Section 1 Officer and Program Director Roles & Responsibilities

President
The President is responsible for the oversight of all activities of the Electronics Packaging Society, including but not limited to, awards, conferences, finances, membership, publications, technology, strategic and long-range planning, etc. The President is responsible for enforcing the Society’s Constitution, Bylaws, and Policies, and ensuring that the Society is compliant with IEEE’s Constitution, Bylaws, and Policies. The President is a member of the IEEE Technical Activities Board (TAB) and represents the Society’s point of view. The President is responsible for bringing IEEE and TAB issues that affect the Society’s operations to the Board of Governors’ attention. The President acts as an ambassador for and representative of the Society at IEEE meetings and meetings of other organizations.

The President chairs the Society’s Board of Governors. The President is an ex-officio, voting member on all Society Committees. To qualify for nomination the candidate for President shall have been at some time an elected Member-at-Large or Vice President.

The President is responsible for making nominations and appointments with the advice and consent of the cognizant Vice President and/or the Board of Governors as defined in the EPS Bylaws. The President is appointed for a two-year term and may be reappointed for a second consecutive term.

President-Elect
The President Elect shall be appointed prior to the last year of the residing President's term, and shall serve a one-year term concurrent with the last year of the residing Presidents term. The President Elect shall support the Society and presiding President’s goals and develop strategic plans to implement during his or her Presidency. The President Elect shall represent the Society and the EPS President at IEEE meetings or meetings of other organizations as requested by the President or by the Society’s Board of Governors. The President-Elect shall monitor the status of any ad hoc committees formed under the Society Board of Governors.
Vice President, Conferences
The Vice President, Conferences is responsible for the oversight of the Society conferences and technical meetings activities, recommending and implementing strategies, policies and practices to help ensure the financial health and technical coverage of the Society’s conferences and technical meetings portfolio.

VP (Conferences) responsibilities include, but are not limited to, monitoring conference life-cycle for all conferences; identifying and addressing issues; managing proposals for new conference sponsorship; managing proposals for ending conference sponsorships; accessing and reviewing data from IEEE MCE; and updating the conference organizer’s handbook and the conferences website when required.

Vice President, Education
The Vice President, Education is responsible for the oversight of the Society’s educational activities, recommending and implementing strategies, policies and practices to help ensure the financial health, technical coverage and compliance with the educational standards of the Society. These responsibilities include, but are not limited to, the oversight of Society webinars, Distinguished Lecturer’s programs and expanding educational opportunities for professional and student members.

Vice President, Finance
The Vice President, Finance is responsible for the preparation and forecasting of Society budgets as well as monitoring of the Society’s expenses, surpluses, and investments. The Vice President-Finance provides guidance to the Society Board of Governors on matters concerning finances, including the Society’s membership fee, annual budget and discretionary expenses.

Vice President, Publications
The Vice President, Publications is responsible for the oversight of Society’s Transactions and other publication activities, recommending and implementing strategies, policies and practices to help ensure the financial health, technical coverage and compliance with scholarly publication standards of the Society’s publications. These responsibilities include, but are not limited to recruiting and recommending Editors-in-Chief for appointment; managing activities of the Editors-in-Chief; oversight of publication matters; identifying and addressing issues; overseeing the selection and presentation of the Transactions Best Paper Awards. The Vice President Publications also serves as the Managing EIC of the transactions.

Vice President, Technology
The Vice President, Technology is responsible for the oversight and coordination of the Society’s Technical Committees and technical activities of the Society, recommending and implementing strategies, policies and practices to help ensure the technical coverage with the Society’s Field of Interest. These responsibilities include, but are not limited to monitoring and analyzing technology trends, proposing the establishment or termination of Technical Committees, recommending Committee Chairs for appointment, ensuring two-way communication between the Technical Committees and the Board of Governors.

Vice President, Membership
The Vice President, Membership is responsible for the oversight and management of the Society’s membership activities focusing on membership promotion, recruitment, and retention and grade elevation. These responsibilities include, but are not limited to monitoring and analyzing trends, evaluating and modifying existing programs, implementing new programs, with special emphasis on Students, Young Professionals, and Women members.

Vice Presidents are appointed for a two-year term, usually coincident with the term of the President. There is no restriction to being reappointed to the same Vice President position for multiple consecutive terms.
Program Director, Awards Programs
The Program Director, Awards Programs is responsible for the oversight and management of the Society’s awards activities, focusing on the Major Awards, Regional Contribution Awards, ECTC Volunteer Award, ECTC Student Travel Awards, and Undergraduate and Graduate Fellowships. These responsibilities include, but are not limited to coordinating the annual awards solicitation, nomination and selection processes; proposing the establishment of new awards; proposing modifications of existing awards.

Program Director, Chapter Programs
The Program Director, Chapter Programs is responsible for the oversight and management of the Society’s chapter activities, primarily in Regions 1-7, 9 and to be a liaison on behalf of the Society for the chapters within this region. These responsibilities include chairing chapter meetings to promote technical liaison, membership development and conference organization. Promote and foster local activities (such as conferences, meetings, social networking); encourage new chapter development with the support of the Regional Directors; foster nominations for Chapters for the “Chapter of the Year Awards”; represent their regions to the core of EPS; offer advice to improve membership relations, guide and work with their corresponding chapters to serve their members, as appropriate.

Program Director, Region 8 Programs
The Program Director, Region 8 Programs is responsible for the oversight and management of the Society’s chapter activities in Region 8, and to be a liaison on behalf of the Society for the chapters within this region. These responsibilities include chairing chapter meetings to promote technical liaison, membership development and conference organization. Promote and foster local activities (such as conferences, meetings, social networking); encourage new chapter development with the support of the Regional Directors; foster nominations for Chapters for the “Chapter of the Year Awards”; represent their regions to the core of EPS; offer advice to improve membership relations, guide and work with their corresponding chapters to serve their members, as appropriate.

