duties of Technical Departments and Committees

2.1.5.1 Technical Information Dissemination

Each Technical Committee of a Technical Department shall be responsible for the evaluation and dissemination of technical information in its field of interest as defined in its scope. It shall be responsible for the solicitation and selection of papers for presentation at IEEE meetings, and for the grading and recommendation regarding publication in *IEEE Transactions on Industry Applications* and the *IEEE Industry Applications Magazine* or other IEEE publications of all papers submitted for presentation or publication. Review, grading and recommendation of all papers shall be completed as promptly as possible after papers are submitted by the author, preferably within one month after papers are presented. It shall be responsible for the initiation, preparation and formulation of Standards, Specifications, Operating and Application Guides, Test Procedures and Recommended Practices for issue in accordance with IEEE regulations. It shall provide technical assistance to chapters formed within its respective scope. It shall be responsible for the organization and supervision of the work of such sub-committees as may be found necessary for the effective handling of the technology encompassed within its field of interest.

2.1.5.2 Sub-committee Organization

It is recommended that each Technical Committee of a Technical Department organize the following sub-committees in addition to those sub-committees that are organized for technical purposes:

1. Executive Sub-Committee, consisting of officers of the Committee and Chair of the sub-committees, to handle the affairs of the committee between meetings of the full committee.
2. Nominating Sub-Committee, consisting generally of past Chair or senior members of the committee, to nominate a slate of officers for the Committee Chair.
3. Papers Review Sub-Committee, consisting generally of the Committee Vice Chair as Chair and other competent members of the Committee, to review, grade and give recommendations to the Department Vice Chair - Papers for publication of all technical papers sponsored or in the field of the Committee.

2.2.0 Technical Departments — Technical and Operating Committees

2.2.1 Process Industries Department Committees

1. Cement Industry Committee
2. Electrical Safety Committee
3. Metal Industry Committee
4. Mining Industry Committee
5. Petroleum and Chemical Industry Committee
6. Pulp and Paper Industry Committee

2.2.2 Industrial and Commercial Power Systems Department Committees

1. Codes and Standards Committee
2. Energy Systems Committee
3. Power Systems Engineering Committee
4. Power Systems Protection Committee
5. Rural Electric Power Committee

2.2.3 Industrial Power Conversion Systems Department Committees

1. Electric Machines Committee
2. Industrial Drives Committee
3. Industrial Power Converter Committee
4. Power Electronics Devices and Components
5. Renewable and Sustainable Energy Conversion Systems Committee
6. Transportation Systems Committee

2.2.4 Manufacturing Systems Development & Applications Department Committees

1. Electrostatic Processes Committee
2. Industrial Automation and Control Committee
3. Industrial Lighting and Display Committee

2.3.0 Scopes of Technical Committees

2.3.1 Process Industries Department

2.3.1.1 The scope of the Cement Industry Committee is the treatment of all matters within the scope of the IAS in which the emphasis or dominant factor specifically relates to the manufacture of cement.

2.3.1.2 The scope of the IAS Electrical Safety Committee is the treatment of all matters within the scope of the IAS in which the emphasis or dominant factor specifically relates to the hazards of electricity and the prevention of injury to individuals from electrical equipment and electrical energy.

2.3.1.3 The scope of the Metal Industry Committee is the treatment of all matters within the scope of the IAS in which the emphasis or dominant factor specifically relates to the making, shaping or treating of metals.

2.3.1.4 The scope of the Mining Industry Committee is the treatment of all matters within the scope of the IAS in which the emphasis or dominant factor specifically relates to all mining operations.

2.3.1.5 The scope of the Petroleum and Chemical Industry Committee is the treatment of all matters within the scope of the IAS in which the emphasis or dominant factor specifically relates to production, manufacturing and transportation of petroleum and chemical products. The scope also includes the technology of cathodic corrosion, its prevention and control.

2.3.1.6 The scope of the Pulp and Paper Industry Committee is the treatment of all matters within the scope of the IAS in which the emphasis or dominant factor specifically relates to the process and products within the forest products industry segment.

2.3.2 Industrial and Commercial Power Systems Department

2.3.2.1 The scope of the Power Systems Engineering Committee is the treatment of all matters within the scope of the IAS in which the emphasis or dominant factor specifically relates to equipment selection for, and to the design, analysis, installation, grounding, operation and maintenance of, safe and reliable power systems, including emergency and standby systems for industrial, commercial and institutional facilities.

2.3.2.2 The scope of the Power Systems Protection Committee is the treatment of all matters within the scope of the IAS in which the emphasis or dominant factor specifically relates to power system protection.

2.3.2.3 The scope of the Energy Systems Committee is the treatment of all matters within the scope of the IAS in which the emphasis or dominant factor specifically relates to control, monitoring and management of electrical energy systems, including power generation systems, for use in industrial, commercial and institutional facilities.

2.3.2.4 The scope of the Codes and Standards Committee is the treatment of all matters within the scope of the IAS in which the emphasis or dominant factor specifically relates to the conduct of liaison with standard-making and code-making bodies which affect electrical supply, distribution and utilization in industrial plants and commercial buildings, and also to provide the focal point and authority for the Industrial and Commercial Power Systems Department pertaining to codes and standards activities. (All such work is to be done in cooperation with the Society Standards Department.)

2.3.2.5 The scope of the Rural Electric Power Committee is the treatment of all matters within the scope of the IAS in which the emphasis or dominant factor specifically relates to rural requirements, especially for agriculture, including rural electric power distribution.

2.3.3 Industrial Power Conversion Systems Department

2.3.3.1 The scope of the Electrical Machines Committee is the treatment of all matters within the scope of the IAS in which the emphasis or dominant factor specifically relates to the design, analysis, manufacture and application of electric machines in industry.

2.3.3.2 The scope of the Industrial Drives Committee is the treatment of all matters within the scope of the IAS in which the emphasis or dominant factor specifically relates to the suitability or application of electric motor drive systems equipment to industrial machinery and vice versa.

2.3.3.3 The scope of the Power Electronics Devices and Components Committee is the treatment of all matters within the scope of the IAS in which the emphasis or dominant factor specifically relates to power electronics devices and components and their applications.

2.3.3.4 The scope of the Industrial Power Converter Committee is the treatment of all matters within the scope of the IAS in which the emphasis or dominant factor specifically relates to equipment and circuits for the static conversion of electric power in industry.

2.3.3.5 The scope of the Renewable and Sustainable Energy Conversion Systems Committee is the treatment of all matters within the scope of the IAS in which the emphasis or dominant factor specifically relates to the design, analysis, manufacture and use of electric devices and systems for renewable and sustainable energy conversion industrial applications.

Topics include, but are not limited to, electric generators and drives for wind turbines, ocean/marine and other renewable and sustainable energy harvesting systems, photovoltaic, energy storage and micro-grid devices and associated electrical energy conversion systems.

2.3.3.6 The scope of the Transportation Systems Committee is the treatment of all matters within the scope of the IAS in which the emphasis or dominant factor specifically relates to the electrification of the transportation industry, including components, systems, and infrastructure, and encompassing all modes of transportation for people and goods.

2.3.4 The Manufacturing Systems Development & Applications Department

2.3.4.1 The scope of the Electrostatic Processes Committee is the treatment of all matters within the scope of the IAS in which the emphasis or dominant factor specifically relates to the utilization and/or control of electrostatic phenomena.

2.3.4.2 The scope of the Industrial Automation and Control Committee is the treatment of all matters within the scope of the IAS in which the emphasis or dominant factor specifically relates to manufacturing and factory automation, including the application of industrial electrical and electronic devices, systems and methods to the conversion, regulation and utilization of electricity for the control of industrial processes, machinery and heating.

Included are applications of transducers, sensors, power electronics, motor control, drive systems, programmable logic controllers, distributed control systems, computers, robotics, vision systems and control system software to machines and manufacturing processes.

2.3.4.3 The scope of Industrial Lighting and Display Committee is the treatment of all matters within the scope of the IAS in which the emphasis or dominant factor specifically relates to light and lighting.

2.4.0 Guidelines for Technical Committee Operations

2.4.1 Appointments of Technical Committee (TC) and TC Sub-Committee officers are made by the appropriate Technical Department Chair consistent with IAS Bylaw 14.2.

2.4.2 Removal of personnel is covered in IAS Bylaw 14.6.

2.4.3 Each TC normally creates and maintains its own Bylaws, which should describe what the TC actually does and list TC officers, as well as sub-committees and working groups and their functions.

2.4.4 An individual's acceptance of an office in IAS indicates that he/she has taken on administrative responsibilities in the IAS. It means that this person has accepted a position of leadership and that others will rely on that individual for guidance, direction, initiative, planning, organization and, most of all, action. It means that the person's employer supports participation as an officer in IAS. It means that the person recognizes the

importance of rapid and accurate communications with IAS. It means that the person has a strong desire to improve the effectiveness of the IAS and the IEEE.

