

Information on Operations of IEEE UFFC-S AdCom

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Notes

Note 1: This version of document has incorporated suggestions, comments, and edits from the following people: Drs. Gerry Blessing, Lori Bridal, Jan Brown, Mike Driscoll, Kathy Ferrara, Glen Fox, Mike Garvey, Fred Hickernell, Jackie Hines, Susan Trolier-McKinstry, and Herman van der Vaart. Their efforts are greatly appreciated.

Note 2: The Universal Resource Locators (URLs) of websites that are included in this document may change and thus be outdated overtime. When this happens, it may be possible to find the information on the IEEE-UFFC and other relevant websites. Similarly, as the [UFFC-S Constitution \(Version of December 20, 2010 in Appendix B\)](#) and [Bylaws \(Version of May 20, 2011 in Appendix C\)](#) are amended in the future, please refer to the latest versions of these documents.

1. Introduction

1.1. The Purpose of This Document and Who May Need It

This document is intended to provide essential information on the governance and operations of the Administrative Committee (AdCom) of the IEEE Ultrasonics, Ferroelectrics, and Frequency Control Society (UFFC-S) so that potential nominees of elected AdCom office would have a better idea of: (1) the job description ([Section 3. Organization Chart of the UFFC-S AdCom](#)), (2) the basic AdCom operating mode ([Section 4. UFFC-S AdCom Meetings](#)), and (3) what duties and responsibilities (including time commitment) they will have once they are elected into the office ([Sections 5.5 and 5.6. Duties and Responsibilities of the UFFC-S AdCom](#)). This document may also be of use to newly elected AdCom members or to other members of AdCom who would like to know more about the UFFC-S governance. It is suggested that a copy of this document be sent to each potential nominee of the elected AdCom.

The UFFC-S is governed by the Society AdCom according to the [UFFC-S Constitution \(Appendix B\)](#) and [Bylaws \(Appendix C\)](#), the highest-level governing documents of the Society, which in turn are subordinate to the IEEE governing documents (Constitution, Bylaws, Policies, Code of Ethics, and operations manuals – available on the web at the IEEE homepage www.ieee.org by searching for “governing documents”). In the event of conflict, the following order of precedence prevails: IEEE governing documents, UFFC governing documents, this Document.

According to the Society governing documents, elected AdCom members constitute 50% or more of the voting in AdCom and have responsibilities in deciding various important issues of the Society through their voting privileges. Therefore, it is important for each potential nominee for election to AdCom to be informed of the duties and responsibilities of the office they will be running for prior to their accepting a nomination. In addition, it is important for those who have recently been elected to be familiar with the governance and operations of the UFFC-S so that they can fully participate in AdCom activities from the beginning of their term in office.

Although there are various documents containing details of the UFFC-S and IEEE governance, they are scattered among multiple pages of the UFFC-S and IEEE websites, and thus it could be time consuming and somewhat difficult for members to find and sort out the relevant information. As volunteers, such as the nominees and elected AdCom members are usually busy with their regular jobs, this document was compiled as a “quick reference”, and should shorten the learning curve. (See [Appendix A](#) for a sample agenda of a recent AdCom meeting).

2. Glossaries and Relevant Information

(1) **IEEE:** The Institute of Electrical and Electronics Engineers, Inc. The homepage of the IEEE is at:

<http://www.ieee.org/>

As the world’s largest technical association, IEEE is comprised of volunteer-led technical societies, technical councils and committees, a standards association and working groups, regional and local geographic technical groups (sections and chapters), student chapters, and affinity groups, and a

professional staff of IEEE employees that support the operation of these entities. A brief introduction to the IEEE is given via the link:

http://en.wikipedia.org/wiki/Institute_of_Electrical_and_Electronics_Engineers

(2) **UFFC-S:** Ultrasonics, Ferroelectrics, and Frequency Control Society (one of the many technical Societies of the IEEE). Its homepage is at:

<http://www.ieee-uffc.org/>

(3) **The Administrative Committee (AdCom) of IEEE UFFC-S:** AdCom is the governing body of the UFFC-S (see the **UFFC-S Constitution in Appendix B**), and as such is responsible for setting Society policies and overseeing all aspects of Society operations.

(4) **AdCom Minutes:** UFFC-S AdCom Minutes contain records of each AdCom meeting, including all actions taken by vote of AdCom. Minutes are generated by the UFFC-S Secretary, are circulated to AdCom for review following each meeting, and are subsequently approved by vote, typically at the beginning of the subsequent AdCom meeting. Approved AdCom Minutes constitute the official history of the actions of AdCom, and the minutes from 1953 to the present are archived at the UFFC-S website via the link:

<http://www.ieee-uffc.org/main/publications/min/index.asp>

The link above is accessible by any IEEE UFFC-S member and User Name and Password can be requested from <http://www.ieee-uffc.org/main/password.asp> if you do not have one. Please notice that since the UFFC-S website, <http://www.ieee-uffc.org/>, is hosted by a commercial vendor that is not associated with the IEEE and thus it has different User Name and Password than those for the IEEE website (Web Accounts) at <http://www.ieee.org/>.