Program Director, Region 10 Programs
The Program Director, Region 10 Programs is responsible for the oversight and management of the Society’s chapter activities in Region 10, and to be a liaison on behalf of the Society for the chapters within this region. These responsibilities include chairing chapter meetings to promote technical liaison, membership development and conference organization. Promote and foster local activities (such as conferences, meetings, social networking); encourage new chapter development with the support of the Regional Directors; foster nominations for Chapters for the “Chapter of the Year Awards”; represent their regions to the core of EPS; offer advice to improve membership relations, guide and work with their corresponding chapters to serve their members, as appropriate.

Program Director – Industry Programs
The Program Director – Industry Programs is responsible for to identify value/benefit/services to attract/retain industrial members, establish high level relationship with entities in the EPS related ecosystem: corporations, research institutes, and government institutions in advancement of the science and technology related EPS field of interest.

Awareness of the “Chapter Chairs’ Reference Guide”: This is a very in-depth document that details how to establish and maintain an active EPS Chapter. All requirements, tools, expectations etc. can be found in this document and will service as a guide that can assist a Chapter Officer in his Chapter role. It explains the responsibilities as a Chapter Officer, and provides guidelines for the conduct of business and activities. The actual document is located at the URL below: https://www.ieeeaps.org/images/aps-pdf/Chapters/ccrefguide.pdf
The Program Director has oversight responsibility for the Heterogeneous Integration Roadmap (HIR) within EPS, and to promote HIR for the interest and benefit of the EPS profession and in the advancement of, but not limited to, the EPS field of interest and related industry.

**Program Director – Student Programs**

The Program Director-Student Programs is to identify value/benefit/services to Student members and recommend policy/mechanism for recruiting Student members.

Program Directors are appointed for a two-year term, usually coincident with the term of the President. There is no restriction to being reappointed to the same Director position for multiple consecutive terms.

**Members-at-Large**

Members-at-Large are directly elected by the Society’s membership to represent the member viewpoint in Board of Governors decision-making. Members-at-Large typically review, discuss, and act upon a wide range of items affecting the actions, activities and health of the Society. Members-at-Large are elected for a three-year term and may be re-elected to a second consecutive term. After serving two consecutive terms, a Member-at-Large may be re-elected after a one-year absence from the position. The geographic composition of BoG Members-At-Large will reflect the geographic composition of Society membership.

There are three voting categories for BoG members: (1) Complete voting privileges on any issue before BoG. These privileges belong to all Members-at-Large, the President, Vice Presidents, and the Senior and Junior Past Presidents. (2) Limited voting privileges. These votes are not considered in Constitution or Bylaw issues, Officer appointments, creation or filling of vacancies in Member-at-Large positions, Society budgets and consent decisions to adding ex-officio or appointed members with limited vote. These privileges are assigned to Program Directors who are not Members-at-Large and, with approval of the BoG, to special appointees. (3) No voting privileges.

**Eligibility:**

All members of the Board of Governors must be a member of the Society at the time of nomination and during their term of office.

**Section 2 Committees**

**Operating Committee:**

The President, President Elect, Vice Presidents, Junior and Senior Past Presidents, and Program Directors shall constitute an Operating Committee of the BoG, empowered to conduct such Society business as must be transacted between BoG meetings.

If a vote needs to be done in between face-to-face BoG meetings, an electronic ballot will be done, under the following principles.

**Quorum**

A quorum of the BoG shall consist of a majority of the total BoG members with complete voting privileges and include at least 50% of the elected Members-At-Large.

The presiding officer of the BoG shall have no vote on the BoG except if the vote is by secret ballot or unless his/her vote can change the outcome of the vote.

**Actions of Board of Governors and Committees thereof**

a. A majority vote of those members with voting privileges (either complete or limited, attending) a meeting in which a quorum is present, shall be necessary for the approval of actions except as otherwise provided in the Bylaws. If the issue requires a decision by individuals with complete voting privileges only, then only a majority vote of attendees with these privileges is needed, unless otherwise provided in the bylaws.
b. The BoG or any committee thereof may meet and act upon the vote of its members by any means of telecommunication. The normal voting requirements shall apply when action is taken by means of telecommunications equipment allowing all persons participating in the meeting to hear each other at the same time.

c. The BoG or any committee thereof may take action without a meeting if applicable (e.g., e-mail voting). An affirmative vote of a majority of all the voting members of the BOG or any committee thereof shall be required to approve the action.

Limited voting privileges. These votes are not considered in Constitution or Bylaw issues, Officer appointments, creation or filling of vacancies in Member-at-Large positions, Society budgets and consent decisions to adding ex-officio or appointed members with limited vote. These privileges are assigned to Program Directors who are not Members-at-Large and, with approval of the BoG, to special appointees.

Technical Committees:
Technical Committees (TCs) in specific technical areas shall be established by the BoG, with scopes to be approved by the BoG. The Chair of each TC shall be appointed by the President with the advice and consent of the VP, Technology and the BoG. The TC Chairs shall be ex-officio members of the BoG with no voting privileges. The terms of office of the TC Chair and members shall be two years, or until a successor is appointed and takes office, unless a different term of office is designated by the BoG.

Once a technical committee is formed, it must be active in the Society’s conferences (reviewing, submission, administration); organize special sessions in conferences; include a special section in Transactions if needed; organize at least one meeting a year in one of the Society’s conferences. If the committee reports no or not enough technical activities to the VP of Technical Activities, it can be dissolved or merged with another technical committee on the proposal of the VP Technology with consent from the BoG. The Technical Committees Chairs are also consulted for endorsement of Distinguished Lecturer candidates.