An organization is only as good as its people. This is particularly true of a volunteer organization. Therefore, it is incumbent upon officers in the IAS to seek out people who will contribute to the success of the IAS and the IEEE. Officers should review each of the elements of their area of responsibility to determine whether or not they are operating in line with their scopes or assigned responsibilities. They may be operating outside their intended areas and overlapping or duplicating the work of others. On the other hand, they may be devoting their attention to only a limited area of their responsibility and thereby depriving some people of the opportunities that IAS should make available to them.

- 2.4.5 The Technical Committee officers should establish a personnel review procedure with their Executive Sub-Committee. Many TC's use a Membership Sub-Committee for this function of personnel review. The review procedure should establish criteria for judging whether or not the members of the Committee and its sub-committees and working groups are actually making a contribution to the organization. Such things as attendance at meetings, preparation and/or presentation of technical papers, organization or chairing of a conference or technical session, and reviewing technical papers should be considered in determining active participation and contribution.
- 2.4.6 People tend to limit the number of persons within the organizational structure lest it become too unwieldy. As a result, many people who would be very interested in serving actively on the Technical Committees and Sub-Committees are not given the opportunity to serve. It is not fair to these people, to the Technical Committee or to the IEEE if they are not given the opportunity to serve because the membership of the organizational element is *filled* and includes people who do not make any worthwhile contribution to IAS. The IAS and the IEEE are only as good as their members, and it is up to the officers to staff their organizations with the people who will do the work that must be done.
- 2.4.7 Many committees have found their effectiveness increased by having officers serve two successive years. However, all appointments are annual, even when a second successive year is planned initially.
- 2.4.8 Appointment of Technical Committee Members
 - 2.4.8.1 Technical Committee appointments should be established for the same period as IEEE annual membership.
 - 2.4.8.2 Membership in IEEE and IAS is a requirement for full committee membership and to hold office. In addition, if the sub-committee or working group is engaged in IEEE Standards writing activities, the chair is required to be a member of the IEEE Standards Association. Sub-committee and working group membership may be extended to non-IAS persons who have expertise in the technical field of the Committee.

2.4.8.3 In order to facilitate the publication of the *IAS Organization Manual and Membership Directory*, the Chair of the Technical Committees shall submit their lists of appointments for the coming year to the IAS Administrative Office prior to December 1st of each year.

2.4.8.4 Whether these appointments are made by the incumbent Chair, the incoming Chair or the Executive Sub-Committee is a matter to be determined within the TC. Individual appointments to membership on specific TC's should be made by procedures determined within each TC. IAS Bylaws require all TC's to make appointments for each member for periods of one-year renewable annually. One purpose (of several) is to provide graceful methods for TC officers and/or the Membership Sub-Committee to terminate memberships of those who no longer contribute to the operation of the TC. However, wisdom, patience, tact and frequently a personal discussion with the member being considered for non-renewal of this TC membership is desirable for smooth operation of the TC.

3.0 OPERATING DEPARTMENTS

3.1.0 Operating Departments Committees

3.1.1 Awards Department

1. Outstanding Achievement Award
2. Distinguished Service Award
3. Andrew W. Smith Outstanding Young Member Achievement Award
4. Outstanding Young Member Service Award
5. Fellows Review
6. Awards Nominations

3.1.2 Chapters and Membership Department

1. Chapter and Member Awards and Contest Committee Chair
2. Chapter Development Committee Chair
3. Chapter and Member Promotion and Support Committee Chair
4. Event Organization Committee
5. Membership Development Committee
6. Travel Awards Committee
7. Zucker Planning and Operation Committee
8. Student Thesis Contest Committee

3.1.3 Education Department

1. Webinar Committee
2. Web-Based Tutorial Committee

3.1.4 Meetings Department

1. Technical Program Coordinator

3.1.5 Publications Department

1. *Transactions* Advisory Board
2. *Magazine* Advisory Board

3.1.6 Standards Department

1. Standards Management Committee
2. Awards

Duties of Operating Departments and Committees

3.3.0 Awards Department

1. Works with the ExecBoard, Technical Departments, Chapters Department and the Publications Department to identify potential recipients of IAS awards and IAS members who are to be nominated for IEEE awards.
2. The Awards Department acts to procure the statuette, plaques, certificates and monetary awards through outside suppliers and IEEE Headquarters.
3. The Chair coordinates with the IAS President and the Annual Meeting General Chair to arrange for the award presentations to the recipients at the Annual Meeting.
4. The specific Society awards and recognition that are currently bestowed are as follows:
 - a. IAS Outstanding Achievement Award (since 1969) in recognition of outstanding contributions to the applications of electricity to industry (statuette and \$5,000 honorarium)
 - b. IAS Distinguished Service Award (since 1988) in recognition of dedication and distinguished service to the IEEE Industry Applications Society (plaque and \$5,000 honorarium)
 - c. Andrew W. Smith Outstanding Young Member Achievement Award (since 1996) (plaque, \$2500 honorarium and travel expenses to attend the IAS Annual Meeting)
 - d. Young Member Service Award (since 2016) (plaque, \$2500 honorarium and travel expenses to attend the IAS Annual Meeting)
 - d. *IAS Transactions* Prize Paper Awards (for latest year)
(monetary awards are divided equally among multiple authors of a prize paper)

i. 1st Prize	Certificate and \$1000
ii. 2nd Prize	Certificate and \$750
iii. 3rd Prize	Certificate and \$500
iv. Honorable Mention	Up to 5 Certificates
 - e. *IAS Magazine* Prize Article Awards (for latest year)
(monetary awards are divided equally among multiple authors of a prize article)

i. 1st Prize	Certificate and \$750
ii. 2nd Prize	Certificate and \$500
 - f. IAS Chapter Awards

i. Outstanding Large Chapter	Certificate
ii. Outstanding Large Joint Chapter	Certificate
iii. Outstanding Small Chapter	Certificate
iv. Outstanding Small Joint Chapter	Certificate

- g. Student Thesis Contest
 - i. First Prize Plaque, certificate, \$500 honorarium and up to \$1500 travel expenses to attend the IAS Annual Meeting
 - ii. Second Prize Plaque, certificate, \$500 honorarium and up to \$1000 travel expenses to attend the IAS Annual Meeting
 - iii. Third Prize Plaque, certificate, \$500 honorarium and up to \$500 travel expenses to attend the IAS Annual Meeting
5. General Procedures for the IAS Outstanding Achievement Award (OA), IAS Distinguished Service (DS) Award, Young member service award (YMSA) and Andrew W. Smith Outstanding Young Member Achievement Award (AWSOYMAA) Award.
- a. Award nominations must be received by the Awards Department chair by March 15.
 - b. Award committee recommendations must be received by the Awards Department chair no later than April 15.
 - c. IAS Executive Board motions regarding the OA, DS, or OYM YMSA awards may not be balloted electronically.
 - d. Award nomination packages, including updated nomination forms and re-affirmed nomination letters, must be re-submitted each year.
 - e. Each Awards Committee must recommend a recipient and a first alternate, or clearly indicate that no recipient and/or alternate is acceptable. In the event that the recommended recipient is not approved by the Executive Board, the first alternate will be considered by the Executive Board.
 - f. No sitting member of the IAS Executive Board or Awards Department is eligible to receive the OA, DS, YMSA or OYM award.

3.3.1 Awards Department Committees

3.3.1.1 Society Outstanding Achievement Award Committee

- 1. This Committee is responsible for recommending the annual recipient of the Society Outstanding Achievement Award.
- 2. The Committee will be made up of three previous recipients of the award. The Committee Chair is appointed by the Chair of the Awards Department after

approval by the ExecBoard. The Committee Chair shall serve a term of one year with a maximum consecutive term of four years. Committee members are appointed by the Committee Chair after approval by the Awards Department Chair. New members shall serve a term of one year with a maximum consecutive term of four years.

3. The purpose of this award is to honor an individual who has made an outstanding contribution in the application of electricity to industry in accordance with the scope of the IAS. This contribution may have been made through invention or technical development or through executive or managerial direction.
4. In selecting the recipient, the Committee may apply any of the following criteria:
 - a. Invention in the field as exemplified by issued patents.
 - b. Contribution to the general engineering or scientific basis of the technologies found within the scope of the IAS.
 - c. Executive or managerial contribution in the organization or operation of enterprises as associated with the scope of the IAS.
5. Posthumous awards will be made only when knowledge of the awardee's death is received after announcement of the recipient. Nominations of known deceased persons will not receive consideration.
6. The Committee will recommend the recipient for ExecBoard approval by April 15. The Chair, with concurrence of the IAS President, may then (or jointly) so advise the recipient. This timing is necessary so adequate time is made available for announcement prior to the award presentation at the IAS Annual Meeting.
7. As soon as the recipient has been selected and notified, the Awards Chair should request a current photograph and biography from the recipient to facilitate proper publicity in cooperation with the Publications Department Chair.
8. Procurement of the Award, statuette and check will be arranged by the IAS Awards Department Chair.

