



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

Antennas and Propagation Society

Bylaws





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Section 1 – Purpose

1.1 Purpose of Bylaws

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

Section 2 – Detailed Field of Interest

2.1 General Information

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

2.2 Electromagnetics

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

2.3 Antennas

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

2.4 Propagation

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

2.5 Related Electromagnetic Measurements

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



2.6 Education

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

Section 3 – Membership

3.1 General Membership

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

3.2 Affiliates

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

3.3 Students

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

Section 4 – Administrative Committee

4.1 Administrative Committee

Article IV, Section 1 of the Constitution provides that an Administrative Committee, hereafter called the AdCom, will manage the activities of the Society. Article IV, Section 1 also provides that the AdCom shall consist of the presiding President, the President-Elect, twelve elected members, and the four most-junior past Presidents.

4.2 *Ex-officio* Members of the AdCom

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

4.3 Meeting Frequency

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



4.4 Meeting Notice

No AdCom meetings shall be held for the purpose of transacting business unless each member shall have been sent notice of the time and place of such meeting 20 days prior to the scheduled date of the meeting, including meetings held by electronic means.

4.5 Meeting Procedure

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

4.6 Quorum

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

4.7 Meetings with Less than a Quorum

If less than a quorum attends a duly called meeting, tentative actions may be taken which will become effective upon subsequent ratification either at a meeting or through other approved means of communication by a sufficient number of AdCom members as to constitute a majority. Minutes of such meetings shall be communicated by the Secretary-Treasurer to each AdCom member, who may register disapproval of any actions taken at such meetings within 10 days after receiving said minutes or the member shall be deemed to have ratified the same.

4.8 Majority Voting

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

4.9 Executive Session

An executive session of the AdCom may be convened through a motion of any voting member of the AdCom. The executive session is defined as a meeting where only voting members of the AdCom are present.

4.10 Duties and Responsibilities of Officers

4.10.1 President

The President, under direction of the AdCom, shall have general supervision of the affairs of the Society. He/she shall preside at meetings of the AdCom, at general meetings of the Society, and have such other powers and perform such other duties as may be provided in these Bylaws, or as may be delegated to him/her by vote of the AdCom. The President shall supervise the affairs of the Society, shall organize standing committees, and shall speak for the Society on all matters not specifically delegated to others. The President shall be an *ex-officio* member of all Commit-



tees of the Society. The President shall have the prerogative to approve technical co-sponsorship of conferences and meetings. The President is a member of the IEEE Technical Activities Board (TAB). When notified of a meeting of the TAB, the President shall insure representation of the Society at such meeting personally or by an alternate (usually the President-Elect). If an alternate cannot be found, the President shall present the views of the Society in a letter of proxy.

4.10.2 President-Elect

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

4.10.3 Secretary-Treasurer

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

4.11 Establishment of Subcommittees

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

4.12 Remotely Conducted AdCom Business

The business of the AdCom may be handled by correspondence, telephone, facsimile, express delivery service, or electronic means in accordance with IEEE policy when, in the opinion of the President, matters requiring action can be adequately handled in this manner. A majority of the legal votes of the AdCom is necessary for approval of actions handled in this manner, unless otherwise provided or if all persons participating in the meeting can hear each other at the same time, in which case normal majority voting requirements apply. Telephone acts are to be promptly confirmed in writing, via first-class mail, express delivery service, or electronic means in accordance with IEEE policy. The Secretary-Treasurer shall prepare minutes of any remotely conducted business including a record of individual member votes.

4.13 Vacancies

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



4.14 Truancy

In order to ensure a continuously active AdCom, elected members who miss three consecutive meetings of the AdCom will be dropped from AdCom membership, in the absence of extenuating circumstances. Such circumstances shall be determined by the President with the consent of the remaining members of the AdCom. Any vacancies caused by this process shall be filled in accord with Section 4.13 of these Bylaws.

Section 5 – Elections

5.1 Elections

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

5.2 Nomination Committee for Elected Society Positions

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

5.3 Nomination Slate Preparation

5.3.1 Timing

Prior to the Annual Meeting each year, the Chair of the Nomination Committee shall solicit recommendations for nominations for the office of President-Elect and elected members of the AdCom. Recommendations will be solicited from AdCom members, Chapter chairs, and chairs of all subgroups and standing committees. The Nomination Committee shall prepare a slate of nominees for President-Elect and elected-member vacancies of the AdCom for presentation at the Annual Meeting.

5.3.2 Nomination by Petition

For each elective office of the Society, individual voting members eligible to vote in such election may nominate candidates either by a written petition or by majority vote at a nomination meeting of the AdCom, provided such nominations are made at least 28 days before the date of election. For a member to be nominated by petition for an elective office, signatures of 2 percent of Society members as listed in the official IEEE membership records at the end of the year preceding the election will be required. Signatures can be submitted electronically through the official IEEE society annual election website, or by signing and mailing a paper petition. The name of each member signing the paper petition shall be clearly printed or typed. For identification



purposes of signatures on paper petitions, membership numbers or addresses as listed in the official IEEE membership records shall be included. Only signatures submitted electronically through the IEEE society annual elections website or original signatures on paper petitions shall be accepted. Facsimiles, or other copies of the original signature, shall not be accepted. Completed petitions, one nomination only per petition, should be forwarded to the Chair of the Nomination Committee, along with a written statement confirming the nominee(s) willingness to serve at or before the Annual Meeting of the year of the election. The number of nominations by petition for AdCom positions shall not exceed eight and the number of nominations by petition for President-Elect shall not exceed two. Acceptance of nominations by petition is limited to the first eight received for AdCom positions and the first two received for the office of President-Elect. AdCom and President-Elect candidates nominated by petition will be so designated on the ballot.