(5) **Newsletters of the UFFC-S:** UFFC-S Newsletters from 1953 to the present contain a wealth of information on the UFFC-S including AdCom, symposia, and other Society activities. They are archived at the UFFC-S website via the following link (the following link is accessible by any IEEE UFFC-S member and User Name and Password can be requested from <http://www.ieee-uffc.org/main/password.asp> if you do not have one):

<http://www.ieee-uffc.org/main/publications/nl/index.asp>

(6) **Miscellaneous Documents Related to UFFC-S Governance:** This and many other documents related to the UFFC-S governance and operations can be found on the UFFC-S website at:

<http://www.ieee-uffc.org/>

(7) **IEEE Constitution, Bylaws, and Policies:** The IEEE Constitution, Bylaws, and Policies are now in a single PDF file. The hierarchy of the documents is in the order: Constitution, Bylaws, and Policies. The Policies provide more detailed rules and regulations that are not specified in the Bylaws. As of February 2010, the file has 120 pages and contains a lot of useful information related to the

governance of the IEEE and IEEE Societies, Councils, and other organizational units. The file can be found on the IEEE website via the link:

<http://www.ieee.org/about/corporate/governance/index.html>

(8) **IEEE Technical Activity Board (TAB) Operations Manual:** IEEE Society and Council Presidents are members of the IEEE Technical Activity Board (TAB), which governs most aspects of the IEEE Societies and Councils. The TAB Operations Manual is accessible from the IEEE website via the link:

<http://www.ieee.org/about/corporate/governance/index.html>

(9) **Other IEEE Documents on Operations, Policies, and Procedures:** A large number of other operations, policies, and procedures manuals related to IEEE governance, including major Boards and Standing Committees, are also located at the IEEE website via the link:

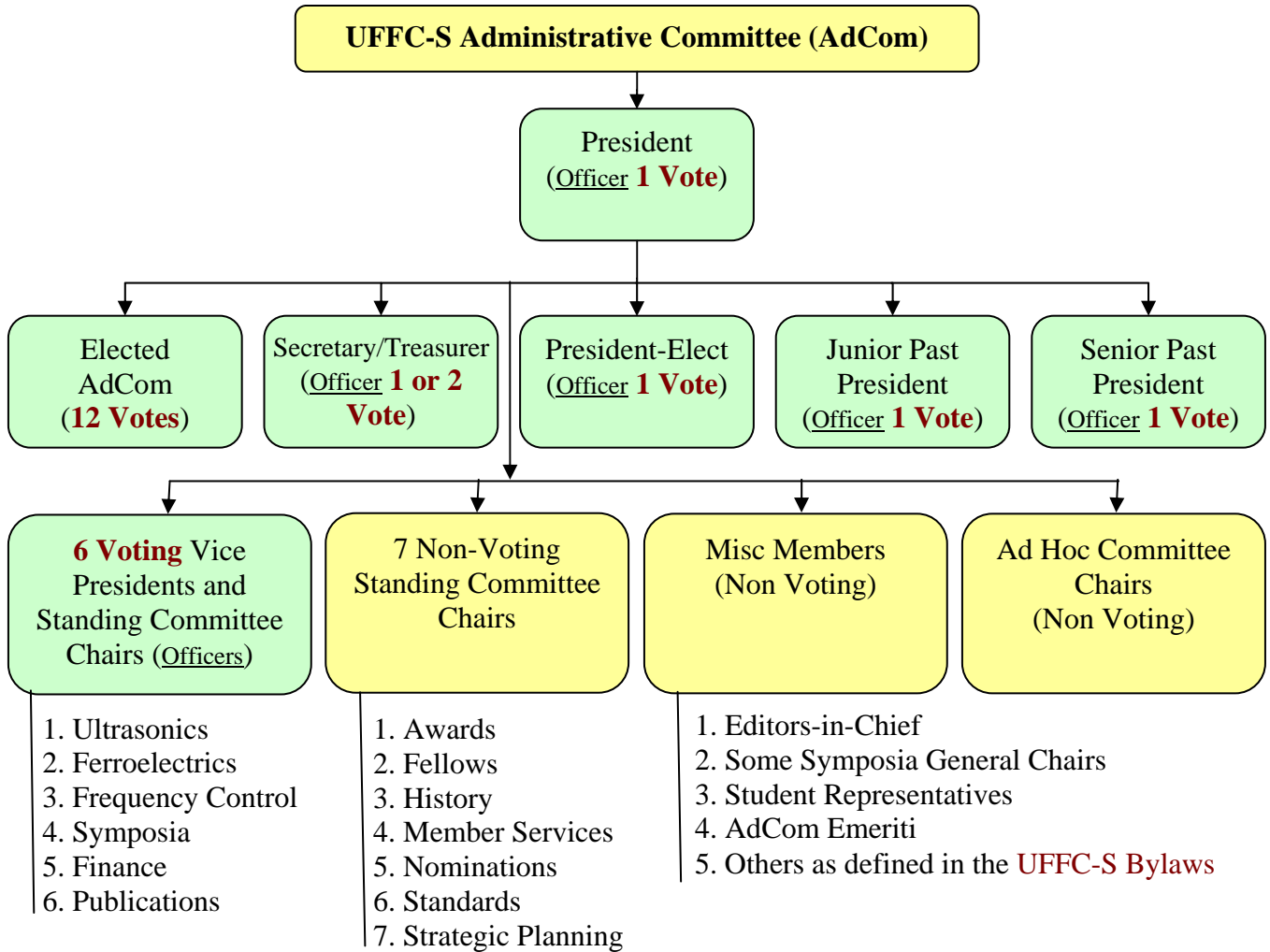
<http://www.ieee.org/about/corporate/governance/index.html>