3.3.1.2 Society Distinguished Service Award Committee

1. This Committee is responsible for recommending the annual recipient of the Society Distinguished Service Award.

2. The Committee will be made up of three previous recipients of the Award. The Committee Chair is appointed by the Chair of the Awards Department after approval by the ExecBoard. The Committee Chair shall serve a term of one year with a maximum consecutive term of four years. Committee members are appointed by the Committee Chair after approval by the Awards Department Chair. New members shall serve a term of one year with a maximum consecutive term of four years.
3. The purpose of this award is to honor an individual who has, through dedication and service, distinguished himself/herself to IAS.
4. In selecting the recipient, the Committee shall consider contributions of the nominee to IAS through ExecBoard, Technical Committee, section or chapter activities, which may be manifested in the following manner:
 - a. Exceptional administrative, managerial and leadership achievement.
 - b. Proposal and/or implementation for innovative new Society programs.
 - c. Dedication to the growth and advancement of the Society and/or its geographic and technical entities.
5. A person who has been the recipient of the Outstanding Achievement Award in which he/she was recognized primarily for service to the Society shall not be eligible for the Distinguished Service Award.
6. Posthumous awards will be made only when knowledge of awardee's death is received after announcement of the recipient. Nominations of known deceased persons will not receive consideration.
7. The Committee will recommend the recipient for ExecBoard approval by April 15. The Chair, with concurrence of the IAS President, may then (or jointly) so advise the recipient. This timing is necessary so that adequate time is made available for announcement prior to the award presentation at the IAS Annual Meeting.
8. As soon as the recipient has been selected and notified, the Awards Department and Publications Department Chair shall be so informed so that a current photograph and biography can be obtained to facilitate proper publicity.
9. Procurement of the Award, plaque and check will be arranged by the IAS Awards Department.

3.3.1.3 Society Andrew W. Smith Outstanding Young Member Achievement Award Committee

1. This Committee is responsible for selecting the annual recipient of the Society Andrew W. Smith Outstanding Young Member Achievement Award.
2. The Committee will be made up of two previous recipients of the Award. The Committee Chair is appointed by the Chair of the Awards Department after approval by the ExecBoard. The Committee Chair shall serve a term of one year with a maximum consecutive term of four years. Committee members are appointed by the Committee Chair after approval by the Awards Department Chair. New members shall serve a term of one year with a maximum consecutive term of four years.
3. The purpose of this award is to recognize outstanding achievement and contribution to the profession through involvement in IEEE-IAS activities by an IAS member less than 35 years of age.
4. In selecting the recipient, the Committee shall consider contributions of the nominee to IAS through authorship of technical papers, Publications, Educational Activities, and Standards working groups.
5. Eligible nominees must be less than age 35 at the specified award nomination due date.
6. To be considered as a nominee, a one-page form must be completed describing IAS activities and associated contributions made by the nominee. The form must be submitted and received by the Awards Department Chair before the specified due date of March 15.
7. Presentation of the award is at the IAS Annual Meeting, usually held in October.

3.3.1.4 Society Young Member Service Award Committee

1. This Committee is responsible for selecting the annual recipient of the Young Member Service Award.
 2. The Committee will be made up of two previous recipients of the Award. The Committee Chair is appointed by the Chair of the Awards Department after approval by the ExecBoard. The Committee Chair shall serve a term of one year with a maximum consecutive term of four years. Committee members are appointed by the Committee Chair after approval by the Awards Department Chair. New members shall serve a term of one year with a maximum consecutive term of four years.
 3. The purpose of this award is to recognize young member service to the Society through involvement in IEEE-IAS activities by an IAS member less than 30 years of age.
 4. In selecting the recipient, the Committee shall consider contributions of administration and leadership, Section or Chapter activities, technical committee

activities, conference activities, paper reviews, and new or revised programs that impact IAS growth.

5. Eligible nominees must be less than age 30 at the specified award nomination due date.
6. To be considered as a nominee, a one-page form must be completed describing IAS activities and associated contributions made by the nominee. The form must be submitted and received by the Awards Department Chair before the specified due date of March 15.
7. Presentation of the award is at the IAS Annual Meeting, usually held in October.

3.3.1.5 Fellows Review Committee

1. The activity of this Committee is the processing of the Fellows nominations that are referred to the IAS for evaluation and ranking, in accordance with the requirements and instructions of the Fellow Committee of the IEEE.
2. The process includes:
 - a. Receiving the nominations,
 - b. having each evaluated and the Evaluation Form completed by a qualified person or persons, and
 - c. at the completion of all evaluations, preparing a Ranking Summary.
3. A member of this Committee, preferably the Chair, will be registered with the IEEE Fellow Committee and designated to receive nominations referred to IAS for evaluation.
4. It will be the objective of this Committee to have each Fellow nomination evaluated by one or more IAS members most familiar with the field of work of the candidate.
5. The committee will be made of up to seven IEEE Fellows who are members of the IAS.
6. Committee members are appointed by the Committee Chair after approval by the Award Department Chair. New members shall serve a term of one year with a maximum consecutive term of four years.
7. The Committee Chair is appointed by the Chair of the Awards Department after approval by the ExecBoard. The Committee Chair shall serve a term of one year with a maximum consecutive term of four years.

3.3.1.5 Awards Nominations Committee

1. The activity of this Committee, is the solicitation of the membership at large for Society and Institute level award nominations.
2. The Committee shall assist by appropriate means technical committees, chapters and other interested persons about the procedures and forms required when submitting candidates for award nominations. This may include, for instance, a workshop session at the Society Annual Meeting or other gathering of IAS members.

3.4.0 Chapters and Membership Department

The Chapters and Membership Department shall be responsible for liaison with chapters on administrative matters and shall promote the organization and effective performance of Society Chapters and Society Student Branch Chapters in the Sections and Student Branches of IEEE. The Chair of the Chapters and Membership Department shall be Chair of the Department's Executive Committee, which shall consist of the Department officers who are the Chairs of the Committees listed in Section 3.1.3 and all Chapter Area Chairs as well as Student Branch Chapter Area Chairs. The Department Executive Committee shall meet at least once a year with the Chapter Chairs at a workshop to be held in conjunction with the IAS Annual Meeting.

3.4.1 Chapters and Membership Department Chair's Responsibilities

Refer to IAS Bylaws 2.0.

1. Provide policy and guidance to assure the success of the local chapters and membership development.
2. Establish and maintain effective two-way communication between the IAS and IAS chapters and other members of the Chapters & Membership Department.
3. Monitor chapter operation through a review of committee chair reports, area chair reports and chapter meeting reports.
4. Implement the Outstanding Chapter recognition as well as Chapter and Student Contest program as follows:
 - a. Work with the Awards Committee Chair to analyze Chapters activities rating forms for selection of the awards recipients.
 - b. Work with the Contest Co-Chairs to select the Contest Recipient chapters and individuals.

- c. Once recipients are chosen, inform the Chair of the IAS Awards Department, the Annual Meeting General Chair, the Chapter Chair of the selected Outstanding Chapters, and the recipients.
 - d. Present the awards during an awards event at the Annual Meeting. Organize appropriate events to appreciate the Contest Recipients' work.
5. Maintain the Chapter Chair Database as follows:
 - a. Work with the Chapter Development Committee and the Student Branch Development Committee to update the Chapter Chair Database according to the MGA Geographic and TAB Rosters continuously.
 - b. Update the Chapter Chair Database and forward listing to the IAS Administrative Office by February 1st.
 6. Organize and host the IAS Chapters Annual Workshop during the Annual Meeting. Establish a meeting room location and time with the Annual Meeting General Chair early in the year; typically in February, so the information can be included in the Annual Meeting program and the invitation letter. Invitations to chapter and area Chair shall be issued by June 1st.
 7. Maintain and update the Chapter Orientation Package for Chapter Officers on the IAS Chapters and Membership website.
 8. Prepare the Chapters & Membership Department operating budget by May 1st.
 9. As a member of the Executive Board, the Chair shall submit Chapters & Membership Department status reports at the Executive Board Meetings and attend as a member, the Financial Planning and Long Range Planning Committee meetings.
 10. Appoint Chapters & Membership Department officers. These include the Chairs of the committees listed in Section 3.1.3 and their program and contest co-chairs.

These selections and appointments shall be made after the new Chapters & Membership Department Chair has been approved by the Society Council and before the start of the new year, in order that the Department membership list referred to in Paragraph 5(b) can be completed.
 11. Within the Regions, the Chair of the Chapters & Membership Department shall appoint a Chapters Area Chair and a Student Branch Chapters Area Chair.
 12. Approve chapter subsidies for technical activities. Having checked and signed the necessary documents, forward them for processing to the IAS Administrative Office.
 13. Supervise the Technical and Professional Outreach Program Committee's programs and contests.

14. Provide content for the Chapter News column in the IA Magazine. Prepare articles and in co-operation with the Printed Publication Co-Chair, encourage Chapters and Area Chairs to prepare write-ups for the Magazine.