5.3.3 Considerations in Representation

In the preparation of the slate of nominees and in the selection of final AdCom candidates, consideration shall be given to geographical representation, technical interests, and professional affiliation.

5.3.4 Presentation of Slate to AdCom

A list of all suggested President-Elect and AdCom candidates, including any qualified members nominated by petition, shall be submitted to the AdCom members at the Annual Meeting in Executive Session.

5.4 Determination of Final Candidate Slate

5.4.1 Announcement of Candidates Nominated by Petition

At a meeting of the AdCom in Executive Session to be held in conjunction with the Annual Meeting or via mail or electronic means in accordance with IEEE policy, the Chair of the Nomination Committee will announce to the AdCom those nominated for President-Elect and the AdCom by petition.

5.4.2 Announcement of Candidates Nominated by the Nomination Committee

At the same time as the Announcement detailed in Section 5.3.1 of the Bylaws, the Chair of the Nomination Committee will present for AdCom approval a list of candidates for President-Elect and at least 16 candidates, ranked in order of preference of the Nomination Committee, for nomination as candidates for AdCom membership. The AdCom, at its discretion, may reorder the ranking of nomination list in Executive Session by majority vote.

5.4.3 Approval of President-Elect and AdCom Candidate List

The approval of the President-Elect and AdCom candidate list requires approval of a majority of AdCom members present at the meeting or a simple majority of all voting AdCom members if the approval is conducted by mail or electronic means in accordance with IEEE policy.



5.4.4 Solicitation of President-Elect and AdCom Candidates

Once a list has been approved, the Nomination Committee will take the highest-ranking candidates for President-Elect and 16 highest-ranking candidates for election to the AdCom and, starting with the individuals with the highest ranks, will solicit each candidate to determine whether or not he/she wishes to accept the nomination. The slate for AdCom positions is full when eight candidates from the list have agreed to stand in the election.

5.5 Ballot Specification

The AdCom will instruct IEEE Headquarters to mail out a ballot that contains the following:

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

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

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

5.7 Election of Honorary Life Members of the AdCom

5.7.1 Qualifications for Nomination for Honorary Life Member of the AdCom

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

He/she shall have:

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

5.7.2 Nomination Procedure

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

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

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



5.7.4 Payment of Society Fees

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

Section 6 – Chapters

6.1 Definition and Governance

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



Section 7 – Publications

7.1 General Society Responsibilities

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

7.2 Editors-in-Chief for Publications

7.2.1 Editor-in-Chief for IEEE Transactions on Antennas and Propagation

The *IEEE Transactions on Antennas and Propagation* will hereinafter be called the *Transactions*.

7.2.1.1 Nomination and Selection Procedure

A subcommittee composed of the immediate past President, the President, and the President-Elect, in strong consultation with the Publications Committee (Section 2.13 of Operating Manual) and the outgoing Editor-in-Chief, shall prepare a list of suitable nominees for this Editorship. The individuals on the list will be presented to AdCom in Executive Session and then ranked. The President will solicit the individuals in rank order on the list for the Editorship. The President shall appoint, with approval from the AdCom, the highest-ranked individual who agrees to accept the responsibility.

7.2.1.2 Term of Service

The *Transactions* Editor-in-Chief shall serve for a three-year term and may be reappointed by the President, with the advice and consent of AdCom, for a second term of three years or less.

7.2.1.3 *Ex-officio* Membership in AdCom

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

7.2.1.4 Compensation

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

7.2.2 Editors-in-Chief for Other Publications

The President, with the advice and consent of the AdCom, shall appoint the Editors-in-Chief for all other publications, including any Society-related electronic media.



7.2.3 Duties of Editors-in-Chief

7.2.3.1 Publication Program

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

7.2.3.2 Designation of Supporting Positions

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

7.2.3.3 Budgetary Responsibilities

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

7.3 Society Paper Awards Criteria

7.3.1 Sergei A. Schelkunoff *Transactions* Prize Paper Award

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

7.3.2 Harold A. Wheeler Applications Prize Paper Award

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

7.3.3 R. W. P. King Award

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



also eligible for consideration for the other two Society Paper Awards if otherwise qualified. The Professor Ronold W. P. King Education Fund originally provided funds for this award.

7.3.4 Award Approval Process

The Awards Committee will select a list of awardees for the Society Paper Awards.

Section 8 – Society Funds

8.1 Raising Funds

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

8.2 Annual Fee Determination

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

8.3 Fiscal Affairs Responsibilities

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

8.4 Procedure for Opening Symposium or Conference Accounts

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

Section 9 – Standing Committees

9.1 Presidential Responsibilities in Organizing Standing Committees

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

9.2 Appointment Procedure

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



will be selected from the previous membership of the committee involved with the advice and recommendation of the retiring chair.

9.3 Origination and Terms of Standing Committee Members

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

9.4 List of Standing Committees

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

- Awards and Fellows Committee
- Chapter Activities Committee
- Constitution and Bylaws Committee
- Distinguished Lecturer Committee
- Education Committee
- Finance Committee
- Institutional Listings Committee
- Long-Range Planning Committee
- Meetings Committee
- Membership Committee
- Nomination Committee
- Past Presidents Council
- Publications Committee
- Standards Committees (2)
- Technical Committee on Advanced Technology
- Technical Committee on Antenna Measurements

Descriptions of the responsibilities of each of these committees can be found in Section 2 of the Society Operating Manual.

9.5 Special or *ad hoc* Committees

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



Section 10 – Symposium

10.1 Annual Symposium

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