(10) **IEEE Code of Ethics:** Every IEEE member should follow the IEEE Code of Ethics, which is located at the IEEE website:

<http://www.ieee.org/about/corporate/governance/p7-8.html>

3. Organization Chart of the UFFC-S AdCom

UFFC-S Administrative Committee (AdCom) Organization Chart
 (Based on UFFC-S Constitution, Version December 20, 2010, and Bylaws, Version May 20, 2011)



4. UFFC-S AdCom Meetings

One of the important duties of elected AdCom members is to attend the twice-a-year AdCom meetings. Each AdCom meeting is a one full day long, tightly scheduled meeting, and is generally followed by an optional evening social event. During these meetings, both elected and other AdCom members and other AdCom contributors are provided information via reports from chairs of various committees and reports of the operations of the UFFC-S. Questions, discussions, and actions are an integral part of these meetings. The AdCom meetings are, in general, run in accordance with Robert’s Rules of Order (<http://www.robertsrules.com/>).

In addition to attending the regularly scheduled AdCom meetings, elected AdCom members may be asked to participate in email discussions and voting as prescribed in the **UFFC-S Constitution (Appendix B)** and **Bylaws (Appendix C)**, and may volunteer for or be charged with additional duties by the Society President.

The following is a list of major items discussed during a typical AdCom meeting. A sample agenda of a recent AdCom meeting (October 11, 2010 at San Diego, California, USA) is given in **Appendix A**.

4.1. Introduction and Housekeeping

An AdCom meeting typically starts with the following 5 items:

- (1) Call to order;
- (2) Introduction of members of AdCom;
- (3) Approval of minutes of the previous AdCom meeting;
- (4) UFFC-S President's report; and
- (5) Secretary's report.

4.2. Reports from Standing Committee Chairs

The duties and responsibilities of each Standing Committee are prescribed in detail in the **UFFC-S Bylaws (Appendix C)**. Reports on Committee activities are presented at each AdCom meeting, in an order determined by the President, which may or may not correspond to the order in which they are listed below.

4.2.1. Technical Standing Committees (3)

The Chairs of the three Technical Standing Committees (Ultrasonics, Ferroelectrics, and Frequency Control) are Vice Presidents of the UFFC-S and are Voting AdCom Members. Reports from these committees focus on the preparations for and results of the symposia of the respective committees, and may include additional activities or issues of interest to the committees. The three Technical Standing Committees have sections on the UFFC-S website and are accessible via the respective links: <http://www.ieee-uffc.org/ultrasonics/index.asp>, <http://www.ieee-uffc.org/ferroelectrics/index.asp>, and http://www.ieee-uffc.org/frequency_control/index.asp.

4.2.2. Symposia

The Chair of this Committee is a Vice President of the UFFC-S and is a Voting AdCom Member. The Chair will give a report on the activities of the Committee regarding IEEE conference policies, conference best practices, coordination among the three Technical Standing Committees and general chairs, and other conference-related issues. The UFFC-S holds symposia each year in the technical areas of Ultrasonics, Ferroelectrics, and Frequency Control (see the UFFC-S website via the link <http://www.ieee-uffc.org/main/symposia.asp>). Similar to publications, symposia provide key services to our members and the scientific community at large. As a resource for volunteer conference

organizers, IEEE has placed a lot of conference-related information such as polices, operations, and tools on the IEEE website via the link: http://www.ieee.org/conferences_events/conferences/organizers/index.html.

4.2.3. Finance

The Chair of this committee is a Vice President of the UFFC-S and is a Voting AdCom Member. The chair will give a report on the financial status of the society. Maintaining a healthy financial condition is important in order for the UFFC-S to sustain its services to its members and technical communities.

4.2.4. Publications

The Chair of this Committee is a Vice President of the UFFC-S and is a Voting AdCom Member. The Chair gives a general report on issues relating to Society publications. Following the report from the Chair, the Editor-in-Chiefs of IEEE Transaction on Ultrasonics, Ferroelectrics, and Frequency Control (TUFFC), Newsletters, and UFFC-S website report on details of their operations. The UFFC-S publications are one of the key services of the UFFC-S for our members and the scientific communities. The publications are archived at the UFFC-S website via the link: <http://www.ieee-uffc.org/main/publications.asp>, which is accessible by any IEEE UFFC-S member (the User Name and Password can be requested from <http://www.ieee-uffc.org/main/password.asp> if you do not have one).