3.4.2 Budgeting for Chapters and Membership Department Committee

Each Committee Chair shall prepare the Committee's operating budget by November 15th annually. Each Chair shall provide quarterly activity reports to the Department Chair for inclusion with the Department's quarterly report to the Society Executive Board.

3.4.3 Chapters and Membership Department Committees Chair Responsibilities

3.4.3.1 Chapters Development Committee Chair

1. Assist and stimulate IEEE Sections to establish and maintain Chapters of the Society.
2. Explore opportunities and initiatives to encourage and facilitate the establishment of new Chapters worldwide by acting as a single point of contact for those interested in starting IAS Chapters and by providing active support to those who wish to start the petition process.
3. Develop tools and initiatives for successful Chapter operation
4. Monitor the health of the Chapters and assist in rejuvenation of the Chapters
5. Keep contacts with Chapters Area Chairs.
6. Assist and stimulate IEEE Sections and local Student Branches to establish and maintain Student Branch Chapters of the Society.
7. Explore opportunities and initiatives to encourage and facilitate the establishment of new Student Branch Chapters worldwide by acting as a single point of contract for those interested in starting IAS Student Branch Chapters and by providing active support to those who wish to start the petition process.
8. Develop tools and initiatives for successful Student Branch Chapter operation.
9. Monitor the health of the Student Branch Chapters and assist in rejuvenation of the Student Branch Chapters.
10. Keep contacts with Student Branch Chapters Area Chairs.
11. Liaison to the IAS Inter-Society Committee.
12. Participate in Section Congress.

3.4.3.3 Membership Development Committee Chair

1. Pursue, plan and implement effective programs aimed toward achieving growth in IAS membership.
2. Make membership enrollment appeals at IAS conferences and meetings and in publications appropriate to reach potential members.
3. Stimulate IAS Chapter and IEEE Section membership campaigns with information about the IAS and the benefits of belonging.
4. Enlist the active participation of specific individuals in Chapters and Sections for the promotion of IAS membership.
5. Maintain contact with IEEE headquarters to obtain ideas, statistics, philosophies and other inputs pertinent to the means of attracting new members and exploit such assistance for the IAS.
6. Manage the Senior Member, WEI and YPP membership development
7. Assist the Department Chair on special assignments such as promoting the Society.

3.4.3.4 Chapter and Member Awards and Contest Committee Chair

1. In co-operation with Department Chair, conduct the Chapter Contests such as the Outstanding Chapter Award, Chapter Web Contest Award, Most Happening Chapter Award and Outstanding Chapter Member Award.
4. Encourage Chapter Officers and Members to become pro-active in IAS committees, meetings, working groups and other IAS activities thru awards and contests.
5. 6. Assist the Department Chair on special assignments such as promoting the Society.

3.4.3.5 Chapter and Member Promotion and Support Committee Chair

1. Promote and support regional technical and leadership workshops for IAS Chapters worldwide.
2. Encourage and assist Chapters Area Chairs and Chapter Officers in planning and execution of the events.
3. Manage the PL and DL programs, the Conference Information Desk and any Humanitarian programs associated with Chapters Financial Planning and Operations

5. Provide the Editor of the Society Magazine information about the regional chapter workshops and the Annual Workshop to share with the Society membership.
6. Update and distribute the Society Membership Information Form and promotional brochure.
7. Update and distribute the Society promotional marketing video.

3.4.3.6 Travel Awards Committee Chair

1. Implement the travel awards programs of CMD such as at APEC, ECCE, Annual meeting as well as the Conference Publication and Travel program.
2. Evaluate need for changes in the travel awards program and provide recommendations to the Chapters and members Department Chair.

3.4.3.7 Event Organization Committee Chair

1. Implement electronic dissemination of information within the Chapters & Membership Department for worldwide use by Chapters.
2. Work with the Department Chair and the IAS Administrative Office to update and maintain the Chapters & Membership Department events on the web site.
- 3.
4. Organize events at IAS conferences such as workshops, young member gatherings, as well as regional workshops, engineering contests.
5. Assist Chapters to set up their own websites.

3.4.3.8 Student Thesis Contest Committee Chair

1. Manage the evaluation and selection of Student Thesis Contest winners.
2. Work with the Department Chair and the IAS Administrative Office to promote the and advertise the contest.
3. Operationally manage the Contest details.

3.4.3.9 Zucker Planning and Operation Committee

1. Implement and supervise the Society's Zucker programs
2. The Committee is responsible for the financial oversight of the Zucker endowment funds. The Committee should coordinate its activities with the Student Competition Committee and work with the IEEE IAS Treasurer in monitoring the expenditures of the Zucker distributions.

3. The Committee shall prepare, in collaboration with the treasurer, a written annual report for the IAS President to send to the Executive Committee of the IEEE Foundation. The report will detail the expenditures that IAS authorized during the previous year and include a status report on the IAS's grant-funded activities. It should be prepared by January 1 of each year.
4. Coordinate the nomination and selection process
5. Work with the Department Chair to maintain and update the guidelines for the Zucker programs.
6. Coordinate with Awards Department on preparation of recognition certificates to honor Zucker award recipients.

3.5.0 Education Department

3.5.1 Education Department Responsibilities

The Education Department provides guidance and direction to those responsible for organizing the educational activities of the Society. These activities include:

1. Webinars
2. Tutorials presented at IAS-sponsored conferences and workshops

3.5.2 Education Department Committee Responsibilities

3.5.2.1 Webinar Committee

The Committee is responsible for developing and executing on Webinars for IAS membership

3.5.2.2 Web-based Tutorial Committee

The Committee is responsible for pursuing opportunities related to web tutorials. The committee considers topics that are timely and deemed to be of interest to a large portion of IEEE members. These topics may be identified through conference technical sessions, conference tutorials, or similar sources. Once a topic is selected, experts are identified by contacting technical committees having members with expertise in that topic. Next, potential subject matter experts (SMEs) are identified and contacted. If they express an interest in doing a web based tutorial.

3.6.0 Meetings Department

3.6.1 Scope

The Meetings Department provides guidance and direction to those responsible for organizing the technical meetings of the Society. It does this by:

1. Approving dates, locations, memoranda of understanding and budgets of technical meetings.
2. Providing a master schedule of all conferences and meetings for the use of the Executive Board and for publication in the *IAS Magazine*.
3. Providing timely information to IEEE Headquarters and IEEE Technical Activities Conference Services for updating the *IEEE Technical Activities Guide*, which is published twice yearly, and the meeting schedule published monthly in *Spectrum*.
4. Obtaining timely financial reports of all IAS technical meetings and ensuring that loan advances and meeting surpluses are returned promptly to IEEE Headquarters for credit to the IAS account.
5. Submitting meeting status reports at the Executive Board meeting.
6. Coordinating the activities of the Meetings Department with the treasurer and with other department chairs.

With regard to the IAS Annual Meeting, the Meetings Department is responsible for:

1. Approving the selection of the hotel facilities and terms.
2. Assisting the Annual Meeting General Chair in the preparation of meeting plans and budgets.

3.6.2 Meeting Loan Advance Policy

If a Technical Meeting requests a loan (seed money) from the IAS, the Meetings Department Chair after reviewing and approving the conference budget, including the loan request, will seek approval from the Executive Board as follows.

Meeting loans in amounts above \$2000 need to be first approved by the Executive Board. If approved, the treasurer directs IEEE Headquarters to forward the loan advance to the appropriate Technical Meeting and sends a copy of the loan request to the Meetings Department Chair.

However, due to the interval between Executive Board meetings, the Meetings Department Chair is authorized to approve meeting loan advances in amounts not to exceed \$10,000 per meeting. The Chair directs IEEE Headquarters to forward the loan advance to the appropriate Technical Meeting and sends a copy of the loan request to the Society Treasurer. In that case, the loan advance must be formally approved at the next

scheduled Executive Board meeting.

3.6.3 Organizational Structure of Meetings Department

3.6.3.1 Chair, Meetings Department

The Chair of the Meetings Department is a member of the IAS Executive Board and has the authority and responsibility for overseeing and coordinating all functions and operations of the Meetings Department. The purpose of the Meetings Department is to provide assistance in the organization and operation of IAS-sponsored and co-sponsored conferences and meetings. The Chair recommends to the Executive Board the site location for the IAS Annual Meeting. The Chair submits a quarterly report and conference budget requests at each IAS Executive Board Meeting, thus keeping the Board informed of all relevant Meetings Department activities, as well as the status of IAS-sponsored and co-sponsored conferences. All outside support-service contracts related to the Annual Meeting are negotiated through the Chair.

3.6.3.2 Conference Policies

Share in Surplus or Deficit from IAS Conference: Financially and operationally participating local IEEE entities may provide 33% or less of the total advance funding for a specific conference. Any surplus after return of the advances will be prorated to the joint sponsors in accordance with the percentage contribution made to the total advance. Should losses occur, making full recovery of the advances by the sponsors impossible, partial recovery will be afforded by prorating the loss against the advances in terms of the percent contribution respective to the total advance. In no case will a local entity be liable for any operational losses exceeding the amount of the advance.

