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Section 1 – Purpose

1.1 Purpose of Operating Manual

This Operating Manual provides practical organizational and operational procedures for the routine business of the Institute of Electrical and Electronics Engineers, Inc. (IEEE) Antennas and Propagation Society of hereinafter called the Society.

Section 2 – Standing Committees

2.1 Awards and Fellows Committee

2.1.1 Committee Functions

The functions of the Awards and Fellow Committee are to:

2.1.1.1 Recommend candidates for all awards and prizes in accordance with requirements, requests, and rules and regulations of IEEE Headquarters, both for general and IEEE awards and Society awards.

2.1.1.1.1 Distinguished Achievement Award

The Distinguished Achievement Award is given annually (if a qualified candidate is nominated) to recognize outstanding career achievement by an individual in the field of antennas and propagation. Preference shall be given to a member of the Society, and nominations will be solicited through the Society Magazine. The award shall consist of a certificate and honorarium to be set by the AdCom. The Awards and Fellows Committee will make the selection, subject to approval by the AdCom. The President will notify the candidate selected. The award will be presented at the annual symposium. If required, travel expenses to the symposium for the recipient and one guest shall be provided by the Society.

2.1.1.1.2 Chen-To Tai Distinguished Educator Award

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

2.1.1.1.3 John Kraus Antenna Award

This award, established by John D. Kraus, honors an individual or team that has made a significant advance in antenna technology. Preference is given to Society members. The prize is $1000, a plaque, and, if needed, up to $1000 for travel and lodging expenses to attend the annual symposium. If there is more than one awardee, the award will be shared equally. A committee of the Awards and Fellows Committee will make the selection, subject to approval by the AdCom. Funds for this award have been provided by John Kraus through the IEEE Foundation. The award will be presented at the awards banquet of the annual symposium. An award need not be given every year.
2.1.1.1.4 Donald G. Dudley Jr. Undergraduate Teaching Award

This award recognizes outstanding and original contributions to undergraduate education by an individual assistant professor or equivalent at an accredited institution of engineering education. The educator should be in the general area of electromagnetic education, including theory, analytical solutions, numerical methods, antennas and propagation, phenomena visualization and measurements. The award consists of a plaque, a monetary prize of $1000 and a voucher for $500 for professional books or educational aids. Mrs. Marge Dudley provided the initial funds for the award and the Antennas and Propagation Society will continue funding for the future.

2.1.1.1.5 Outstanding Service Award

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

2.1.1.1.6 Lot Shafai Mid-Career Distinguished Achievement Award

This award recognizes the past technical accomplishments and future potential of an outstanding woman of mid-career status in the field of antennas and propagation. Eligible nominees consists of women members of the IEEE, less than 41 years of age on December 31 preceding the year of nomination, whose prior technical accomplishments and future potential earmark them as current and future leaders in the field of antennas and propagation, as well as role models for future generations of women in the field. The award consists of a plaque and a monetary prize/honorarium of $1000. This award was proposed by the family of Lot Shafai, represented by his wife Joanne Therrien and his daughter Leili Shafai, with donated funds in the amount of $20,000, in honor and recognition of Prof. Lotfollah Shafai's receipt of the 2011 Killam Prize in Engineering, and in support of outstanding mid-career women engineers in the field of antennas and propagation.

2.1.1.2 Recommend candidates for Fellow grade.

The Committee shall, itself or through appropriate ad hoc arrangements, fulfill any review and evaluation duties referred to it by the IEEE Awards Board and IEEE Fellows Committee.

2.1.1.3 Select the papers for the three Society Paper Awards.

These awards include the Sergei A. Schelkunoff Transactions Prize Paper Award, the Harold A. Wheeler Applications Prize Paper Award, and the R. W. P. King Award for papers in the AP-S Transactions. Each of these awards has a $1000 honorarium. The Piergiorgio L. E. Uslenghi Prize Paper Award is presented for the best paper in the AP-S Antennas and Wireless Propagation Letters (AWPL) and the Edward E. Altschuler Prize Paper Award is awarded for the best contribution to the AP-S Magazine. Both of these awards also have a $1000 honorarium. The criteria for selection of recipients for these awards are provided in Section 7.6 of the Bylaws.

