

# Constitution of the IEEE Instrumentation and Measurement Society

Effective Date of Society approval: 19 November 2020

Effective Date of Technical Activities Approval: 14 December 2020

Effective Date of Amendments: 13 January 2021

## ARTICLE I – Name, Purpose, and Field of Interest

### Sec. 1. Name

The name of this organization is the IEEE Instrumentation and Measurement Society, hereinafter called the I&M Society or the Society.

### Sec. 2. Purpose

- A. The Society is an organizational unit of the IEEE, and its activities shall be in line with the purpose of the IEEE. The governing documents of the Society shall conform to, and not conflict with, the provisions of the IEEE Bylaw I-300.1, which takes precedence.

The governing documents of the Society shall include this Constitution, the Bylaws of the Society, and the Society Handbook. Additional governing documents may include additional operations manuals and policy statements approved by the Society's Administrative Committee (AdCom).

- B. Specifically, the Society fosters and promotes:
- a) the advancement of the theory and practice of electrical and electronics engineering, the allied branches of the engineering profession and the related arts and sciences;
  - b) the advancement of the standing of its members;
  - c) the continuing education of members;
  - d) the compliance with the standards of ethical and professional conduct as set forth in the IEEE Code of Ethics, the IEEE Bylaws, and the IEEE Policy and Procedures Manual; and
  - e) the close cooperation and exchange of technical information among members and with other professional societies and individuals who share common interests, as set forth in the Society's Field of Interest.

### Sec. 3. Field of Interest

- A. The Instrumentation and Measurement Society's Field of Interest is the science, technology and application of instrumentation and measurement.
- B. The process for modifying the Field of Interest shall be in accordance with the procedures defined in the TAB Operations Manual.

## ARTICLE II – Bylaws

- Sec. 1.** Bylaws shall be established and shall exist for the purposes of governing the operations and administration of the society. The term "Bylaws" as used in this Constitution refers to the I&M Society's Bylaws.

**Sec. 2. Modifications to the Bylaws**

- A. Proposed changes to the Bylaws and reasons therefore shall be sent so as to ensure receipt by all members of the Society's AdCom not less than 21 days before the stipulated meeting of the Society's AdCom at which the vote shall be taken. The vote of two-thirds of the members present and entitled to vote at the time of the vote, provided that a quorum is present, shall be required to approve any new Bylaw, amendment or revocation.
- B. The proposed amendment shall then be forwarded to the IEEE Technical Activities Department, which will review the documentation and coordinate approval by the Vice President – Technical Activities. No amendment to the Bylaws shall take effect until it has received approval from the VP, Technical Activities.

**ARTICLE III – Membership**

- Sec. 1.** A member of the Society must be an IEEE member who has an interest in the Society and its Field of Interest.
- Sec. 2.** An affiliate member of the Society is a non-IEEE member who has some of the rights and privileges of Society membership.
- Sec. 3.** The Bylaws and the Society Handbook provide additional information regarding the categories of membership, and rights, privileges and associated fees related to membership.

**ARTICLE IV – Finances**

- Sec. 1.** The Society may collect dues and fees from its members as provided in the Bylaws.
- Sec. 2.** The Society may charge registration fees for its technical meetings.
- Sec. 3.** The Society may collect revenue through other means including, but not limited to, advertising, exhibits, and publication sales.
- Sec. 4.** The I&M AdCom is responsible to steward the assets of the society.
- Sec. 5.** The fiscal year of the Society shall be the same as the fiscal year of the IEEE.

**ARTICLE V - Technical Meetings**

- Sec. 1.** The Society may hold technical meetings alone or in cooperation with other IEEE organizational units or other technical organizations.
- Sec. 2.** Technical meetings for the Society shall be open to all IEEE members. Requirements regarding meetings and their registration fees shall comply with IEEE policy.

**ARTICLE VI – Publications**

- Sec. 1.** The Society may have publications. The Bylaws and the Society Handbook specify the management of the Society's publications.

**ARTICLE VII – I&M Administrative Committee**

- Sec. 1** The I&M Administrative Committee (AdCom) is the governing body of the Society.