The co-sponsorship agreement between the IEEE Industry Applications Society Conference Chair and the Chair of the IEEE local entity shall follow the IEEE *Memorandum of Understanding* Form, except that the maximum advance allowed from the local entity is 33%.

Operationally, but not financially, participating local IEEE entities may receive up to 20% of the surplus for a specific conference. The recommendation for the percentage of the surplus must be made by a representative of the IAS entity sponsoring the specific conference and may not be made by a representative of the local IEEE entity. The IAS Meetings Department Chair and the Society Treasurer must approve the recommendation.

3.6.3.3 Conference Etiquette Rules for Vendor Entertainment at IAS Sponsored Conferences

1. Scope

The intent of these rules is to maintain the meeting as a technical conference at a professional level. Vendor participation is encouraged and welcomed, but

vendors must emphasize their technical and professional aspects. These entertainment rules are to prevent any conflicts with the conference program, and conduct shall be in accordance with this intent.

2. Hospitality Rooms

- a. Vendor hospitality rooms shall be allowed as a means of entertaining customers, making and renewing acquaintances, and for commercial discussions on an individually oriented basis.
- b. The IAS encourages all vendor personnel participating in the vendors' hospitality rooms to be registered attendants at the conference.
- c. Hospitality rooms shall not be open to guests during official conference program hours, as listed in the conference program.
- d. An attempt should be made to close all hospitality rooms by a reasonable hour so as not to interfere with the following day's program.
- e. Hospitality rooms identification will be posted on a bulletin board adjacent to the registration desk. Signs, posters, banners or other material used for promotional purposes shall be approved by the Conference Committee. An identifying sign may be used at the room location if desired.
- f. Literature and products for demonstration and discussion on a personal and individually oriented basis in hospitality rooms shall be permitted as being consistent with the technical communication objectives of the conference.
- g. All vendors that are to have hospitality rooms open to general attendance shall give prior notification to the Conference Hotel Arrangements Chair.

3. Off-Site Events

Events scheduled off-site shall be limited in the number of attendees so as not to adversely impact attendance at other conference events or hospitality rooms.

3.6.3.4 Guidelines for Technical Conferences Held in Conjunction with Other Entities

The *IEEE Meetings Organization Manual* contains the definitions of conference involvement levels — Sponsorship, Co-Sponsorship, and Technical Co-Sponsorship.

In the case of Technical Co-Sponsorship, the IAS has adopted the following guidelines:

An IAS Committee wishing to conduct a technical conference in conjunction with a non-IEEE entity and desiring IEEE IAS technical co-sponsorship status shall meet the following additional requirements:

1. Submit a request to the ExecBoard at least one year in advance, giving the full particulars of the conference (date, location, Chair, etc.).
2. Obtain approval for the conference from the ExecBoard or the Meetings Department Chair, if so designated by the ExecBoard.
3. The technical content of the conference shall be in keeping with the high standards established by the IAS. The technical program shall be established by a committee chaired preferably by an active IAS member. Further, the Chair should be a member of the participating committee.
4. Upon completion of the conference, submit a report on the outcome of the conference to the ExecBoard, with a copy to the Meetings Department Chair. The report shall include a copy of the Conference Record, if such were published.

3.7.0 Publications Department

The Publications Department shall be responsible for establishing and carrying out publication policies by which the needs of IAS members will be satisfied. It shall monitor and evaluate the Society publications and take action to achieve their optimum effectiveness. It shall prepare and recommend, for adoption by the ExecBoard and the IEEE Publications Board, procedures for the evaluation and acceptance of material for publication. It shall collect and publish such information about Society activities as is considered of significant value.

3.7.1 Publications Department Chair's Responsibilities

The Publications Department Chair is responsible for implementing the publication policies and procedures approved by the ExecBoard, as given in IAS Bylaw 6.4. Other responsibilities are:

1. Represent the Department at ExecBoard meetings, submitting reports relative to Department operations.
2. Recommend staffing, contract content and honorariums for editors in this Department for ExecBoard approval.
3. Be responsible for the continuity of operations in the Department. This requires an ongoing program of development of individuals trained as backup for key functions.
4. Manage the Transactions and Magazine prize paper selection process.
5. Prepare a draft annual Department budget, and submit it to the IAS Treasurer (usually by May of the preceding year). This budget should include expected page counts for the IAS Transactions and Magazine.

6. Be responsible for efficient liaison with each Technical Department Vice Chair – Papers and Associate Editors.
7. Serve as a member of the IAS Financial Planning Committee.
8. Be responsible for, in coordination with the *IAS Transactions* editor, updating the *Author's Guide* and *Guide to Procedures for Processing Technical Papers* as needed.
9. Represent the society at the annual IEEE Panel of Editors meeting.
10. Manage the online peer review process.
11. Manage selection of magazine advertising representation.

3.7.2 Publications Department Committees

The Publications Department shall include the following committees, plus such others as may be established from time to time by the ExecBoard, in accordance with IAS Bylaw 8.2:

1. Transactions Advisory Board
2. Magazine Advisory Board

- 3.7.2.1 The Transactions Advisory Board shall consist of the Chair of the Publications Department as Chair, a Vice Chair, other officers and Members-at-Large as required in the treatment of material for publication.
- 3.7.2.2 The *Magazine* Advisory Board shall consist of a Chair, a Vice Chair, other officers and Members-at-Large as necessary. Its responsibility shall be to provide a liaison between the Society at large and the Publications Department and to assist the Editor as required in the treatment of material for publication.
- 3.7.2.3 The Magazine and Transactions Prize Papers selection process be managed to:
 1. Complete selection of prize papers from the pool of papers published in the magazine and transactions for the previous year by June 30 of the following year.
 2. This process also selects which IAS papers are to be recommended for appropriate IEEE awards.
 3. The timing of the annual Prize Papers Awards selection must allow for the complete selection and preparation of awards process to be finished in time for the awards to be presented at the Society Annual Meeting Awards Banquet, usually held in October of each year. August 15 is the usual deadline for the notification of the Awards and Recognition Committee of winners.

4. When decisions are reached as to who are the actual winners of the Society Prize Paper Awards, the Department Chair notifies the Awards Department Chair of the names, addresses, phone numbers and titles of the authors of Society Prize Papers. The actual preparation of the awards, the notification of authors and the presentation of the awards is done under the direction of the Society Awards Department.

3.7.3 Procedures for Processing Technical Papers

Procedures for processing technical papers submitted to the IAS are described in the Society's *Author's Guide and Guide to Procedures for Processing Technical Papers for Use in IAS Conferences and Transactions* and for the *IEEE Industry Applications Magazine*. This Guide, which includes a description of the IAS Conference Presentation First Policy, is hereby incorporated into the Policies and Procedures Manual by reference.

Online Peer Review System: The procedure for submittal of papers for presentation, review and publication shall be managed by online peer review software. Selection and specification of functionality of this software system shall be by the Executive Board based upon recommendation by the Publication Department Chairman. Management and administration of this system will be the responsibility of the Publications Department Chairman.

3.7.4 Other Publications Department Procedures

- 3.7.4.1 The Editor-in-Chief of the Society *Transactions* shall be appointed by the ExecBoard on recommendation of the Chair of the Publications Department. Within the approved publication policies, the Editor shall have the administrative authority for the acceptance of material to be published in the *Transactions*. The length of term of appointment, eligibility for reappointment, and the amount of the honorarium for services, if any, shall be determined by the ExecBoard. The length of term of appointment as of the last revision of this manual is four years; an individual may serve a maximum consecutive term of eight years.
- 3.7.4.2 The Editor-in-Chief of the Society *Magazine* shall be appointed by the ExecBoard on recommendation of the Chair of the Publications Department. The length of term of appointment, eligibility for reappointment, and the amount of the honorarium for services, if any, shall be determined by the ExecBoard. The length of term of appointment as of the last revision of this manual is four years; an individual may serve a maximum consecutive term of eight years.
- 3.7.4.3 With the concurrence and approval of the Society President, the Editor-in-Chief of the Society *Transactions* and the Editor-in-Chief of the Society *Magazine* may be invited to the Society ExecBoard meetings.
- 3.7.4.3 The Manuscript Administrator shall be appointed by the ExecBoard on recommendation of the Chair of the Publications Department. The length of term of appointment, and the amount of the honorarium for services, if any, shall be determined by the ExecBoard on recommendation of the Chair of the Publications

Department. The length of term of appointment as of the last revision of this manual is four years; an individual may serve a maximum consecutive term of eight years.

3.8.0 Standards Department

3.8.1 Standards Department Responsibilities:

- 3.8.1.1 The Standards Department shall be aware of and assess the adequacy of current, developing and future needs for standards, and influence or implement IAS actions to meet these needs.
- 3.8.1.2 The Standards Department shall coordinate liaison with standard making and code-making bodies that affect all aspects of the IAS.
- 3.8.1.3 The Standards Department shall represent IAS in its relationships with the IEEE Standards Board.