4.2.5. Awards

The Chair will give a report on the activities of the Committee. Detailed information on UFFC-S awards can be found at the UFFC-S website via the link: <http://www.ieee-uffc.org/main/awards.asp>. The policies and procedures page of the UFFC-S Distinguished Lecturer is at the UFFC-S website via the link: http://www.ieee-uffc.org/main/governance.asp?file=guide_DLProgram.

4.2.6. Fellows

The Chair will give a report on the activities of the committee and announce the new UFFC-S members elected as Fellows when the information is available. A list of IEEE fellows of UFFC-S can be found at the UFFC-S website via the link: <http://www.ieee-uffc.org/main/awards.asp?type=fellows>.

4.2.7. History

The Chair will give a report on the activities of the committee. Documentation of UFFC-S and IEEE histories can be viewed at the UFFC-S and IEEE websites, respectively, via the links: <http://www.ieee-uffc.org/main/history.asp> and http://www.ieee.org/about/history_center/index.html.

4.2.8. Member Services

The Chair will give a report on the activities of the committee, including membership development initiatives, statistics, and UFFC-S Chapter activities (see UFFC-S website via the link: <http://www.ieee-uffc.org/main/membership.asp>).

4.2.9. Nominations

The Chair will give a report on the activities of the committee and provide, for AdCom approval, a slate of nominees for election to fill upcoming elected member vacancies on AdCom. The nomination

procedures for elected AdCom can be found at the UFFC-S website via the link: http://www.ieee-uffc.org/main/governance.asp?file=policy_Nominations (policies and procedures).

4.2.10. Standards

The Chair will give a report on the activities of the committee on standards sponsored by the UFFC-S. More information can be found on the Society website via the links: <http://www.ieee-uffc.org/main/standards.asp> (a list of standards) and http://www.ieee-uffc.org/main/governance.asp?file=policy_Standards (policies and procedures of the committee).

4.2.11. Strategic Planning

The Chair will give a report on the activities of the committee and give recommendations to AdCom. An approved version of recommendations from the committee can be viewed at the UFFC-S website via the link: <http://www.ieee-uffc.org/main/governance.asp?file=planning>.

4.3. Reports from Ad Hoc Committee Chairs

There may be ad hoc committees, which historically have included the Constitution and Bylaws Reviews Committee, and the Education Committee (<http://www.ieee-uffc.org/main/education.asp>). Ad Hoc committees are established by the President of the UFFC-S. The chairs of the respective committees will give reports.

4.4. Reports from Student Representatives to AdCom

The student representatives at AdCom give a report of their activities. Information on student activities can be viewed at the UFFC-S website via the link: <http://www.ieee-uffc.org/main/students.asp> (please notice that a guideline for student AdCom representatives, “2007 UFFC Student Representative Guide Book”, by Dr. Emanuel Gottlieb, is available as a resource).

4.5. Reports from UFFC-S Representatives

UFFC-S may have appointed representatives to other IEEE organizations (such as Nanotechnology Council, Sensors Council, Superconductivity Council, and the Women in Engineering (WIE) Affinity Group) and journals (such as the Journal of Lightwave Technology and IEEE Transactions on Medical Imaging). Representatives will give their respective reports at AdCom meetings they attend, or will submit reports to the Society President or Secretary for presentation at the meeting in their absence.

4.6. Old and New Business

Old and New Business: Information on old and new business identified by the President of the UFFC-S will be presented, followed by AdCom discussion and/or action. Issues discussed at prior meetings requiring further consideration will generally be categorized as “Old Business”. New issues not discussed in the foregoing sections may be brought forward as appropriate during the AdCom meeting,

during any portion of the meeting agenda (at the discretion of the President), or under the “New Business” portion of the meeting, and may include items such as:

- (1) Ratification of Presidential appointments;
- (2) Election of the President-Elect;
- (3) Proposals to provide support or co-sponsor conferences of other groups outside UFFC-S;
- (4) Discussions of strategic initiatives UFFC-S members may want to undertake;
- (5) Modification of Society Policies or establishment of new policies;
- (6) Progress reports on joint conference(s) not discussed under one of the Technical Standing Committee Reports; and
- (7) Miscellaneous items.

Any AdCom member wanting to raise an issue for discussion at an upcoming AdCom meeting should send the issue and a brief explanation regarding why it should be discussed to the Society President and Secretary at least one month before the meeting, to allow for inclusion in the meeting agenda.

4.7. Closing of AdCom Meetings

The President of the UFFC-S will announce the date and location of the next AdCom meeting, and in discussion with AdCom, and will determine the venue of the following AdCom meeting. Finally, the President will then entertain a motion to adjourn the current AdCom meeting.