- Sec. 2.** The AdCom comprises members-at-large, officers, Editors-in-Chief (EICs), Undergraduate Student Representative, Graduate Student Representative, Young Professional Representative, special appointees, IEEE representatives, and, when warranted, external representatives.
- Sec. 3.** All members of AdCom except IEEE representatives and external representatives have voting privileges within the AdCom.
- Sec. 4** Officers of the Society are the President, the Executive Vice President, the Senior Past President, the Junior Past President, one or more vice presidents, and the Treasurer. The Society Handbook specifies the title and responsibilities of each officer.
- Sec. 5** **President**
- A. The President is the presiding officer of the I&M Society.
  - B. The President shall serve as an ex-officio (having voting rights, in accordance with Robert's Rules of Order) member of all committees within the Society, except where prohibited in the Bylaws.
  - C. The President shall serve as a member of the Technical Activities Board (TAB) and represent the Society on the TAB. Alternates may be designated in accordance with IEEE procedures and the procedures defined in the TAB Operations Manual.
  - D. The Executive Vice President shall act on behalf of the President in the absence of the President.
- Sec. 6.** Every member-at-large is elected by the voting members of the Society.
- Sec. 7.** **Terms**
- A. Every member-at-large is elected for a four-year term.
  - B. Four members-at-large are elected each year.
  - C. Every appointed member of AdCom, including but not limited to, officers, EICs, student representatives, Young Professional representatives, and special appointees, has a one-year term of service.
  - D. Upon approval by the AdCom, the President, after completing his or her final term, progresses to the position of Junior Past President.
  - E. Upon approval by the AdCom, the Junior Past President, after completing his or her final term, progresses to the position of Senior Past President.

**F. Length of Service**

- a) Members-at-large have a limit of service of two consecutive terms. After the limit of service has been reached, an individual is eligible to serve again as a member-at-large after a break in service of at least one year.
- b) All officers, except the Treasurer and the Vice President of Finance, have a limit of service in a given office of two consecutive terms. Under exceptional circumstances, the limit of service may be extended up to a total of four consecutive terms. After the limit of service in an office has been reached, an individual is eligible to serve again in that same office after an absence from that office of at least one year.
- c) Student representatives have a limit of service of two consecutive terms.
- d) Young Professional representatives have a limit of service of two consecutive terms.
- e) The Treasurer and the Vice President of Finance may be re-appointed to the same position for multiple, consecutive terms.
- f) EICs may be re-appointed to the same position for multiple, consecutive terms up to a maximum of five consecutive one (1) year terms.
- g) Special appointees may be re-appointed to the same position for multiple, consecutive terms.

**Sec. 8. Meetings**

- A. The Society conducts multiple meetings each year, which are specified in the Bylaws.
- B. Additional regular meetings and provisions for special meetings, and the manner of giving notice of additional regular and special meetings, shall be specified in the Bylaws.

**Sec. 9. Committees** The AdCom may appoint committees as it deems necessary to meet the mission of the Society.

**Sec. 10. Quorum** A majority of the voting members of the AdCom or any committee thereof shall constitute a quorum.

**Sec. 11. Vote of the Presiding Officer** The presiding officer of the AdCom shall have no vote on the AdCom except if the vote is by secret ballot or unless the presiding officer's vote can change the outcome of the vote.

**ARTICLE VIII – Vacancies**

**Sec. 1.** The existence of a vacancy on the AdCom will be determined by the AdCom or in accordance with the Bylaws.

**Sec. 2.** The Bylaws specify how vacancies will be filled.

**ARTICLE IX – Nominations, Elections and Appointments**

**Sec. 1.** The Bylaws specify how members of the AdCom are nominated and elected.

**Sec. 2.** The Bylaws specify how officers of the Society are nominated and appointed.

**ARTICLE X – Amendments to the Constitution**

**Sec. 1. Proposed Amendments** Amendments to this Constitution shall be passed by a vote of the voting members of the Society. They may be proposed by the AdCom or by petition.

- A. For an amendment proposed by the AdCom, a resolution adopted by vote of at least two-thirds of those present at a regularly constituted meeting of the AdCom is necessary to submit a proposed amendment to the voting members of the Society.
- B. For an amendment proposed by petition, a petition must be signed by at least **two** percent of the total number of voting members of the Society as listed in the official membership records of the IEEE at the end of the previous year, but in no case shall the number be less than one hundred (100).
- C. The proposed amendment shall then be forwarded to the IEEE Technical Activities Department, which will review the documentation and coordinate approval by the Vice President□Technical Activities

**Sec. 2. Approval by the Society Voting Members** Approval for any proposed amendments shall follow this procedure:

- A. Any proposed amendments shall be publicized in the Society Transactions or Magazine, or on the Society web site, or by direct mailing (via paper or electronic means) to all Society members, with notice that the amendment becomes effective unless at least ten percent of the Society members object within 30 days after the publication or distribution of such notices.
- B. If such objections to any proposed amendments are received, then a vote by members of the Society must take place.
- C. A copy of all of the proposed amendments must be mailed (via paper or electronic means) to all members of the Society at least 30 days before the date appointed for return of the ballots.
- D. The ballots must carry a statement of the time limit for their return to the IEEE Office (Teller).
- E. When a vote of the entire Society membership is made necessary, approval of the proposed amendments by at least two-thirds of the returned ballots is necessary for their enactment.

**Sec. 3.** No amendment to the Constitution shall take effect until it has received approval from the VP, Technical Activities. Amendments to this Constitution shall take effect thirty (30) days after adoption. If by amendment officers and officers-elect are changed in status or the number of members-at-large is reduced, each officer and each member-at-large shall continue to serve until the term expires.