3.8.2 Standards Department Chair's Responsibilities:

- 3.8.2.1 The Chair shall appoint and maintain a list of Department's Committee Chairs.
- 3.8.2.2 The Chair shall maintain effective communication with Committee Chairs.
- 3.8.2.3 The Chair shall maintain a list of liaisons nominated by Technical committees for membership on Standards Management Committee and communicate that list to the Standards Board.
- 3.8.2.4 The Chair shall provide policy interpretation and guidance for the operation of the Standards Department Committees.
- 3.8.2.5 The Chair shall monitor Operations within the Committees.
- 3.8.2.6 The Chair shall attend IAS Executive Board Meetings.
- 3.8.2.7 The Chair shall report on Department Activities in written report to IAS Executive Board Secretary for each of the IAS Executive Board Meetings.
- 3.8.2.8 The Chair shall write and submit a piece for "Standards Department Column" for each IAS Magazine publication (6 per year). This column can contain ANY commentary relating to standards development that the Chair deems appropriate. The column must be submitted three months prior to publication.
- 3.8.2.9 The Chair shall maintain and update the "Department Orientation Package" for Committee Chairs.

- 3.8.2.10 The Chair shall prepare and submit department budget by May 1st for the upcoming year.

3.8.3 Standards Department Committees

3.8.3.1 Standards Management Committee

- 3.8.3.1.1 The Standards Management Committee (SMC) consists of a delegate (usually referred to as a “Standards Liaison”) identified from EVERY Technical Committee (TC) under the IAS that develops, maintains, or revises standards. (NOTE: Previously, this was called the Standards Coordinating Committee and was changed to make a clear distinction between the SCC organized under the Standards Association). This committee may serve as Liaisons to the Standards Board.
- 3.8.3.1.2 The SMC shall prepare an annual written report to the Standards Department Chair regarding all IAS Standards activities to include: project status, coordination issues, conflicts, discrepancies, and plans to address outstanding issues.
- 3.8.3.1.3 The SMC shall provide coordination and timely response for IAS review of draft standards submitted by other groups or societies.
- 3.8.3.1.4 The SMC shall appoint an “SMC Delegate” to represent the IAS at the IEEE Standards Board Meetings who shall prepare and submit a written report on Standards Board Meeting Activities and submit it to the SMC Chair and Standards Department Chair.

3.8.3.2 Awards Committee

The Standards Awards Committee shall identify and recommend those individuals worthy of awards and recognition for IAS standards activities and recommend IAS recognition and publicity for those who make significant contributions not covered by other awards.

3.8.4 Standards Department Committee Chair’s Responsibilities:

The Committee Chair shall prepare an annual written report to the Standards Department Chair to outline Major Activities and Initiatives within each of the respective committees.

3.8.5 Consultation with Other Affected IAS and IEEE Components

- 3.8.5.1 For maximum effectiveness in obtaining useful results from standards activities, it is most important that:
- 3.8.5.1.1 Technical Committees and Technical Departments involved in standards activities, such as in making appointments to National Boards (such as NFPA, ANSI and so

forth) and on other matters involving mutual interests with the IAS Standards Department, should consult first with the SMC Committee Chair and Standards Department Chair to assure best coordination of thoughts and efforts.

- 3.8.5.1.2 Likewise, the Standards Department should consult with affected Technical Committees and Technical Departments before they make unilateral appointments or actions where such actions will be of shared concern with other IEEE or IAS components.

3.8.6 Operating Policies and Procedures for IEEE IAS Standards Sponsors

Procedures for developing standards sponsored by IAS entities are described in the Society's Operating Policies and Procedures for IEEE Industry Application Society (IAS) Standards Sponsors. All society standard sponsors shall follow these policies and procedures. This document is hereby incorporated into the Policies and Procedures Manual by reference.

3.9.0 Electronic Communication Committee

The Electronic Communication Committee shall consist of a Chair and two other members – a technical web editor responsible for making changes and additions to the society web site and other electronic media, and a content manager responsible for soliciting, editing, and maintaining the unformatted content of the society web site and other electronic media. The committee is responsible for all matters related to the electronic communication and dissemination of information related to the IA Society.

The Committee is also responsible for developing and proposing to the board whatever new communication, tools, and new media could be utilized by the society, its committees, and conferences, for sharing and distributing information to members and other interested individuals, and to advertise the society and its activities (Facebook, Twitter, etc.) and managing any external consultants used for Electronic Communications

4.0 STANDING COMMITTEES

4.1.0 Constitution and Bylaws Committee

The Constitution and Bylaws Committee shall consist of a Chair and two other members. It shall investigate all matters related to the recorded laws and regulations of the IA Society. It shall be responsible for editing and coordinating the Constitution, Bylaws and Manuals, and calling to the attention of the ExecBoard any inconsistency between current practice and recorded legal requirements. It shall examine proposals for the amendment of the Society governing documents and recommend final drafts of amendments for adoption by the Council or the ExecBoard. It shall review and approve all policies and Bylaws of the Technical Departments and their Technical Committees to ensure consistency with those Bylaws.

4.2.0 Financial Planning Committee

The Financial Planning Committee shall consist of nine members, including the four Society officers, the Chairs of the Publications Department, the Long-Range Planning Committee, the Chapters and Membership Department and the Education Department, and the immediate Society Past President. The Committee Chair preferably shall be the Society Treasurer. The Committee will recommend to the ExecBoard fiscal policies and procedures that will serve to have the Society maintain a good balance of member and publication services, dues schedule and financial reserve. It will collaborate with the Treasurer in preparing the annual budget and maintain a continuing audit of the Society's fiscal affairs.

4.3.0 Inter-Society Cooperation Committee

The Inter-Society Cooperation Committee shall coordinate all IEEE society or entity cooperative initiatives and all non-IEEE society or entity cooperative initiatives. The Chair may form subcommittees to assist in these activities, if needed. Each sub-committee shall have their own Chair and respective committee members and mutually supportive liaison representatives and advisory committees to handle the affairs of the sub-committee between meetings of the full Committee. The Committee Chair shall be a member of the ExecBoard and will normally serve as IAS liaison to the PELS and IES Executive Adcoms. Committee members shall be appointed by the Chair with recommendations from the Society President and/or the Nominations and Appointments Committee. The Committee shall be responsible for implementing cooperative initiatives between the IAS and all other IEEE and non-IEEE societies or entities and serve as an advisory group to the ExecBoard on all matters co-related. In addition, the Committee shall accept specific projects and/or requests for study made by the Society President. The immediate Past President shall be a member-at-large of this Committee serving in an advisory role.

4.4.0 Long-Range Planning Committee

The Long-Range Planning Committee shall consist of the Committee Chair, the current Technical Department Chairs, the Operating Department Chairs, the Standing Committee Chairs and up to three other members. The Committee Chair shall be the Society Vice

President. The Committee shall be responsible for development of the long-range plans and goals of the Society. It shall continuously analyze the Society organization and operations to ensure that they are currently positioned to serve the needs of the membership and developing technology. The Committee shall accept specific projects and/or requests for study made by the Society President. The Committee shall serve as an advisory group to the ExecBoard and shall present its findings and recommendations to the group on a regular basis.

4.5.0 Nominations and Appointments Committee

The Nominations and Appointments Committee shall consist of a Chair and four other members. The committee shall study the requirements of offices to be filled and the qualifications of available personnel and recommend suitable candidates for election by the Council or the ExecBoard as required by the IA Society Constitution and Bylaws. In accordance with IEEE Bylaws, the Nominations and Appointments Committee will recommend to the ExecBoard candidates for the office of Divisional Director to be submitted to the Divisional Nominating Committee when requested. It will also recommend candidates to be considered by the IEEE Nominations and Appointments Committee for service on Institute Committees and Boards.

4.5.1 Policy Regarding Nominations for Division II Director

The policy of the Society is to submit a single Division II Director candidate for the IEEE Ballot as specified in Section 13.8 of the IAS Bylaws.

5.0 OTHER MEMBERS OF THE EXECUTIVE BOARD

5.1.0 Past President Responsibilities

1. The immediate Society Past President will be responsible for updating this Policy and Procedures Manual.
2. The immediate Society Past President is a member of the IAS Financial Planning Committee.
3. The immediate Society Past President is a member-at-large of the Inter-Society Cooperation Committee.
4. The immediate Society Past President shall chair the Nominations and Appointments Committee and the Constitution & Bylaws Committee as prescribed in Bylaws Section 13.2.

5.2.0 Member-at-Large Responsibilities

1. One Member-at-Large will be appointed as the responsible person for regular updates to the History section of the IAS website.
2. One Member-at-Large will be appointed as the responsible person for regular updates to the News section of the IAS website.