2.1.1.3.1 Procedure for Selection of the Society Paper Awards

The purpose of the awards is to stimulate the submission of high-quality papers, both basic and applied, for publication in the Transactions, the AWPL and the Magazine of the Society.
Upon publication of the final issue of each of these publications in each calendar year, a Society Awards Committee, established by the Awards and Fellows Committee Chair, may select papers for recognition and the corresponding awards. Society members may submit nominations for the paper awards; a period of 60 days from the publication date of the last Transactions, AWPL and Magazine of the year will be allowed for the nominations to be received. All papers published in the Transactions and AWPL of the Society during a calendar year are eligible for the award in the following year, except those authored by members of the Society Awards Committee at the time the papers are reviewed. Contributions to the APS Magazine made by authors of feature articles, column contributors or other authors are eligible for the Altschuler Prize Paper Award. The awards will be made on the basis of the technical contributions contained in the paper and any other criteria associated with the specific award (See Section 7.6 of the Bylaws for these criteria). The Committee decisions on the selections will be final. The President or the Chair of the Awards and Fellows Committee will notify the recipients of the awards. The presentation of the awards will be made at the awards banquet of the annual symposium.

2.2 Chapter Activities Committee

2.2.1 Committee Functions

The functions of the Chapter Activities Committee are to:

- Create and promote interest in the Sections for the formation of Chapters of the Society.
- Work with Chapters and Sections to provide plans and methods for promoting successful Chapter meetings.
- Assist in providing topics, media, or speakers for Chapter meetings.
- Insure the Chapters Handbook and Chapter Chair Reference Guide are periodically updated.

2.3 Constitution and Bylaws Committee

2.3.1 Committee Functions

The functions of the Constitution and Bylaws Committee are to:

- Advise the Officers and the AdCom on matters requiring consulting or interpretation of the Society's Constitution and Bylaws.
- Draft, present, and implement proposed changes to the Constitution and Bylaws.
- Periodically publish the Constitution and Bylaws in a suitable publication of the Society.
- Periodically review and organize the Operating Manual.
- Coordinate all Constitutional matters of mutual concern with the IEEE Board of Directors.

2.4 Distinguished Lecturer Committee

2.4.1 Committee Functions

The functions of the Distinguished Lecturer Committee are to:

- Select a number of people, eminent in the Society's field of interest, who agree to be available for a period of two or three years as Distinguished Lecturers to the Chapters.
Determine the topic for each lecture in consultation with the selected speaker.

- Insure that each active Chapter of the Society is entitled to request two Distinguished Lecturers per year according to policies established by the AdCom, with associated costs (travel, food, and accommodations but not salary) to be borne by the Society in accordance with budgetary guidelines established by the AdCom.

- Act as a focal point and a coordinator for all requests by a Chapter for a specific Distinguished Lecturer.

- Insure the adequate announcement of the Distinguished Lecturer Program in the AP-S Magazine and on the Society Website.

- Make periodic reports to the AdCom and in the AP-S Magazine, providing updates on the status of the program.

- Maintain the Distinguished Lecturer Program Handbook, which contains a summary of the policies and guidelines for the operation of the Distinguished Lecturer Program.

2.5 Education Committee

2.5.1 Committee Functions

The functions of the Education Committee are to:

- Compile significant technical and educational data of our profession as requested by the IEEE.

- Consider the republication of outstanding articles either research or education-oriented, in the form of special publications with the co-operation of the IEEE Press.

- Consider the recording of important lectures presented at symposia and other meetings.

- Compile handbook material, other than Standards in Antennas and Propagation, with the ultimate aim of revision, for the convenience of the members.

- Administer the Society’s student scholarships

2.6 Finance Committee

2.6.1 Committee Functions

The functions of the Finance Committee are to:

- Compile financial data, prepare the Society budget, provide inputs to the IEEE for budget purposes, analyze, and make appropriate recommendations to other committees and groups on such items as publication costs, meeting expenses, etc.

- Act as consultant and functional supervisor to treasurers of various meetings held by the Society.

- Make periodic reports to the AdCom on the financial status of the Society.

-Observe financial operations of the Society and take appropriate actions to see that money is spent or invested wisely and in the best interests of the Society.

2.7 Graduates of the Last Decade (GOLD)

The functions of this committee are to address the unique needs of recent graduates as they transition into professional activities. The committee holds a reception at each symposium to
introduce GOLD members to the AP-S community. The committee also serves as an avenue to foster opportunities for career advice and mentoring.

2.8 Institutional Listings Committee

2.8.1 Committee Functions

The functions of the Institutional Listings Committee are:

- Solicit and promote listings by firms and organizations associated with the field of interest of the Society.
- Provide guidance as to the content and format of such listings to ensure their acceptability for inclusion in appropriate Society publications.

2.9 Industrial Initiatives Committee

2.9.1 Committee Functions

The functions of the Industry Initiatives Committee are:

- Represent industrial community and promote its interests in AP-S activities
- Support local AP-S chapter activities through organizing annual symposia, talks from industry experts, and promoting local work force participation
- Organize special sessions and provide support to technical booths of interest to industry during the IEEE AP-S annual symposium and other similar conferences
- Support student paper contests in the AP-S symposium and other meetings by providing industry experts as judges
- Increase the visibility of industry members in AdCom and various committees of the Society
- Identify and nominate industry members for Fellow, technical field and AP-S awards.