Nominations Committee:
Composition:
The Chair of the Nominations Committee shall be the Junior Past President of the Society. In the event of the incapacity or conflict of interest of the Chair, the most recent Past Chair of the Nominations Committee available shall be the Chair of the Nominations Committee. With extenuating circumstances, a different individual may be appointed to this position.

The Nominations Committee Chair shall not be eligible to be elected to the BoG during their term of service. At least two-thirds of the voting members of the Nominations Committee shall be elected or appointed by the BoG. A member of the Nominations Committee may be nominated and run for a position for which such member’s respective Nominations Committee is responsible for making nominations only on the following conditions: (i) the nomination is not made by a member of the same Nominations Committee and (ii) the member resigns from the Nominations Committee prior to its first meeting of the year in which the nomination shall be made.

There is no minimum or maximum number of members on the committee but there should be appropriate representation among the members including region, gender, academic and industry. The term limit for committee members is 4 years. New committee members are nominated and appointed every two years for 50% of the committee.

Eligibility:
Nomination committee members must be an EPS member. Previous or current Board experience in EPS or other societies is highly preferred although not required.

Fellows Evaluation Committee:
Purpose
The goal of the EPS Fellows Evaluation Committee is to provide IEEE Judges with a critical technical evaluation and an assessment of the degree of qualification of Nominees referred to by the Nominator. The Committee shall perform this evaluation by completing an Evaluation Form for each referred Nominee and then forwarding it to the IEEE Fellows Committee.

Entire Fellow Evaluating Committee must be appointed by January 31
- Chair shall be appointed by the AdCom Board of Governors upon recommendation of the President
- One or more Vice-Chairs shall also be appointed by the AdCom Board of Governors upon recommendation of the President
- Roster shall be publicly available on the EPS web site

In accordance with IEEE Bylaw I-305.6, no member of the Board of Directors, the IEEE Fellow Committee (IEEE FC), the Society/Technical Council (S/TC) Fellow Evaluating Committee reviewing the Nomination, or the staff shall act as Nominator, Reference, or Endorser for any Fellow Nominee.

Terms
- Unless otherwise stated, terms are to be intended to be one-year terms
- Chairs shall not serve for more than two consecutive terms
- Chairs may serve as Evaluators for one additional year, immediately after having served as Chairs
- Evaluators and Vice-Chairs (if any) shall not serve for more than three consecutive years
- Members shall not serve for more than 5 consecutive years, regardless of position
- Stagger terms of Evaluators with about one-third new members each year
- Term-limit waivers must be approved by IEEE Fellow Committee Chair and Vice-Chair

Process
- Chair and Vice-Chair must attend the Fellow orientation session
- Chair assigns Evaluators to each Nominee
- Chair shall NOT perform Evaluations nor score Nominees
- Chair will solicit approval of Evaluations by the entire FEC
- Chair submits, “as is”, what is approved by entire FEC
- The number of required number of References has been set to at least three but not more than five

The Fellow Manual takes precedence over the Society governing documents for matters related to the Fellow Nomination and Evaluation processes

Additional Resources:
How to write an Effective Nomination
Society Fellow Evaluating Handbook

ECTC Steering Committee
Purpose:
To bring together ECTC Executive Committee and EPS BoG to ensure strong ties and to provide long-term stability and infrastructure in support of Executive Committee.

Responsibilities of Steering Committee: Approval of budget; Approval of Vice General Chair and Finance Chair; Approval of sites; Approval of Contracts $25k and over; Review of selected service providers.

Membership of Steering Committee:
EPS President, EPS Vice President – Conferences, EPS Executive Director, Three ECTC former General Chairs (appointed by EPS President) President’s appointment: prior consultation with BOG and ratification by BOG,
Member-at-Large (appointed by EPS President) President’s appointment: prior consultation with BOG and ratification by BOG

The steering committee is to meet quarterly (at ECTC; at ECTC Paper Selection Meeting; twice via conference call).

ECTC input and updates will be provided by ECTC Executive Committee member(s)

ECTC Assets Owned by EPS: ECTC Name, ECTC Logo/Trademark, Copyright of papers/proceedings, Mailing/Attendee Lists, Abstract/Paper processing Software, Registration Software

Section 3 Awards

The society may establish awards to recognize members and individuals for technical achievements, service to the society and other contributions to the technical community within the society field of interest upon approval of the BoG. All new awards and revisions to existing awards shall be sent to TAB for approval. A board or committee cannot nominate one of its members for the award. However, a member of a board or committee can be nominated by another board or committee.

The highest award honoring technical achievement in EPS fields of interest is the IEEE Electronics Packaging Award -- an IEEE Technical Field Award, sponsored by the EPS and administered by the IEEE Awards Board.

The EPS Awards Committee administers a series of EPS Major Awards, recognizing technical contributions and service. A recipient of any EPS Major Award will be eligible for nomination for another EPS Major Award after two award cycles have passed. (i.e., Recipient of XX Award in 2015 becomes eligible for nomination for YY Award in 2018). Past recipients of an award are not eligible to receive that same award.

Guidelines for Nominators:

- An individual may submit only one nomination per award but may submit nominations for more than one award.
- An individual may submit only one endorsement per award but may submit endorsement for more than one award.
- It is the responsibility of the nominator to ensure quality documentation to assist the Awards Committee in evaluating the candidate.
- Outstanding Sustained Technical Contribution Award is designed for the “practitioner”, while the Electronics Manufacturing Technology Award intended for “Corporate Leadership”.
- Complimentary material, such as CV, list of publications and/or patents should be submitted separate from the award nomination.
- Self-nominations will not be considered.

Outstanding Sustained Technical Contribution Award recognizes outstanding sustained and continuing contributions to the technology in fields encompassed by the EPS. The prize shall be $3,000, and a certificate, and shall be presented at the Society’s Awards Luncheon, normally held during ECTC. Technical contributions must be sustained and continuing over a period of at least 15 and preferably 20. One major contribution will not qualify. Must be documented by open literature publications such as papers, patents, books and reports (available to the public). The recipient must have been a member of IEEE and EPS for at least the past three years and renewed for the year of the Award.