5. Frequently Asked Questions (FAQ)

5.1. Question #1: What are UFFC-S AdCom and its meetings?

Answer: The [UFFC-S Constitution \(Appendix B\)](#) and [Bylaws \(Appendix C\)](#) provide general information on the UFFC-S AdCom and its meetings as follows (please click on the blue, underlined links to jump to the relevant sections for more information):

5.1.1. UFFC-S AdCom

- (1) AdCom is the governing body of the UFFC-S (see [Section 1.1](#) of the [UFFC-S Constitution](#)).
- (2) Composition of AdCom (see “[Section 3. Organization Chart of the UFFC-S AdCom](#)” above);
- (3) Definition of UFFC-S Officers (see “[Section 3. Organization Chart of the UFFC-S AdCom](#)” above);
- (4) Other AdCom related information:
 - (i) Absence and vacancy policies for AdCom members (see [Section 3.3](#) of the [UFFC-S Bylaws](#));
 - (ii) Nomination and election of elected AdCom members (see [Section 3.4](#) of the [UFFC-S Bylaws](#));

- (iii) Terms of UFFC-S Officers and elected AdCom members (see [Sections 5.1.3-5.1.6](#) of the [UFFC-S Constitution](#));
- (iv) Duties and responsibilities of the UFFC-S Officers (see [Section 5.2](#) of the [UFFC-S Constitution](#)); and
- (v) UFFC-S Committees (see [Section 5.3](#) of the [UFFC-S Constitution](#)).

5.1.2. Meetings

- (1) Regular AdCom or committee meetings (see [Section 6.2.1](#) of the [UFFC-S Constitution](#));
- (2) Definition of a quorum for an action in AdCom or committee meetings (see [Section 6.2.2](#) of the [UFFC-S Constitution](#));
- (3) Procedure for approval of an action (see [Section 6.2.3](#) of the [UFFC-S Constitution](#));
- (4) Special AdCom or committee meetings (see [Section 3.7.1](#) of the [UFFC-S Bylaws](#));
- (5) AdCom or committee meetings via telecommunications (see [Section 6.2.4](#) of the [UFFC-S Constitution](#));
- (6) Procedures for e-mail vote in lieu of a meeting (see [Section 6.2.5](#) of the [UFFC-S Constitution](#)); and
- (7) Restrictions on voting (see [Sections 6.2.6, 6.2.7, and 6.2.8](#) of the [UFFC-S Constitution](#)).

5.2. Question #2: Is financial support for travel to Adcom meetings available for Elected members?

Answer: Financial support to help Elected AdCom members defray the cost of attending AdCom meetings is available upon request, subject to annual limitations on total amount reimbursed, and subject to specific limitations on the expenses covered. This travel support is provided by the UFFC-S only if the individual member is unable to secure support from their employer. Members are asked to seek travel support from their organization first, and only seek reimbursement from the UFFC-S for qualifying expenses that have not been paid (or reimbursed) by their organization.

The following is an example of a recent AdCom travel policy from the UFFC-S Secretary, Debra Coler, on January 13, 2010 (please notice that the policy is subject to change by AdCom): “[IEEE-UFFC Travel Reimbursement Policy Reminder](#). First, due to the financial condition of the society, we ask that all attendees seek financial support from their company or university first, before submitting expenses to AdCom, whenever possible. Second, while we ask that everyone try to keep their expenses down as much as possible, the annual travel reimbursement limit for an eligible individual AdCom member is \$3,500. We cover round trip coach airfare, one or two night’s hotel, and food on the day before and/or after the AdCom meeting based on your actual travel schedule. We provide food for all meals on the day of the AdCom meeting. Receipts are required for any items over \$25. The travel policy covers a maximum of two nights food and lodging, and transportation to and from the meeting. Please note that meals are provided on the day of the AdCom meeting.”

5.3. Question #3: Where are the AdCom meetings held?

Answer: AdCom meetings are held twice per calendar year, at times and locations determined by the AdCom. Typically, these meetings will be held in conjunction with another Society function, such as a Technical Program Committee (TPC) meeting or Symposium for one of the three technical areas. AdCom meeting dates and locations are generally set at least one year in advance, to allow members to plan adequately.

Please notice that the venues of AdCom meetings are international, and thus, attendance may involve "above average" transit times.

5.4. Question #4: What are motions of UFFC-S AdCom

Answer: A motion is a proposed AdCom resolution that requires a vote by AdCom Voting Members to approve or reject. A motion can only be brought before AdCom by an AdCom member or a committee. A motion brought by an individual AdCom member must be seconded by another AdCom member prior to disposition by AdCom, while motions from a committee need no second.

The voting procedures to approve a motion or an action are prescribed in the **UFFC-S Constitution (Appendix B)** and **Bylaws (Appendix C)**. All motions, whether approved or defeated, are recorded in the meeting minutes and motions that are approved are then implemented if they are actionable. Some of the motions passed by AdCom that became part of UFFC-S "Policies and Procedures" are listed at the UFFC-S website via the link: http://www.ieee-uffc.org/main/governance.asp?file=policy_Misc (please notice that more recent motions approved by AdCom take precedence over prior motions approved by AdCom, and that the **UFFC-S Constitution (Appendix B)** and **Bylaws (Appendix C)** prevail for interpretation of any conflicts in the Policies and Procedures).