5.3.0 IEEE Division Director

1. The Director of the IEEE Division to which IAS belongs shall be a non-voting member of the Executive Board.
2. The Division Director shall be invited to report on IEEE and Division activities at regularly scheduled meetings of the Executive Board.

5.4.0 PES/PELS/IES/DEIS Liaison Member

1. The Sister Societies shall be asked to appoint a non-voting member to the IAS Executive Board to encourage cooperation between the Societies.
2. The Liaison members will typically be the President-Elect.

6.0 FINANCES

6.1.0 Funding of Committee Expense

1. The IAS must practice restraint in the expenses allowed Technical and Standing Committees. A policy that would have the IAS reimburse committees for postage, telephone, secretarial, duplication, and possibly even travel expense, would indeed be expensive and difficult to control. It is the practice and tradition that these types of expenses, whether of small or moderate proportions, normally be the responsibility of the committee members or their employers.
2. Expenses of these types incurred in connection with a conference, tutorial, or any other IAS educational activity where a registration fee is to be collected, may be charged to that activity and if so, shall be included in its budget.
3. Unusual and non-recurring expenses and certain once-a-year expenditures will be considered and may be funded by the Society by appropriate and timely provision in the budget. Such expense would be the type usually connected with a project undertaken by the Committee, a sub-committee, working group or task force. The need for funds of this nature should be anticipated, the amount determined well in advance of the project implementation, and a request submitted to the ExecBoard through the Chair of the Department. The written request should include information and details adequate to describe the need and justify the amount. The ExecBoard will consider the request and act consistently with the objectives of the IAS.

Where the action is favorable to the request, provision for the funding will be made in the IAS budget. The funds will be disbursed upon requests sent to the IAS Treasurer. Where the ExecBoard's action is unfavorable to the request, the ExecBoard may propose and recommend alternate solutions.

4. Expense that is incurred without prior approval of the ExecBoard will not be paid or reimbursed by the IAS.
5. It is not the intent of the IAS, by this policy, to limit the quantity, quality or caliber of the work of its committees. Rather, it is in the endeavor to achieve better planning and control of the operating budget, with the prime objective being to maximize the total IAS activity within a balanced budget.

6.2.0 Guide for Department Expenditures

1. The general philosophy governing allocation and disbursement of IAS funds for the activities of the Technical Departments, Technical Committees and Operating Departments will be as presented in the Funding of Committee Expense — Section 5.1.0, *IEEE IAS Policy and Procedures Manual*.
2. Each Technical Department shall prepare a budget consisting of:
 - a. Specific project items

b. Discretionary account (miscellaneous, general items)

Part (a) requires documentation in detail for each project; Part (b) does not. The budgets will be submitted annually for ExecBoard approval by May of each year. Discretionary account expenditures must be for items consistent with guidelines set forth in this document.

At year's end the IAS Treasurer's records will show the extent of usage of Parts (a) and (b) of the budget by each department. Authorized expenditures under the Discretionary Account will not run from year to year, but will expire at the year's end.

3. IAS support of department and committee operating expenses will always favor projects which are of the most value to the IAS, IEEE, the engineering profession and the public. Studies which enhance the development and dissemination of engineering knowledge are encouraged. Disbursement of IAS funds for the routine activity of a department or committee may at times be necessary, but requests for such disbursements will be considered only for unusual circumstances. A request for funds by a committee should be made in advance and always through the departmental officers.
4. Certain committee expenses relating to technical editing of publications are budgeted to the IAS by the IEEE under existing IAS and IEEE budgetary provisions.
5. When disbursements are made, the Department Chair will approve the voucher or invoice. If the expenses are budgeted and less than \$5000, the *voucher* or *invoice* can be sent directly to the IAS Administrator with the request to reimburse the individual or pay the invoice. For other expenses the voucher or invoice is to be sent to the Society Treasurer for approval before being sent to the IAS Administrator. The voucher or invoice shall contain sufficient detail to ascertain the appropriateness of the expenditure.
6. Prior to incurring an expense above \$5,000, the expenditure should be evaluated by the Society Treasurer to verify the source of funding in the budget. This review will assist in the timely processing and reimbursement of the expense. This review applies to a single event or onetime expense items and is not required for budgeted honorariums or expenses covered by society agreements.
7. Other kinds of expenses that may be authorized by the ExecBoard are described in the following paragraphs. Provisions for such expenditures should be anticipated and included in the department's annual budget submitted to the ExecBoard.
 - a. The cost of technical project surveys, standards preparation and similar items.

Here, the approval consideration will be on the usefulness of the work to the members of the IAS or to the IEEE and only to the extent that such costs cannot reasonably be assumed by employers or committee members.

- b. The cost of a meeting room for a yearly meeting of the committee where such meeting is not part of a conference.
- c. Financial assistance to permit performance of committee activities by the Chair or member who performs some essential committee task and who is in one of the following categories: retired, self-employed without any supporting organization and/or working in a firm where such support is not permissible or feasible.

Here the consideration is that the member is not in a position to bear such expenses or that it would be unreasonable to do so. Such assistance will be limited to: stationery, postage, telephone, duplicating services, limited typing services (only for standards, recommended practices, etc.).

An example of such reimbursement might be to a consultant operating in a one- or two-person organization who was by reason of past performance the obvious choice for sub-committee Chair.

- d. The ExecBoard will not authorize funds for travel expenses or meals in conjunction with any of the above activities.

6.3.0 Funding of Special Programs for Sustainability and Growth

1. The IAS maintains a key interest in supporting activities of Technical Committees in establishing new initiatives to expand the core of existing membership via new outreach programs focused on sustainability and growth. As long-term members retire from the IAS, new members are imperative to assure long term sustainability of the Society.
2. Initiatives focused on improving electrical engineering student participation in the Technical Committees can be considered for financial support by the IAS via the Myron T Zucker Endowment. The Zucker endowment will continue as the primary funding source for the annual Undergraduate Student Design Award, however other student based initiatives may also be supported with this resource. Application for financial support from this endowment is to be submitted through the Operating Department Chair for review and submittal to the Zucker Planning Committee.
3. Outreach programs for newly created endowments to expand the core of existing membership within the IAS are also encouraged. A new endowment is defined as any proposed program that will require ongoing operating funds to succeed. Application to the IAS Board for any proposed new endowment must originate from the Technical Committee. Naming and structure of any new proposed endowment is at the sole discretion of the Technical Committee. Unanimous approval of the proposed new endowment by the Executive Committee of the IAS Technical Committee is required before the initiative can be brought before the IAS Board. The Board will carefully consider the impact of the proposed initiative as it relates to expanding the core of the Committee and the Society. The board will also require that any new endowment have a long-range plan to assure the endowment is able to sustain itself over time.

- a. In an effort to accelerate funding of the new endowment, the IAS will upon approval of the IAS Board, support special outreach initiatives via approval of matching grants in support of the primary revenue source. This contribution will be capped as approved by the Board and will be considered when financial conditions exist that would allow application of excess operating account resources. The purpose for IAS matching grants is to encourage the primary source of endowment revenue to give generously, while supporting Technical Committee growth initiatives, and assure the endowment reaches a level where it can ultimately be self-sustaining.
- b. In the event that a new endowment is established, the IEEE Foundation will serve as the primary entity to receive and record contributions. The Foundation is able to accept any type of donation (cash, credit card via web portal, stock certificates, etc.) and the group is set-up to efficiently track contributions from individual donors. The IEEE Foundation also maintains 501(c)(3) not for profit status which is a significant factor for tax considerations for both individuals as well as corporations.

6.4.0 Financing of Awards

1. Society Awards

It is the policy of the IAS that costs of Society awards shall be paid by the Society. The following awards are included in this category:

Outstanding Achievement Award
 Distinguished Service Award
 Andrew W. Smith Outstanding Young Member Achievement Award
 Society Prize-Paper Awards (1st, 2nd and 3rd Prizes and Honorable Mention)
 Outstanding Chapter Awards

Funds for these awards shall be included in the Society budget as part of the Awards Department budget.

The normal procedure will be for the Chair of the Awards Department to arrange for these awards and send any invoices to the Society Treasurer, who will authorize payment. If, in an emergency, the Chair and the Awards Committee request the Annual Meeting Committee to pay any of these costs, the Annual Meeting Finance Chair should request the reimbursement of these items from the Society Treasurer.

2. Technical Department and Technical Committee Awards

It is the policy of the IAS that costs of awards, including prize-paper awards, sponsored by Technical Departments and Technical Committees of the Society, shall be covered by one of the following sources.

- a. If the Technical Department or Technical Committee sponsors its own Technical Conference, the costs of awards presented at that conference may be paid from the funds of that conference.

- b. If the Technical Department or Technical Committee has no conference of its own or chooses not to fund its awards from conference funds, the cost shall be covered by the Department's or Committee's operating budget and funds should be requested when the annual budget submittal is made.

The sum of the monetary awards is currently limited to \$1,000 per year per committee. In no case will Technical Department or Technical Committee awards be funded by the IAS Annual Meeting.

