

SOCIETY ON SOCIAL IMPLICATIONS OF TECHNOLOGY

BYLAWS

(APPROVED BY SSIT BOG April 20, 2002)

- 1.0 These Bylaws provide for the supervision and management of the Society affairs, in accordance with the Society Constitution. Amendments shall be made as prescribed in the Constitution, Article IX.
- 2.0 Membership: the Constitution, Article III, provides for Members, Affiliates and Honorary Members of the Society. Annual fees are prescribed in Bylaw 15.0 of this document.
 - 2.1 Honorary Members: Such membership, exempt of the payment of the annual fee, shall be based on the recommendation of the Society Awards Committee, the endorsement of the BOG and the approval of the Executive Director of IEEE.
 - 2.2 Affiliates: Affiliation may be based on membership in societies other than IEEE that have been recognized for affiliate purposes by specific action of the BOG . A list of approved societies will be maintained by the TAB Secretary of the IEEE. Further, affiliates may join in accordance with any other provision that may be incorporated in the IEEE Policies and Procedures . Affiliates have all the rights and privileges of Society Members and may serve in capacities that do not require IEEE membership as a prerequisite.
- 3.0 Board of Governors (BOG) : The Constitution, Article V, designates the BOG as the governing and administrating body of the Society. This Bylaw describes the composition and procedures of the BOG .
 - 3.1 There shall be nine elected members at large for three year terms, three being elected each year. There shall be divisional members appointed for two year terms by each of the IEEE Division Director coincident with the Division Director's term.
 - 3.2 Associate members: The Constitution, Article V, provides for Associate members of the BOG . Associate Members have no vote.
 - 3.3 The BOG may vote vacant the position of any elected or appointed BOG member who misses three consecutive meetings of the BOG .
 - 3.4 Vacancies for elected member positions may be filled by appointments by the President, with the advice and consent of the BOG until the next election by the members. Vacancies for divisional representatives

positions shall be filled by the IEEE Divisional Director corresponding to the vacant position.

- 3.5 The Constitution, Article VI provides for society meetings. The President shall call an Annual Meeting of the BOG , normally for the month of December , but in no case earlier than at the end of the two month interval following the mailing of ballots for election to the BOG .
 - 3.6 Robert’s Rules of Order (Revised) shall govern conduct of BOG meetings on all matters not otherwise specified in these Bylaws or the Constitution.
- 4.0 Nomination and election of Members at Large: The Nominations and Appointments Committee on or before May 1st of each year shall prepare a slate of names to fill forthcoming vacancies of the BOG .
- 4.1 One or more candidates for each vacancy shall be prepared by the Nominations and Appointments Committee. Recommendations for such nominees shall be solicited by the Chairman of the Nominations and Appointments Committee from the members of the BOG and from the chairmen of all other organizational entities of the Society. The Chairman of the Nominations and Appointments Committee shall cause to be published for the Society membership a call for nomination by petition in the March and June issues of Technology and Society Magazine. Petitions must be received by the Chair before July 15th. A petition nominating a Society Member in good standing and supported by the identifiable signatures of at least 20 Society Members shall automatically place that member’s name on the slate. The Chair of Nominations and Appointments Committee shall ensure that all candidates are Society Members in good standing, and are willing to serve if elected. The ballot should be mailed to the Society membership on or before August 15th, with a statement that only those ballots received at IEEE Headquarters by September 30th will be counted. The results of the vote shall be transmitted to the SSIT President and Secretary prior to the date of the Annual meeting of the BOG .
 - 4.2 SSIT President shall declare those candidates having a plurality of votes to be elected, subject to ratification by the BOG at its Annual Meeting, and shall so inform the Nominations and Appointments Committee. Ties shall be broken by the BOG . If the position cannot be filled in this manner, the BOG may hold contingent elections. The Secretary shall expeditiously notify the Secretary of the IEEE TAB of the new BOG Membership.
- 5.0 Officers: The Constitution, Article V, provides for the President, Vice President, Secretary and Treasurer .