5.5. Question #5: What are the basic duties of UFFC-S AdCom?

Answer: As mentioned before, the basic duties of AdCom Members include attending and actively participating in the AdCom meetings. [Section 3.3](#) of the **UFFC-S Bylaws (Appendix C)** states that AdCom members who miss two consecutive meetings shall, in the absence of extenuating circumstances as determined by the President, be dropped from AdCom.

5.6. Question #6: What actions are the responsibilities of UFFC-S AdCom?

Answer: According to the **UFFC-S Constitution (Appendix B)** and **Bylaws (Appendix C)**, there are a number of actions that require approval or rejection of the Voting Members of AdCom (one of the important responsibilities of AdCom), including but not limited to motions, approval of AdCom Minutes, approval of nominations and appointments, and modifications of UFFC-S Policies and Procedures. For the convenience of potential nominees and members of the Elected AdCom, a list of such actions is given below with references and hyperlinks to relevant sections of the **UFFC-S Constitution** and **Bylaws**:

5.6.1. Appointments and Elections Related:

Various appointments of the UFFC-S need AdCom approval:

- (1) **Standing Committee Chairs** (including 6 Vice Presidents who are Chairs of the Ultrasonics, Ferroelectrics, and Frequency Control Technical Standing Committees, Finance, Publications, and Symposia, respectively, and 7 Chairs of the other Standing Committees on Awards, Fellows, History, Member Services, Nominations, Standards, and Strategic Planning, respectively) (see [Section 5.3.2](#) of the [UFFC-S Constitution \(Appendix B\)](#));
- (2) **Vacancies on Elected AdCom** (see [Section 5.1.2](#) of the [UFFC-S Constitution \(Appendix B\)](#));
- (3) **Election of President-Elect** (see [Section 3.5](#) of the [UFFC-S Bylaws \(Appendix C\)](#)); and
- (4) **AdCom Emeritus** (see [Section 3.10](#) of the [UFFC-S Bylaws \(Appendix C\)](#)).

5.6.2. Elected AdCom Nomination and Election Related:

AdCom actions are needed on nomination and election of Elected AdCom Members:

- (1) **Elected AdCom Nomination** (see [Section 3.4.1](#) of the [UFFC-S Bylaws \(Appendix C\)](#)); and
- (2) **Ties in the Elected AdCom Election** (see [Section 3.4.2](#) of the [UFFC-S Bylaws \(Appendix C\)](#)).

5.6.3. Publications Related:

AdCom activities related to Publications include:

- (1) **UFFC-S Publications Program** (see [Section 7.1](#) of the [UFFC-S Constitution \(Appendix B\)](#)); and
- (2) **Editor-in-Chief of TUFFC and Other Editor-in-Chiefs** (see [Sections 7.2](#) and [7.3](#) of the [UFFC-S Constitution \(Appendix B\)](#)).

5.6.4. UFFC-S Finance Related:

AdCom is a guardian of the UFFC-S funds:

- (1) **Finances of the UFFC-S** (see [Section 4.4](#) of the [UFFC-S Constitution \(Appendix B\)](#));
- (2) **Expenditures** (see [Section 4.1](#) of the [UFFC-S Bylaws \(Appendix C\)](#));
- (3) **Anticipated Deviations from Budget** (see [Section 4.1](#) of the [UFFC-S Bylaws \(Appendix C\)](#));
- (4) **UFFC-S Membership Fees** (see [Section 4.1](#) of the [UFFC-S Bylaws \(Appendix C\)](#));
- (5) **Symposium Budget** (see [Section 4.2](#) of the [UFFC-S Bylaws \(Appendix C\)](#)); and
- (6) **Other Financial Commitments** (see [Section 4.3](#) of the [UFFC-S Bylaws \(Appendix C\)](#)).

5.6.5. Standing Committees Related:

AdCom actions that are related to committees:

- (1) **Standing Committees Addition and Removal** (see [Section 5.1](#) of the **UFFC-S Bylaws (Appendix C)**);
- (2) **Technical Standing Committees** (see [Section 5.1.1](#) of the **UFFC-S Bylaws (Appendix C)**);
- (3) **Finance Committee** (see [Section 5.1.3](#) of the **UFFC-S Bylaws (Appendix C)**);
- (4) **Awards Committee** (see [Section 5.1.5](#) of the **UFFC-S Bylaws (Appendix C)**);
- (5) **Nominations Committee** (see [Section 5.1.9](#) of the **UFFC-S Bylaws (Appendix C)**); and
- (6) **Strategic Planning Committee** (see [Section 5.1.11](#) of the **UFFC-S Bylaws (Appendix C)**).