Electronics Manufacturing Technology Award recognizes major contributions to Electronic Manufacturing Technology in fields encompassed by the EPS. The prize shall be $3,000, and a certificate, and shall be presented at the Society’s Awards Luncheon, normally held during ECTC. Contributions may include technical development of, or management (directing) of major new electronic manufacturing processes; significantly increasing yield and/or reliability of established manufacturing processes, etc. Contributions must be sustained and continuing over a period of at least 15
and preferably 20 years. Work in the management of EPS conferences or its BoG may be contributory but not sufficient to receive the award. The recipient does not need to be a member of IEEE or EPS in IEEE or the EPS is not required.

**David Feldman Outstanding Contribution Award** recognizes outstanding contributions to the fields encompassed by the EPS through executive or managerial directions. The prize shall be $2,500 and a certificate, and shall be presented at the Society’s Awards Luncheon, normally held during ECTC. Contributions to the organization or enterprises connected with the field, to EPS Chapter, Section or Board of Governors activities, and to the fields encompassed by the EPS. Recipient must have been a member of IEEE and EPS for the past five (5) years and renewed for the year of the award.

**Exceptional Technical Achievement Award** recognizes an individual, or group of individuals (no more than three), for exceptional technical achievement in the fields encompassed by the EPS. The prize shall be $2,500 and a certificate, and shall be presented at the Society’s Awards Luncheon, normally held during ECTC. Technical contributions of the nominee(s) must be such that they are considered exceptional, not achieved by most members. A single major contribution will qualify for this award. The contribution could be a significant invention, introduction of a significantly new and important technology or product (in which case, the nominee may be a team leader), or significant work that advances the state-of-the-art in EPS’s field of interest. The technical contributions must be documented by open literature publications such as papers, patents, books, and reports (available to the public). Technical recognition and awards from the organization employing the individual as well as awards from other IEEE and non-IEEE technical societies may also be contributory. Recipient(s) must have been a member of IEEE and EPS for at least the past three years and renewed for the year of the Award.

**Outstanding Young Engineer Award** recognizes outstanding contributions to the fields encompassed by the EPS through invention, technical development, publications, or new product implementation. The prize shall be $1,500 and a certificate, and shall be presented at the Society’s Awards Luncheon, normally held during ECTC. Technical contributions through patent invention, contributions to technology or product development within the EPS Field of Interest. May encompass management (directing) of significant new product introduction or implementation of major new electronic manufacturing processes; significantly increasing yield and/or reliability of established manufacturing processes. Contributions to the Society, through the BoG, Conferences, Chapters, etc., will also be considered. Proof of contributions may consist of open literature publications (preferred) such as papers, patents, books, and reports (available to the public). At least three (3) letters from peers and management at the nominee’s place of employment attesting to the accomplishment(s) can be accepted in lieu of publications. The recipient must be a current member of IEEE and EP, and have been a member of IEEE and EPS for at least the past three years and renewed for the year of the Award. Recipient must be less than 35 years of age on 31 December of the year before the award year.

**Regional Contributions Award** recognizes significant and outstanding leadership and contributions to the growth and impact of EPS programs and activities at the Region level. Maximum of one award annually from each Region/Groups of Regions (three awards): Regions 1-7 & 9; Region 8; and Region 10. The prize shall be $1,000 and a certificate, and shall be presented at the Society’s Awards Luncheon, normally held during ECTC. Demonstrated service and leadership in areas that may include but are not limited to Chapter activities, Conference/Workshop activities, Membership Development, Student Programs and Technical Activities. The respective EPS Regional Advisory Committees will receive nominations, evaluate candidates, select a candidate(s), and present candidate(s) to EPS Awards Committee for review and approval. The recipient must be a member of IEEE and EPS for at least the past three years and renewed for the year of the Award.

a. The awards nomination process shall be managed by the Awards Committee, with oversight provided by the Program Director – Award Programs

b. The nomination cycle shall open September 15 and close January 21, annually. The award nomination forms can be found on the Awards website.

c. The Program Director – Awards Programs shall make an open call for nominations reaching all Society members. Nominations will also be solicited from specific committees of the Society, as well as Chapters.

d. Self-nominations are not accepted or considered for any award.
e. A minimum for three endorsements are required, except for the Regional Contribution Awards, which require two.
f. Multiple recipients are not allowed, except for the Exceptional Technical Achievement Award

The Major award committee is appointed by the EPS Awards Program Director and should include industry and university members as well as a representative from the various regions. Once the award nominations are received, the committee rates the candidates individually against the award relevance and then against each other. If no candidates meet the award requirements, no award is given. More latitude is given in the Regional Award selection. The region directors select the committee members and solicit nominations within their respective region.

The ECTC Volunteer award is given to individuals who volunteer 10 or 25 years at one of the ECTC committees, as listed in the ECTC Program. EPS membership is not required for this award. The ECTC Volunteer award consists of a Plaque given at ECTC.

The ECTC Student travel award selection covers 8 students travel to the ECTC. There are two selection processes. First the highest student rated abstracts from accepted papers are selected (~20), then a selection committee assesses the highest rated 2 to 3 pages extended abstract from the initial selection. A certificate is presented at the conference and travel reimbursement is provided upon presentation of receipts. Costs that are directly tied to ECTC attendance are reimbursable (hotel, airfare, meals, etc.) up to the limits of $1300US for students at US institutions and $2100US for students at non-US institutions.

Eligibility: The competition is open to all full-time graduate students enrolled at an accredited institution in a program of study within the scope of ECTC. The student must be listed as the primary author on the abstract. A maximum of two authors (one per paper) from any one institution will receive a travel grant.