3. Definition of Costs

For purposes of the policy, "costs of awards" will include the following items:

- a. Any monetary awards made to the recipient.
- b. Cost of any statue, plaque, certificate or any other physical sign of recognition presented to the recipient. This includes any cost for framing or otherwise mounting certificates. It also includes any cost of shipping these items from their point of origin to their point of presentation.
- c. Cost of forwarding any of the above items to a recipient who is not present at the presentation to receive the award.
- d. Costs of such items as correspondence or telephone calls required in the process of selecting the recipient of an award, if reimbursement is required from IAS for these items.

6.5.0 Travel Reimbursement

1. Travel reimbursement, when authorized, shall be in accordance with IEEE Policies 11.6 – Business Expense Reporting. Expense reports can be accepted and approved electronically when submitted with all receipts attached.
 - a. Implementation for those who wish to submit hard copy
 - i. Prepare expense report and attach receipts.
 - ii. Mail package to IAS Administrator in Piscataway.
 - iii. Administrator will review and initial and highlight any problems.
 - iv. Administrator will email to IAS Treasurer for approval.
 - v. Treasurer will add appropriate account number and approve by return email to Administrator with a copy to originator.
 - vi. Administrator will submit expense report to IEEE Accounting for payment.
 - b. Implementation for those who will file electronically

- i. Prepare expense report and attach receipts.
 - ii. Make a pdf of the file and email to IAS Administrator in Piscataway.
 - iii. Administrator will review and highlight any problems.
 - iv. Administrator will email to IAS Treasurer for approval.
 - v. Treasurer will add appropriate account number, approve and submit to IEEE Accounting electronically with a copy to originator.
2. Travel Assistance for Members of the Executive Board

It shall be the policy of the IA Society to financially supplement the costs for members of the executive board traveling to ExecBoard meetings. This supplement shall cover reasonable travel and hotel expenses including meals. Where appropriate, travel expenses will only be eligible for reimbursement in cases where an individual does not otherwise participate in the activity which is serving as a “host” to the Board meeting. Travel must be in accordance with IEEE travel policies. Each board member has a travel allowance up to a maximum of \$8,000 USD per year for members from IEEE Regions 1-7 and \$10,000USD per year for members from IEEE Regions 8-10.

6.6.0 Policy for TAB Meeting Expenses

Unless funded by IEEE, the Society will pay expenses for the IAS Society President or his/her delegate to attend required TAB meetings/functions or other TAB activities undertaken in response to requests from the TAB Vice President.

Additionally, the Society will pay the expenses of the President-Elect as appropriate to attend TAB meetings.

6.7.0 Cost Sharing at the IAS Annual Meeting

IAS will reimburse the IAS Annual Meeting for up to 50% of the cost of events, such as the Awards Luncheon and President’s Banquet, where Society Awards are presented.

7.0 Executive Office

7.1.0 Society Executive Office Responsibilities

The following describes the IAS Executive Office responsibilities:

Administrative Functions

- Send all notices for Society Executive Board and Council meetings.
- At one time at the beginning of the year, notify the IEEE TAB of the time and location for all of the year's Society Executive Board and Council meetings. Post on IAS website
- Arrange the place for the Society Executive Board and Council meetings at the direction of the President.
- Prepare the agenda for the Society Executive Board and Council meetings at the direction of the President.
- Distribute motions for electronic balloting.
- Take and process the minutes for all Society Executive Board and Council meetings.
- Prepare the ballot for the election of the Society Executive Board Officers and coordinate distribution and counting of the returned ballots.
- Notify the Society President of the election results.
- Notify the Society Magazine editor about announcements or ExecBoard information.
- Keep the official electronic IAS logo(s) and distribute to ExecBoard members, conferences, chapters, departments as needed for their correspondence and promotion
- Handle other correspondence as directed by the Society President.
- Order President's and Past President's certificates and board gifts for distribution at the December Executive Board meeting.
- Maintain the IAS website, seeking necessary updates and modifying as needed.
- Develop the IAS electronic newsletter, under the direction of the member-at-large assigned to the newsletter
- Prepare, every year, a welcome letter to new IAS Board members after election results are final.
- Prepare at the appropriate time letters of congratulations for IAS members elevated to Senior member status, to IEEE Fellow, or receiving an award or distinction. (done monthly)
- Coordinate new IAS member welcome letter distribution.
- Organize monthly Executive committee calls

Strategic Planning

- Direct efforts, maintain spreadsheet on status of action items, relationship management. Develop collaborative partnerships within IEEE and with outside operators

Finance

- Prepare budget requests and distribute for input
- compile budget requests and submit to TAB
- work with Treasurer on financial presentations
- Process expense reports
- Process invoices

Education Support

Work with Education Department to manage webinar series program

- Webinar logistics
- Set up and manage registration, including attendee correspondence
- presenter information
- Schedule practice sessions
- recording and posting sessions
- handling attendee inquiries.

Awards Support

- Work with Awards Department to manage IAS Awards Program
- Order and ship award materials (statuettes, plaques, certificates)
- prepare certificates for society level through committee prize papers
- submit paperwork to ensure that TAB Awards manual is accurate
- Process award payments

CMD Support

- process financial requests (travel reimbursements, award payments, chapter funding)
- coordinate shipping of information desk materials
- membership surveys
- coordinate membership promotion codes.

Conference Support

- Assist department/committees with conference related questions/IEEE policies
- Annual Meeting Planning
 - Schedule/plan monthly conference calls,
 - schedule committee meetings,
 - schedule technical sessions,
 - coordinate CEU/PDH credits for tutorials with IEEE Education.

7.2.0 Board and Council Meetings

The IAS Administrative Office shall be responsible for distributing the following items prior to board and/or council meetings:

1. Minutes from previous meeting.
2. Any reports of the Executive Board Members sent to the IAS Administrative Office in advance.
3. Meeting Agenda.
4. Information on hotel accommodations where the meeting is being held.

7.3.0 Minutes Distribution

It is the IAS Administrative Office responsibility to:
Send meeting minutes to the President, President-Elect, Vice President, Treasurer and Immediate Past President for review within 30 days after meeting. Draft minutes will be distributed to the Executive Board after the President's review.

Council Meetings:

- a. The Council meeting and lunch are always held at the Society Annual Meeting. Thus, arrangements for this function must be coordinated with the General Chair for the Annual Meeting.
- b. Correspondence announcing the Council Meeting and containing an agenda needs to be distributed to the council members a month before the meeting. This correspondence should contain a return form indicating whether the member is going to attend so that an estimate of the number of lunches required can be given to the hotel.
- c. Room size should be for approximately 75 people.
- d. Past room arrangements have been luncheon rounds plus a screen and video projector.

Annual Meeting Special Functions:

- a. The Board traditionally holds a reception, usually in the form of a cocktail hour immediately before the Awards/President's Banquet. Work with the General Chair to arrange a room with appropriate food and drinks. The participants include all awards recipients, Executive Board members, members of the local committee, and their guests. The IAS Administrative Office needs to ensure that all are invited by working with the General Chair and the Awards Department Chair.

7.4.0 Procedure for Managing Electronic Balloting of Motions

1. Mover sends the motion to IAS President for approval with simultaneous submission to Admin Office.
2. President authorizes Admin Office to send out motion and collect & tabulate votes.
3. A 1-2-week period, to be specified by the President, is allowed for votes to be cast.
4. Results are sent from Admin Office to President.
5. Vote results are evaluated in accordance with the By-Laws.
6. President announces results to Executive Board electronically.
7. For successful motions, Admin Office logs the motion & vote total in the minutes of the next formal Executive Board meeting.

7.5.0 Annual Elections

The IAS Administrative Office has the responsibility to process the annual election of Society Officers, Technical Department Chairs, and the Executive Board Members at Large.

The following is a typical list of events:

1. The slate of officers is normally approved at the Spring Executive Board Meeting.
2. The approved slate must be publicized to IAS members by July 1. Afterwards, any candidate brought forward by petition must be added to the slate.
3. The Society Administrator prepares a ballot by 15 August for distribution to the IAS Council for voting. The date for the distribution must ensure that the members have at least 30 days to complete the ballots and to return them no later than September 15.
4. The IAS Administrative Office notifies the Society President and Nominations and Appointments Committee Chair of the results so that they can be presented at the Council meeting.

7.6.0 Guidelines for Electioneering for IAS Elected and Appointed Offices

1. All electioneering information shall include a statement that the material does not necessarily reflect the opinion or position of the IEEE or IAS.
2. All electioneering information, including endorsements/information from third parties, shall be sent by the candidates for the position.
3. All electioneering information shall be distributed using a list created by the candidate. The list shall include only the names of people who are eligible to vote for the candidate.

4. A copy of all electioneering information shall be sent to the Society President and the Society Administrative Office.
5. Any direct or indirect costs associated with the distribution of electioneering information shall be the responsibility of the candidate distributing the information.
6. Candidates are encouraged to limit their electioneering activities. The suggested limit is no more than two e-mails per candidate per election.