- 5.1 The Nominations and Appointment Committee shall submit nominations for President and Vice President at the Annual Meeting. Nominations from the floor may be made. The candidate for each office receiving the majority of votes legally cast shall be declared elected. If no candidate receives a majority of the vote, a run off election will be held by eliminating the candidate with the minimum vote. Ties will be resolved by the Chair.
 - 5.2 The President shall appoint the Secretary and Treasurer.
 - 5.3 All officers shall continue to serve until their successors take office formally on the first day of the year.
 - 5.4 The President shall supervise the affairs of the Society, shall designate in writing and have made known to all BOG members the duties of all the officers and other members of the BOG , and shall speak for the Society on all matters not specifically delegated to others.
 - 5.5 Except as specified in V.14 of the Constitution, the succession to act for the President due to absence or incapacitation shall be: Vice President, Past President, followed by those Members at Large having most recently served in such positions, then followed by a Member at Large selected by vote of the BOG at a meeting called in accordance with the provisions of the Constitution.
 - 5.6 The Secretary and Treasurer shall be responsible for keeping the records of the BOG in the areas commonly ascribable of each of their functions. They shall prepare and distribute reports, notices, or such documents as may be required by the President and the BOG .
- 6.0 Society Business: The President and other Officers shall conduct Society affairs subject to the Constitution, these Bylaws and the advice and consent of the BOG .
- 6.1 No BOG meeting shall be held for the purpose of transacting business unless each member shall have been notified at least 30 days prior as to the time and place of such meeting.
 - 6.2 If less than a quorum are present at a duly called meeting, tentative actions may be taken. Such actions will not become effective until ratified by a majority of BOG .
- 7.0 Publications Board
- 7.1 The Publications Board shall be responsible for establishing publication policies by which the needs of Society 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 BOG , procedures for the evaluation and acceptance of materials for publication. It shall collect and publish such information about Society members as is considered significant.

- 7.2 The chair of the Publications Board is a voting member of the BOG and is appointed by the President for a one year term with the advice and consent of the BOG. The chair may serve up to three consecutive terms in this office.
 - 7.3 The Society shall publish periodically the IEEE Technology and Society Magazine which shall be the regular publication of the Society sent to all Society members in consideration of a part of their payment of the annual Society membership fee and may not be deleted. It shall be available to other members of IEEE and non-members at subscription fees to be determined by the BOG in accordance with these Bylaws and IEEE Constitution, Bylaws, and Policies and Procedures .
 - 7.4 The Editor of the society Magazine shall be appointed by the President, with advice and consent of the BOG . The length of term of appointment, eligibility for reappointment, and the amount of the honorarium for services, if any, shall be determined by the BOG . Within the approved publication policies, the editor shall have the administrative authority for the acceptance of material to be published in the magazine.
 - 7.5 The Society may publish an IEEE Transaction on Social Implications of Technology. The Transactions shall contain the technical papers reviewed and accepted by the Technology and Society Committee in accordance with procedures of the Society.
 - 7.6 The Editor of the Society Transactions shall be appointed by the President with advice and consent of the BOG . The length of term of appointment, eligibility for reappointment and the amount of honorarium for services, if any, shall be determined by the BOG . Within the approved publication policies, the Editor shall have the administrative authority for the acceptance of materials to be published in the Transactions.
- 8.0 Committees of the Society may be formed as provided in the Society Constitution, Article V.15. Each of the following Committees will be headed by a Chair appointed by the President with advice and consent of the BOG: :

Awards and Recognition Committee
Chapters Committee
Ethics Committee

Technology and Society Committee
Meetings Committee

- . The Committee Chairs, if not members of BOG in other capacities, shall be BOG Associate Members without vote.
- 8.1 The function of each committee shall be to establish policy and coordinate the work of its constituent subcommittees, working groups and task forces as required. The committee may consist of officers, members at large and liaison members from other SSIT Committees, other IEEE organizational units and affiliated societies as needed.
- 9.0 Awards and Recognition Committee
 - 9.1 The Awards and Recognition Committee shall be responsible for the development and administration of awards sponsored by the Society. These shall include awards for significant contributions to the SSIT.
 - 9.2 The Awards and Recognition Committee shall develop selection procedures and administer presentation policies for the IEEE Carl Barus Award for Outstanding Service in the Public Interest.
- 10.0 Chapters Committee
 - 10.1 The Chapters Committee shall be responsible for administration of Society policy between the Society and its Chapters.
 - 10.2 Each chapter chair shall become a member of the Chapters Committee for the term of office.
 - 10.3 The Chapters Committee shall promote the organization and effective performance of Society Chapters in the Sections of the IEEE.
 - 10.4 The Society Membership Subcommittee of the Chapters Committee shall promote membership in the Society. It shall be responsible for designing and recommending activities and services to attract and benefit new members.
- 11.0 Technology and Society Committee
 - 11.1 The Technology and Society Committee shall be responsible for establishing policies which will stimulate among Society members the acquisition of new knowledge and technology and the interchange of ideas and experience, and for appraising the performance of the Technology and Society Subcommittees.