Two additional travel grants are provided to cover travel costs for students from under-represented areas (geographic locations where there is no EPS participation/membership and/or do not submit papers to the ECTC). Funding available is up to US$3,000 per student. Up to 2 students with accepted ECTC papers from Latino-America, Region 9, will be given a travel award.

PhD Fellowship is to promote, recognize, and support PhD level study and research within the Electronics Packaging Society’s field of interest. The prize shall be a plaque and a single annual award of US$5,000, applicable towards the student’s research. Formal presentation will take place at the ECTC luncheon.

The candidate must be an IEEE EPS member, at the time of nomination, and be pursuing a doctorate degree within the EPS field of interest on a full-time basis from an accredited graduate school or institution. The candidate must have studied with her/his advisor for at least 1 year, at the time of nomination, to be eligible.

A Student who received a Fellowship award from another IEEE Society, within the same year, or is a previous EPS Fellowship winner is ineligible.

The basis for judging will be the demonstration of his/her significant ability to perform independent research in the fields of electronic packaging and a proven history of academic excellence, as documented in:

- Nomination by an IEEE EPS Member. Only one nomination per member per year.
- Current and past Board of Governor members can be nominators.
- Two-page (maximum) statement by the student describing his or her education and research interests, accomplishments, and impact on the electronics package industry.
- Proof of contributions to the community may consist of open literature publications (preferred) such as papers, patents, books, and conference presentations and reports (available to the public).
- At least one letter of recommendation from someone familiar with the student’s work
- Student resume
Section 4 Nominations and Elections

Nomination and Election of Officers
Officers are nominated by the Nominations Committee and appointed by the BoG. The Nominations Committee shall submit nominations for President and Vice Presidents to BoG members with complete voting privileges by no later than 1 November of the year prior to the beginning of the new terms. The Nominations Committee Chair shall determine the deadline for the return of the ballots. The Incoming President is to provide the Nominations Committee the slate of Officer and Program Director candidates prior to the second annual face-to-face BoG meeting for review. Once reviewed by the Nominations Committee, it is brought forward to the BoG for approval.

Nominations should also be solicited from specific boards/committees of the Society, Regional Directors, BOG nominations, and self-nomination.

Nomination Process for Members at Large
The geographic composition of eighteen BoG Members-At-Large will reflect the geographic composition of Society membership. Annually, prior to formulating the slate of candidates, the Nominations Committee, using IEEE Region definitions and Society membership statistics as of 31 December of the preceding year, will determine the proportion of Society members in each of the following Regions/grouping of Regions: 1-6 (US), 7 (Canada), 8 (Europe, Africa, Middle East), 9 (Central and South America), 10 (Asia, Pacific). Any Region/grouping of Regions determined to have at least 10% of EPS total members will have the proportional number of Member-at-Large positions designated to it for representation on the BoG. The slate of candidates for each year’s election will be constructed to ensure that the resulting total of newly elected Members-at-Large plus continuing Members-at-Large has the proper proportion of representatives from each Region/grouping of Regions.

Candidates will be solicited and selected by the Nominations Committee from among members of the respective Regions/grouping of Regions, by a process that ensures input from Society volunteers in the respective Regions/grouping of Regions, as well as from members of the BOG, and chairpersons of all other organizational entities of the Society. The slate will contain candidates at least 1.5 times the number of forthcoming vacancies (rounded up to the next integer.)

Society members in each Region/grouping of Regions with designated BoG positions will vote for their Region/grouping of Regions’ respective positions only. That is, members in Region 8 will vote for Members-at-Large for Region 8 only. Society members in Regions without designated BoG positions will vote with the Region/grouping of Regions with the majority of members.

One additional Member at Large position will be reserved for a Young Professional. The terms of service and term limits will the the same for all Members at Large. The Young Professional Member at Large will be elected by all members of the Society from a slate that is finalized by the Nominations Committee. The list of candidates will need to confirm their willingness to serve before the vote can go out.

Election Principles
The EPS Board of Governors (BoG) includes 18 Members-at-Large, elected by the full voting membership of the Society. The three-year terms of the Members-at-Large are staggered -- so that six Members-at-Large to the Board of Governors are elected annually.

Members-at-Large are elected to achieve totals proportionate to the geographic distribution of EPS members. Any IEEE Region/grouping of Regions determined to have at least 10% of total EPS members will have the proportional number of Member-at-Large positions designated to it for representation on the BoG. The slate of candidates for each year’s election will be constructed to ensure that the resulting total of newly elected Members-at-Large plus continuing Members-at-Large has the proper proportion of representatives from each Region/grouping of Regions.
Each Region/grouping of Regions will have a separate slate of candidates from that Region. Voting members will elect members-at-large from within their Region only (that is, members in Region 8 vote for Members-at-Large from Region 8, members in Region 10 vote for Members-at-Large from Region 10; etc.)

Eligibility
Candidates for Member-at-Large must:

- be current member of both IEEE and EPS
- be willing to attend two annual Board meetings
- be willing to participate actively in areas of their interest (publications, conferences, membership development, chapter development, etc.)

Nominations
Candidates for election to Member-at-Large positions are selected in two ways - either by the Society Nominations Committee, or by Candidate petition.

Selection via Nominations Committee
Self-nominations are allowed. If nominating someone other than yourself, it must be confirmed that the person is interested in being considered for the slate of candidates and willing to serve if elected.

Nominations should be submitted online and include:

- Brief biography, including employment/technical background, contributions and service to IEEE and EPS, EPS activities, education, other information (awards, other Society memberships, etc.)
- Statement of interest (addressing areas/activities of EPS in which nominee would like to participate or contribute)
- Biography plus statement of interest should not exceed 525 words
- Additional information/documentation (CV, resume) may be submitted in addition to the brief biography
- Confirmation of active/current IEEE and EPS membership
- Photograph (digital) of candidate

Nominations will be reviewed and the Society Nominations Committee will determine a final slate of candidates for election.