2.10 Long-Range Planning Committee

2.10.1 Committee Functions

The functions of the Long-Range Planning Committee are to:

- Update and publish the Five Year Goals and Plans.
- Update and publish the One Year Goals and Plans.
- Identify any overlapping and complementary interest with other organizations.
- Consider possible organizational changes such as Society status, merger, etc.
- Identify and promote new or developing technical areas that should fall within the Society’s field of interest.
- Work with the Chair of the Past Presidents Council to identify issues for consideration at their meeting.
2.10.2 Committee Chair and Composition

The Chair of the committee will be a former Secretary, Treasurer or former President familiar with Society finances. The Chair will normally be appointed every three years by the then-current President. The committee will include the President-Elect and the junior past President as members.

2.11 Meetings Committee

2.11.1 Committee Function

The function of the Meetings Committee is to act as a liaison between the AdCom and the local organizing committees for the annual symposium and any other meetings that originate within the committee. Individuals and groups interested in organizing a meeting are referred to the Society’s Meetings Handbook available from the Society Secretary or the Society web site.

2.11.2 Committee Composition

The Meetings Committee shall consist of three Society members, one of whom will be designated as the Chair, and the Society Meetings Coordinator, all of whom are appointed by the President.

2.11.3 Joint Meetings Committee

The Meetings Committee will serve as the Society representatives to any Joint Meetings Committee, with the Society Meetings Coordinator serving as a voting member of any Joint Meetings Committee.

2.11.4 Procedure for Selection of Annual Symposium Sites

An Organizing Committee wishing to sponsor a symposium should contact the Meetings Committee (or the Joint Meetings Committee, if the symposium is to be co-sponsored by another organization) prior to proposal submission. The Organizing Committee should follow the procedure outlined in the Society’s Meetings Handbook in preparation of a sponsorship proposal. The Meetings Handbook also contains details on the operation and policies for the organization and execution of symposia, conferences, and topical meetings. The (Joint) Meetings Committee, after receiving formal proposals from prospective hosting organizing committees, will make a recommendation to the AdCom. In the instance where the proposed symposium is exclusively AP-S, the AP-S Meetings Committee shall make the recommendation to the AdCom. Typically sites for the annual symposia are determined between 4-7 years in advance.

2.10.5 Conference Management

Conferences will employ a conference management company to assist in negotiations with venues, assist in budgeting, track all income and expenses, and provide final financial report to the IEEE.

2.12 Membership Committee

2.12.1 Committee Functions

The functions of the Membership Committee are to:
• Supply information to the members and Sections on the Antennas and Propagation Society and advantages of membership in it.
• Provide promotional material to the members and Sections and plan membership drives.
• Act as liaison with the Section Chapter officers and members for the other staff committees.
• Make recommendations to the AdCom whether to accept a new society for affiliate membership.

2.13 Member Benefits Committee

2.13.1 Committee Functions

The functions of the Membership Benefits Committee are to identify possible benefits that the AP-S can offer to its members in addition to that offered by the IEEE.

2.14 Nomination Committee

2.14.1 Committee Duties

The duties of the Nomination Committee relative to the AdCom and the officers of the Society are detailed in Section 5 of the Bylaws. The Committee is responsible for preparing the initial list of candidates for the AdCom and President-Elect and validating that each potential candidate is an AP-S member. Nominees that are not AP-S members shall be deleted from the list. The duties of the Nomination Committee shall also include the submission of nominations for the office of Divisional Director to the Divisional Nomination Committee, and the annual solicitation of names of potential candidates to be considered by the IEEE Nominations and Appointments Committee for service on Institute Committees and Boards.

2.15 Past Presidents Council

2.15.1 Committee Functions

The functions of the Past Presidents Council are:
• To act as an advisory body to the officers of AdCom.
• To provide suggestions to AdCom through the Council chair.

2.15.2 Council Composition

The council shall be chaired by the immediate past President. Members shall consist of all the past Presidents, the current President and the current President-Elect. The chairs of the Long Range Planning Committee and the New Technology Committee shall be liaison members.

2.16 Publications Committee

2.16.1 Committee Function

The function of the Publications Committee is to:
• Supervise and otherwise arrange for the publication of the Society’s publications, endeavoring to produce high-quality publications of relevance to the Society and IEEE membership.
2.16.2 Committee Composition

The Publications Committee shall consist of a chair who has been a former Editor-in-Chief of a Society publication and the Editors-in-Chief of the Society’s publications (including the *Transactions*, the *Letters*, and the *Magazine*) and optionally the Editor for electronic publications who is appointed to the post by the President with the advice and consent of AdCom.