11.2 Each Technology and Society Subcommittee shall be responsible for the evaluation and dissemination of information in its field of interest. It shall be responsible for the initiation, preparation and formulation of position papers, technical and professional guides, and procedures for their issue in accordance with the IEEE Constitution, Bylaws, and Policies and Procedures . It shall be responsible for the organization and supervision of the work of subunits as may be found necessary for the effective handling of the technology encompassed within its field of interest.

12.0 Meetings Committee

12.1 The Meetings Committee shall be responsible for the administration of meeting policy of the SSIT. It shall prepare procedural manuals for arranging and conducting meetings. As desirable, it shall cooperate with other IEEE organizational units and other technical societies to improve scheduling of meetings to avoid duplication of technical content.

12.2 The Meetings Committee is responsible for coordinating the SSIT participation in IEEE Meetings and meetings of other societies.

12.3 The Meetings Committee shall be responsible for managing and operating the SSIT International Symposium on Technology and Society. .

12.4 For all SSIT meetings, the appropriate committee shall submit budgets and plans to the Chair of the Meetings Committee for approval in accordance with policies established by the BOG, and for transmission to the IEEE for approval in accordance with the IEEE Constitution, Bylaws and Policies and Procedures. .

13.0 Ethics Committee

13.1 The Ethics Committee shall be responsible for recommending policies which will stimulate an understanding of the ethical responsibilities in the practice of engineering and its related technologies.

13.2 Ethics Committee and its subcommittees shall be responsible for the evaluation and dissemination of information in its areas of interest. It shall be responsible for the preparation and formulation of position papers, professional guides, and procedures for their issue in accordance with the IEEE Constitution, Bylaws, and Policies and Procedures.

14.0 Committees of BOG

14.1 The Standing Committees of BOG are:

Constitution and Bylaws Committee
Nominations and Appointments Committee
Finance Committee
History Committee
Audit and Review Committee

The President will appoint a Chair for each of the above committees with advice and consent of the BOG. In accordance with Article V of the Constitution the above committee chairs if not members of the BOG in other capacities shall be BOG Associate Members without vote.

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 Society. It shall be responsible for editing and coordinating the Constitution, Bylaws and Manuals, and calling to the attention of the BOG any inconsistency between current practice and recorded requirements. It shall examine proposals for the amendment of the Society's governing documents and recommend final drafts of amendments for adoption by the BOG.

- 14.2 Nominations and Appointments Committee: The Nominations and Appointments Committee shall consist of the Chair and two other members. At least one member will not be a voting member of the BOG. . It shall study the requirements of offices to be filled and the qualifications of available personnel. It shall present suitable candidates for election by the membership and BOG as required by the Society Constitution and Bylaws.
- 14.3 Finance Committee: The Finance Committee shall consist of the Treasurer as Chair and two other members. It shall maintain a continuing audit of the financial position of the Society, assist the Treasurer in preparing the annual budget and advise the BOG relative to financial affairs.
- 14.4 History Committee: The History Committee shall consist of a Chair, the Society Secretary and one additional member. It shall maintain a complete file of the minutes of Society BOG and any other data it considers of historical significance. It shall be responsible to maintain liaison with IEEE Organizational Units on the history of the societal aspects of electrotechnology.
- 14.5 Audit and Review Committee: The Audit and Review Committee shall consist of a Chair and two additional members. It shall audit the operations of the Society annually. It shall issue an annual report to the membership.

15.0 Finances

- 15.1 The Society fiscal year shall begin January 1.
- 15.2 Corporate IEEE shall act as bursar for the funds of the Society, collecting fees, keeping records of income and expenses, and serving as depository for the Society funds except as hereinafter provided.
- 15.3 Payments of Society expenses authorized by the budget shall be made on order of the Society Treasurer.
- 15.4 Duly appointed and authorized committees for Society meetings may arrange for the deposit and disbursement of funds required for the conduct of a meeting, conference, symposium or convention in accordance with a budget approved by the Chair of the Meetings Committee in accordance with policies established by the BOG and also approved by the IEEE in accordance with the IEEE Constitution, Bylaws and Policies and Procedures . Funds shall be handled and insurance and bonding obtained in accordance with IEEE Policies and Procedures.
- 15.5 The annual fee for membership in the Society shall be established by the BOG except that fees for Students shall conform to the IEEE Bylaws and Policies and Procedures .
- 15.6 The annual fees for Affiliates shall be the annual fees required of Society members plus the affiliate surcharge set by the IEEE.
- 15.7 The annual budget shall be prepared by the Treasurer and the Finance Committee and submitted for approval to the BOG . When approved, the budget shall be forwarded by the BOG to the IEEE Technical Activities Board for recommendations to the IEEE Executive Committee in accordance with the IEEE Constitution, Bylaws and Policies and Procedures .