Selection via Petition
Submission of a petition nominating an EPS member in good standing and supported by the identifiable signatures of at least 2% of the eligible voters shall automatically place that member's name on the slate. The minimum number of signatures required is 43 EPS eligible voters (members in good standing above the grade of Student.) Petition candidates are responsible for compiling their own contact list for signature. The EPS Executive Office will not provide candidates with a list of EPS members.

Nominations Committee Selection
Committee members are given copies of the biographies and position statements (describing why they are interested in serving/areas in which they would like to work as a BoG Member) and asked to rate each candidate from 1 to 5 on the following criteria:

- Professional (Technical) background (experience, achievements)
- Volunteer Contributions to EPS and other professional societies
- Leadership potential
- Reason for interest in serving
The final slate is selected using this information. Committee members submit rating to Chair. Chair compiles and distributed to Committee members. A conference call may be held to discuss and make final decision, if needed.

If one candidate has a significant low rating, the candidate will not be put on the ballot. Once the candidates are finalized, the decision goes out to vote amongst the Society membership.

**Section 5 Publications**

The Managing Editor is responsible for the management of the day-to-day operations in Scholar One with the assistance of the EPS executive office; address any issues with paper submissions including but not limited to timeliness, plagiarism, AE and reviewer turnaround.

Senior Area Editor (SAE) duties include assigning paper submissions to AEs, paper decision is provided in a timely manner; Recommend associate editors/guest editors within in their topical scope with approval of the other SAEs; management of the day-to-day operations in Scholar One with the assistance of the EPS executive office; address any issues with paper submissions within their topical area including but not limited to timeliness and reviewer turnaround.

The BoG shall appoint Senior Area Editors and the Managing Editor for a term of four years. The BoG may renew the appointments. The EIC and the SAE can serve a maximum of two 4-year terms. These terms need not be consecutive.

The role of the Associate Editor is to manage manuscripts through the peer review process and to maintain the health and quality of the publication. Associate Editors shall have an initial term of no more than two years. After their initial term, Associate Editors may be extended for an additional term if agreed on by all EICs. The maximum term shall be 8 years.

**Author Rights and Responsibilities will adhere to the IEEE PSPB policies**

**Procedures for Investigation of Author Misconduct.**

The IEEE process for handling allegations of author misconduct involve an investigation by the organizational unit and subsequent PSPB review for any cases that are not dismissed at the organization level, as documented in the PSPB Operations Manual, section 8.2.4. The process may be initiated by a formal complaint from a reader, reviewer, author, or editorial staff, referenced here as the complainant. Alternatively, it may be initiated by the automatic plagiarism detection software used by IEEE, in which case there is no formal complainant. The investigation process within EPS is described below. All inquiries shall be handled promptly and fairly. All parties relevant to the allegation shall be given the opportunity to respond.

If the Editor-in-Chief (EIC) learns that an author may have acted improperly, which may include the suspicion of plagiarism, self-plagiarism or research misconduct, then he/she shall investigate the alleged misconduct. If the EIC has a conflict of interest, he/she shall report this to the Managing EiC/ Vice President-Publications who will handle the case. The person handling the case will be referred to as the “investigating officer” in the steps below.

The investigating officer should request material from the complainant to document the case, as described in PSPB Operations Manual Section 8.2.4.A. If the investigating officer determines that is clearly not a case of misconduct, a letter of dismissal will be sent to the complainant. Otherwise, the EPS Executive Office will inform the IEEE IPR office of the investigation, the investigating officer will appoint one or two experts to confidentially investigate the allegation, and the investigating officer will inform the accused authors of the allegation and request a reply within 2 weeks.

**Section 6 Distinguished Lecturers**

EPS Distinguished Lecturers are selected from among EPS Fellows, Award winners, and Society leaders, who are members of the technical community and experts in their field. They are available to present lectures and/or courses at EPS events – Chapters, Conferences, Workshops or Symposia; as well as IEEE Student Chapter events. EPS Chapter events are given priority. The initial term for a Distinguished Lecturer is 5 years.
The EP Society may provide travel assistance directly to the Lecturer when requested and approved. Maximum travel support is $1000 USD. The Lecturer, based on his /her schedule, determines availability. All events must receive approval from the EPS VP, Education prior to final commitment. Requests for lectures given by one of the EPS Distinguished Lecturers (DL) must be submitted by the Chapter Chairs or the Conference/Workshop/Symposium Chair to the EPS VP, Education via the online request form.

Selection criteria for Distinguished Lecturer
- Distinguished Lecturers must be EPS members at the time of nomination and throughout their tenure.
- Leadership and public speech accomplishments in EPS related fields
- Recently published breakthrough advances
- Supporting documentation that may include a list of the candidates recent (past few years) of journal papers, books, monographs, patents, editorship of journal special issues, etc.
- Volunteer or ambassador positions of the society (i.e. nominee should already be an ‘active’ EPS member.)
- The DL should be committed to complete the duty of representing the society at various public events, and participating in membership recruitment and development as part of the DL talk and other events.
- Endorsement from one or more EPS TC Chair.