5.6.6. Constitution and Bylaws Amendments Related:

Any amendments to the **UFFC-S Constitution (Appendix B)** or **Bylaws (Appendix C)** require AdCom actions:

- (1) **Constitution** (see [Sections 8.1.1](#) and [8.1.2](#) of the **UFFC-S Constitution (Appendix B)**); and
- (2) **Bylaws** (see [Section 8.2.1](#) of the **UFFC-S Constitution (Appendix B)**).

Appendix A. Sample Agenda of a Recent UFFC-S AdCom Meeting

IEEE UFFC-S AdCom Agenda

San Diego, California

October 11, 2010

Note: The agenda below serves only as a sample to provide an idea of a typical AdCom meeting. An actual agenda of each AdCom meeting may be slightly different from meeting to meeting, including the starting time, ending time, and time slots of each agenda item. (Please notice that the sample agenda was made before the new **UFFC-S Bylaws (Appendix C)** had taken effect on May 20, 2011 and thus the definitions of some committees may be changed.)

1	8:30	CALL TO ORDER	Mike Garvey
2	8:35	APPROVAL OF MINUTES	Mike Garvey
3	8:35	PRESIDENT’S REPORT	Mike Garvey
4	8:50	SECRETARY’S REPORT	Debra Coler
5	8:55	FINANCE REPORT	Herman van de Vaart
6	9:15	PUBLICATIONS	
		a) Publications Board	John Hossack
		b) Transactions	Marjorie Yuhas
		c) Newsletter	Jan Brown
		d) Website	Kirk Wallace
		e) AdCom Website	Nick Kozlovski
7	10:00	RATIFICATION: APPOINTMENTS FOR 2011	Mike Garvey
	10:05	BREAK	
8	10:20	STUDENT COMPETITIONS	Nick Kozlovski
9	10:30	STUDENT REPRESENTATIVES	N. Kozlovski, Marc Loschonsky,

			Aaron Welsh, (Bobby Schneider)
10	10:35	NOMINATIONS COMMITTEE	Susan Trolier-McKinstry
11	10:40	2013 Joint Conf; Prague Czech Republic	Ahmad Safari
12	10:40	STANDING COMMITTEE REPORTS	
	11:00	a) Ferroelectrics	Takaaki Tsurumi
		2010 Edinburgh, Scotland	Andrew Bell
		2011 Vancouver, Canada	Zuo-Guang Ye
		2012 Aviero, Portugal	Andrew Kholkin
		Future Conferences	Takaaki Tsurumi
	11:30	b) Frequency Control	Clark Nguyen
		2010 Newport Beach CA	Bob Tjoelker
		2011 San Francisco, CA	Clark Nguyen
		Future Conferences	Clark Nguyen
	12:00	Lunch	Lunch
	1:00	c) Ultrasonics	Mauricio Pereira daCunha
		2008 Beijing, China (final financial)	Jan Brown
		2009 Rome (financial, VAT)	Jackie Hines
		2010 SanDiego	Bob Potter
		2011 Kobe, Japan	Ken-ya Hashimoto & Clemens Ruppel
		2012 Dresden, Germany	Manfred Weinacht
		2014 Taiwan	Pai-Chi Li
		Future Conferences	Mauricio Pereira daCunha
	1:30	d) Awards and Recognition	Helmut Ermert
		UFFC Achievement Award	
		Distinguished Service Award	

		Raleigh Award	
		T-UFFC Outstanding Paper Award	
		Distinguished Lecturer	
	1:45	e) Member Services	Oliver Keitmann-Curdes
	1:55	f) Standards	Don Malocha
	2:05	g) Fellows	Tom Parker
	2:15	h) Nominations	Susan Trolier-McKinstry
	2:25	i) Historical Committee	Fred Hickernell
13	2:35	Conference Proceedings Policy/Procedure --Ultrasonics --Ferroelectrics --Frequency Control	Mauricio Pereira da Cunha Takaaki Tsurumi Clark Nguyen
	3:15	BREAK	
14	3:30	Women in Engineering	Nazanin Bassiri-Gharb
15		AD HOC COMMITTEES	
	3:35	a) Bylaws	Jian-yu Lu
	3:55	b) Education	Vacant
	3:55	c) Long Range Planning	Susan Trolier-McKinstry
	4:05	d) Conference Coordination	Ahmad Safari
16		UFFC-S REPRESENTATIVES' REPORTS	
	4:20	a) Council on Superconductivity	Moises Levy
17	4:30	OLD BUSINESS	Mike Garvey
18	4:40	NEW BUSINESS	Mike Garvey
19	4:50	NEXT UFFC-S AdCOM	Mike Garvey
20	5:00	ADJOURN	Mike Garvey

21 | **5:30** | **Busses depart for Coronado Boathouse for reception & dinner**

Appendix B. Full Text of UFFC-S Constitution (Version: December 20, 2010)

Article 1. - Name and Objectives

Section 1.1.

This organization is a unit of the IEEE and shall be known as the IEEE Ultrasonics, Ferroelectrics, and Frequency Control Society, hereinafter referred to as the UFFC-S. The governing body of the UFFC-S shall be The Administrative Committee (AdCom).