2.17 Standards Committees

2.17.1 Antenna Standards Committee

The Antenna Standards Committee shall be responsible for the preparation of IEEE standards publications such as definitions of terms and test procedures in the area of antennas in accordance with the Committee’s Operating Procedures and Policies Manual for Antenna Standards Development. The formation of *ad hoc* subcommittees, commissioned to write certain standards or define terms in specified areas under the auspices of the Antenna Standards Committee, is encouraged and recommended. The chairs of such *ad hoc* subcommittees shall be members of the Antenna Standards Committee.

2.17.2 Wave Propagation Standards Committee

The Wave Propagation Standards Committee shall be responsible for the preparation of IEEE standards publications, such as definitions of terms and test procedures in the area of wave propagation in accordance with the Committee’s Operating Procedures and Policies Manual for Wave Propagation Standards Development. The formation of *ad hoc* subcommittees commissioned to write certain standards or define terms in specified areas under the auspices of the Wave Propagation Standards Committee is encouraged and recommended. The chairs of such *ad hoc* subcommittees shall be members of the Wave Propagation Standards Committee.

2.17.3 Additional Responsibilities for Both Standards Committee Chairs

The Chair of the Antenna Standards Committee and the Chair of the Wave Propagation Standards Committee shall report directly to AdCom. One or both of these Chairs shall represent the Society at meetings of the IEEE Standards Committee. The chairs are also responsible for insuring Society compliance with all relevant requirements as listed in the IEEE Standards Association Operation Manual.

2.18 New Technology Directions Committee

2.18.1 Committee Functions

The functions of the New Technology Directions Committee are to:

- Identify new technology of relevance to the Society.
- Coordinate activities for presenting new technology of relevance to the Society membership, including special sessions at symposia, workshops, special *Transactions* issues, reprints, feature articles in the *Magazine*, and other means approved by the AdCom.
- Select topics for special sessions at the upcoming summer symposium in cooperation with the symposium local Technical Program Committee.
2.19 Technical Committee on Antenna Measurements

2.19.1 Committee Functions

The functions of the Technical Committee on Antenna Measurements are to:

- Investigate, evaluate and, where appropriate, disseminate information concerning antenna-measurement technology of interest to the Society.
- Serve as a resource on topics related to antenna measurements for the AdCom, for symposia steering committees, and for Editors-in-Chief of the Transactions, the Letters, and the Magazine.
- Coordinate antenna-measurement activities with other committees of the Society.
- Promote cooperation with other groups, including joint activities approved by the AdCom.

2.20 Transnational Committee

The functions of this committee are to promote the international character of the Society, to promote and facilitate the Society on an international level, and to address issues and concerns from members around the world. The committee will solicit perceptions and suggestions from the wider membership throughout the world, and will interact with the AdCOm to address suggestions and concerns of the membership.

Section 3 – Special or ad hoc Committees

3.1 ad hoc Committee for Society Review (Recurring)

The IEEE Technical Activities Board reviews each Society’s activities and periodicals every five (5) years. The President and AdCom should organize an ad hoc committee at least one year prior to the announced date of the review to support the President (for the Society review) and the Editors-in-Chief of the publications (for the periodicals reviews) in collecting, organizing, and presenting the required materials for the reviews.

Section 4 – Travel Policy

4.1 Policy General Guidelines

Travel reimbursement for Society travel will conform to the IEEE polices. In addition, the Society will reimburse all reasonable travel expenses associated with travel approved by the Society. Travelers shall submit a current-year IEEE Expense Report (which can be obtained from the AP-S Treasurer) to the Treasurer within a reasonable time with all required receipts and supporting documentation.

The daily meal reimbursement limits will be $15 for breakfast, $25 for lunch and $25 for dinner and won’t require receipts when within these limits. Travelers wishing to claim actual meal expenses above these limits are required to submit receipts with the Expense Report according to IEEE Travel Policy.
Travelers combining Society business with other travel (business or personal) shall coordinate such travel with the AP-S Treasurer in advance to determine the appropriate division of expenses.

4.2 Expense Limits for AP-S Travel

Travel to AdCom meetings other than at the annual AP-S Symposium will be reimbursed up to a limit of $1000 for members in IEEE Regions 1-7 and up to a limit of $2000 for members in Regions 8-10. Amounts above these limits shall be approved by the AP-S President.

Travel by AP-S appointed representatives to various IEEE Councils or Committees shall be in accordance with the above limits: travel from IEEE Regions 1-7 to other Regions shall be limited to $2000 per trip, while travel within Regions 1-7 shall be limited to $1000 per trip.

4.3 Expense Limits for Distinguished Lecturer Travel

Travel reimbursement policies for Distinguished Lecturers shall be subject to limits as set in the current Distinguished Lecturer Program Handbook.