Details on Guidelines for Organizers and Distinguished Lecturers can be found on the EPS website

**GUIDELINES FOR DISTINGUISHED LECTURERS**

- If the DL currently has a role at a Conference or Workshop (e.g. Organizing Committee member, Session Chair, etc.), EPS DLP assumes that the DL already plans to be at the event. In this case, the DL will not be approved for DLP funding.
- DL funding is not provided to a DL presenting a Professional Development Course (PDC) at conferences/workshops. (PDC Instructors typically receive an honorarium.)
- Many DLs schedule a lecture in-between a personal or business trip. If this is the case the EPS VP, Education should be made aware of that fact before approval so that there is no confusion as to what will or will not be reimbursed.
- A DL should not cancel a planned venue three to four weeks before it is scheduled to take place without a solid business or medical reason. It is understood that there are occasions where cancellation cannot be helped.
- DL reimbursement will not be made for events not approved prior to the event.
- Event approval should be obtained at a minimum two months prior to scheduled event.
- A maximum of $1000US will be provided to approved DLs to reimburse eligible travel and lodging expenses. Eligible expenses include:
  - Economy airfare or auto mileage
  - Economy airfare should be booked as early as possible for reasonable rates
  - Two Hotel nights (night before event and night of event)
  - Taxi/transportation to and from airport
  - Baggage fees
  - Meals for yourself (if not provided during the meeting) - at reasonable expenses
  - Rental car only if a necessity

**Section 7 Conferences**

Conferences are an important forum for our members to meet and disseminate the latest advances in the EPS field of interest. As a society, we sponsor conferences both financially and technically (e.g. no financial involvement). Details for the different types of sponsorship that we engage in (sole, financial co-sponsor, technical co-sponsor) can be found on the EPS conference webpage.

**Request for Sponsorship**
Approval by the Society Board of Governors is needed, if a conference has not been financially or technically sponsored by the Society.

**New Conferences**

New Conferences in which the Society is the sponsor or co-sponsor shall require the following clearances:

1. Approval by the Vice President – Conferences
2. Approval by the Board of Governors
3. Approval by the IEEE

**Conference Organizers Handbook**

A conference organizer’s handbook found on the website details the key activities and timelines that conference organizers should adhere to when organizing an EPS sponsored event. In summary these are:

- **Conference Organizing Committees.**
  Organizing committee shall be chaired by a General Chair and shall typically comprise individuals to serve as chairs of the following: (i) local arrangements, (ii) technical program (iii) finance (iv) publications (v) publicity and (vi) registration. At least one member of the committee should be an EPS member. Members shall serve a term of office coincident with the planning, execution, and closeout activities for that technical meeting. Organizing Committee members may make administrative decisions on behalf of the technical meeting, pursuant to the rules and practices of this Society and of the IEEE.

- **Engaging with Our Technical Committees, Chapters and Distinguished lecturers**
  Where relevant, organizers of EPS conference activities should work closely with the local chapter and relevant EPS technical committees, and make access of our distinguished lecturers.

- **Timelines**
  Timelines detailing when key activities need to be completed are listed on the website for both financially and technically co-sponsored events. To ensure that EPS conferences remain financially sound it is important that organizers follow these timelines. This also benefits the society with regards the quarterly health checks that IEEE undertake on each of its societies conference portfolios.

- **Promoting EPS at our conferences**
  Our sponsored events is an ideal forum for the society to promote its activities to attendees. Each conference will receive a slide pack detailing an overview of EPS, and details on Xplore downloads for previous years where this is relevant.

Additional details for the IEEE conference application process, site selection, financial reporting and conference papers can be found on the [EPS website](#), as well as the Society’s Conference Handbook and timelines.

**Section 8 Chapters**

IEEE EPS Chapters are geographic units of the EPS Society. An EPS Chapter may cover small geographic areas such as a city or larger geographic areas such as a country. The key objective for any Chapter is to bring technical meetings and opportunities to professionals (EPS members or not) in their geographic area for those topics of interest to the EPS community. This can include a variety of events such as evening technical talks, facility tours, workshops, seminars, webinars, networking socials and even conferences to interested parties where they work and live.
EPS currently has 34 Chapters located in the US, Europe and Asia/Pacific. If you are an EPS member and reside within the geographic boundaries of an existing EPS Chapter -- you are automatically a member of that Chapter.

EPS Student Branch Chapters are technical sub-units of the EPS Society located within a university. They offer excellent opportunities for Students to network with other students, faculty, and professionals at technical meetings and social events. Serving as a Chapter Officer provides valuable opportunities to hone leadership, management and organizational skills through running the Chapter and organizing meetings and events. The desire is that these Student Branch Chapters will serve as a funnel into the EPS chapter as a student graduates and enters the working community.

The EPS Society Chapters’ Organizational chart consists of the Director of Chapter Programs, the three Regional Directors: Region 1-7 and 9, Region 8, and Region 10; and the EPS Program Director, Student Programs. Below this umbrella the Society world-wide chapters and student chapters form the EPS Society Chapters.

**Establish a Chapter**

A petition to establish a Chapter must contain the following:

1. name of the Section;
2. name of the sponsoring Society(ies);
3. name of the organizer (who becomes interim chair, pending election of a regular chair at a later organization meeting);
4. signatures of at least twelve (12) IEEE members, other than Students, who are members of the Society and Section involved;
5. Information on Section members who indicate they will join the Chapter, if established.

The petition for a Chapter shall be submitted to the Section Executive Committee for written approval and forwarded with the written approval to the IEEE Member and Geographic Activities Board. The Chapter will be considered established after the IEEE Member and Geographic Activities Board has ascertained that the Regional Director and the Society President have no objection to its formation. The IEEE Member and Geographic Activities Board shall so notify the IEEE Executive Committee, the Society President, and the Section Chair.

**Establish a Student Branch Chapter.** A petition to establish a Student Branch Chapter, on the required form supplied by the IEEE, must contain at least:

The petition for the Student Branch Chapter shall be submitted to the Manager of Student Services at IEEE Headquarters. The Student Branch Chapter shall be considered established following approval of the petition by the Regional Student Activities Committee Chair, the Regional Director, and the Society President.

1. name of Student Branch, signatures of its Student Branch officers, and signature of the counselor;
2. name of the sponsoring Society;
3. signatures of at least six (6) students who are members of the Student Branch and of the Society involved; the signature of the Faculty Advisor of the Student Branch Chapter selected by the petitioning students, who shall be a Member of the Society; the name of one student petitioner who will serve as interim chair until establishment of the Student Branch Chapter is authorized.

**Chapter Support.**

Existing Chapters can request an annual $1000 subsidy from the EPS Society (prorated for Joint Chapters) The Chapter must apply for the funding each year to support their activities and programs. Requests should be submitted to the Director of Chapter Programs, (for Student Branch Chapters, send to Program Director, Student Programs) with copy to the EPS Executive Director. The request should include: description of the activity/program to be supported expected benefit of activity/ program budget; other sources of funds. A follow-up email/report/newsletter should be submitted describing the outcome of the supported activity/program.
New Chapters will receive a $1500 maximum (prorated for Joint Chapters) upon approval by the EPS Chapter Program Director. This is a one-time start-up funding.

**Required Annual Reporting requirements:**
The job of a Chapter Chair includes the successful completion of a few requirements to satisfy IEEE regulations and maintain “active” status. These tasks and how to complete them are covered throughout the reference guide and are listed here for quick review.

- A Chapter must maintain a minimum of 10 Members.
- A Chapter must report officers (Chapter Chair) annually to the administrative Section.
- A Chapter must report all meetings annually to IEEE headquarters and EPS via the V-tools (A minimum of two technical meetings per year is required to maintain viability.)
- A chapter that does not meet these requirements for a period of three years will be removed from Active Status to an Inactive status

**Chapter of the Year Award**
The EPS Chapter of the Year Award shall be presented annually to a Chapter that has provided their membership with the highest quality of programs, activities and services. All EPS local chapters established more than one year are eligible. The award shall be presented annually in conjunction with ECTC, to the Chapter’s representative. The award shall consist of a certificate and a check in the amount of $1,000 to support local chapter activities. Up to two awards can be granted, each winner shall still receive $1,000.

Nominations shall be solicited from the local EPS Chapter Chairs through a call for nominations. Self-nominations are welcome from the local Society Chapter Chairs. The Regional Director-at-Large from each region should also help foster nominations.

**The chapter shall not have won the Chapter of The Year Award for the immediate three preceding years.** The nominated Chapters shall be evaluated based on the following chapter activities, programs and services during the past year: Technical activities (e.g. technical meetings, workshops and conferences, tours with industry)

a. Educational programs (e.g. courses, seminars, student workshops, tutorials, student activities)
b. Membership development (e.g. programs to encourage students and engineers to join the society, growth in chapter’s membership, member advancement programs)
c. Annual IEEE Chapter report submitted by the Chapter.

Selection shall be based on the nominator’s submission of the Chapter of the Year Award nomination form and the annual IEEE chapter report.

- **CRITERIA:** Membership retention, growth, meeting attendance; number of technical meetings, workshops or conferences; training sessions; community outreach, written papers; technical tours; and other pertinent activities, etc..
- **SIZE:** Number of members defines a chapter as small or large which results in two Chapter of the Year awards
- **ELIGIBILITY:** A “documented” chapter is eligible to be considered for the Chapter Award once every three years, excluding the year in which it last was chosen for this distinction. (The Chapters’ Committee can forgo the presentation of an award if there is no qualified chapter.)

**Section 9 Membership**
**Member Grade**
IEEE members in any grade will become Members of the Society upon application and payment of Society dues as prescribed in the Bylaws.

A Society Affiliate refers to an individual who is not an IEEE member but who is entitled to participate in certain activities of the Society as prescribed in the Bylaws. Sec. 3.

There may be special categories of membership, with appropriate fees, as specified in the Bylaws.

**Categories**
1. The IEEE membership category shall be the same as the member’s category within the Society in accordance with IEEE Bylaws and Policies; i.e., Life Members, retired, minimum income, unemployed.
2. In accordance with the Society Constitution, there may be Society Affiliates who are not members of the IEEE. TAB shall establish the qualifications for Society Affiliates, for which the associated rights and privileges shall be contained in the Society Bylaws.

**Privileges**
1. Members who hold the grade of Fellow, Senior Member, Member, Associate Member or Graduate Student Member in the IEEE shall have all the rights and privileges of membership within the Society unless otherwise specified in these Bylaws.
2. Student Members shall have all the rights and privileges of membership within the Society with the exception of the right to vote on matters presented to the Society membership and the right to hold elected office.
3. Society Affiliates have all the rights and privileges of Members. They may serve in appointive capacities that do not require IEEE membership as a prerequisite.

**Termination**
Members who become delinquent in the payment of dues and fees shall be treated in accordance with IEEE rules and procedures. In addition, members who breach the IEEE Code of Ethics shall be subject to sanctions as provided in the IEEE bylaws.

**Resignation**
A member in good standing may resign by submitting a written resignation to the IEEE Secretary.

Subject to the rules and procedures of the IEEE, a resigned member may resume membership upon payment of the current dues, assessments, and fees, as appropriate. Continuity of membership may be obtained by payment of the dues and any assessments or fees pertaining to the lapsed period.

**Dues and Fees**
Annual dues for Members and Student Members shall be set each year as part of the budget cycle. Any change in dues will require approval by two-thirds of all voting members of the Board of Governors.

1. Annual dues for Affiliates shall be equal to those of Society Members, plus the Affiliate surcharge as set by the IEEE.
2. Annual dues for special categories of members shall be the fees established by the IEEE for all special memberships in groups and societies.
3. All other fees or assessments shall be set according to IEEE rules and procedures.

**Member Discipline**
A member of the Society is subject to the rules and procedures of the IEEE for any action that is determined to constitute a material violation of the Constitution, Bylaws, Policies, Operational Manual or Code of Ethics of the IEEE, or other conduct, which is seriously prejudicial to the IEEE. Such discipline may take the form of expulsion, suspension, or censure for cause by the IEEE.

Persons under expulsion, or for the period of suspension by the IEEE, shall be denied the rights and privileges of membership in this Society.