Section 1.2.

UFFC-S objectives shall be scientific, professional, and educational in character. The UFFC-S shall promote the advancement of the theory and practice of ultrasonics, ferroelectrics, frequency generation and control, and allied arts and sciences.

Section 1.3.

The purpose of the UFFC-S is to promote close cooperation and exchange of technical information among its members and with the scientific community. To this end the UFFC-S shall publish technical papers and hold meetings for the presentation of papers and their discussion. The medium for publication shall be established in the Bylaws.

Section 1.4.

The UFFC-S's governing documents, including the Constitution, Bylaws, and Policies and Procedures, shall be in accordance with and subordinate to IEEE governing documents.

Article 2. - Membership

Section 2.1.

Membership in the UFFC-S shall be open to IEEE members and Affiliates having a professional interest in any aspect of ultrasonics, ferroelectrics, or frequency control.

Section 2.2.

Categories of membership, rights, privileges and associated fees related to membership will be specified in the Bylaws.

Section 2.3.

Voting membership shall consist of IEEE voting members and Affiliates belonging to the Society.

Article 3. - Field of Interest

Section 3.1.

The field of interest of the UFFC-S shall include theory, technology, materials, and applications relating to:

- The generation, transmission, and detection of ultrasonic waves and related phenomena.
- Medical ultrasound and associated technologies.
- Ferroelectric, piezoelectric, and piezomagnetic materials.
- Frequency generation and control, timing, and time coordination and distribution.

This interest ranges from fundamental studies to the design and/or applications of devices, sensors, systems, and manufacturing technologies within the general scope defined above. Modification of the Field of Interest shall be in accordance with the procedures specified by the IEEE and amendments to this Constitution.

Article 4. - Finances

Section 4.1.

The UFFC-S may assess an annual membership fee.

Section 4.2.

The UFFC-S may charge registration fees at its Society meetings, symposia, conferences, and conventions.

Section 4.3.

The UFFC-S may raise revenue by other means, such as sales of products, advertising, trade and technical shows, requests for contributions, and charges for sending out notices to non-UFFC-S members. Any new revenue means not explicitly covered by IEEE rules and regulations must be approved by the IEEE before being adopted by the UFFC-S.

Section 4.4.

The finances of the UFFC-S shall be the responsibility of the AdCom, in accordance with IEEE guidelines.

Article 5. - Administration of the Society

Section 5.1. AdCom Membership and Offices

5.1.1.

The AdCom shall consist of not more than 24 Voting Members, including 12 Elected AdCom Members defined in 5.1.3. below, plus not more than 12 UFFC-S Officers defined in Section 5.1.2

below. There may be additional Non-Voting Members as specified in the Bylaws. Procedures for appointments, nominations, and elections shall be as prescribed in the Bylaws. The nomination procedure for Elected AdCom Members shall include provision for UFFC-S members to place names on the ballot.

5.1.2.

The UFFC-S Officers shall be the President, President-Elect, Junior and Senior Past Presidents; the Vice Presidents for Ultrasonics, Ferroelectrics, Frequency Control, Symposia, Finance, and Publications and the Secretary/Treasurer. The President (the President-Elect in the year prior to serving as President) appoints the Vice Presidents and the Secretary/Treasurer - which may be separate appointments. The Vice Presidents are ratified at the time of appointment by a majority vote of Elected AdCom Members. All Officers are Voting Members.

The President may make appointments to fill vacancies on AdCom for the unexpired terms. Such appointments shall be ratified by a majority vote of Elected AdCom Members.

5.1.3.

Four Elected AdCom Members shall be elected each year by Society Members. Their term shall be three years. Only two consecutive terms are permitted, but eligibility for reelection is restored after a lapse of one year.

5.1.4.

The term of the President shall be two years.

5.1.5.

The term of the President-Elect shall be two years. The President-Elect assumes the Presidency at the conclusion of the outgoing President's term.

5.1.6.

The term of the Officers appointed by the President shall be one year, with reappointment to multiple terms allowed. Appointed Officers shall serve at the discretion of the President.

Section 5.2. AdCom Duties and Responsibilities

5.2.1.

The duties and responsibilities of the Officers shall be as defined hereunder and in the Bylaws and as prescribed by AdCom.

5.2.2.

The President shall lead the affairs of the UFFC-S and preside at all meetings. In the President's absence or incapacity, the President's duties shall be performed by the President-Elect. In the event that neither the President nor the President-Elect is available, the President's duties shall be performed by the Jr. Past President.

5.2.3.

The President shall represent UFFC-S to the IEEE.

Section 5.3. Committees of the Society

5.3.1.

The President may establish standing and ad hoc committees as provided in the Bylaws.

5.3.2.

The President (the President-Elect in the year prior to serving as President) shall appoint the Standing Committee Chairs for the following calendar year. Each appointment shall be ratified at the time of appointment by a majority vote of Elected AdCom Members.

5.3.3.

The President shall be an ex-officio member of all committees of the UFFC-S.

Article 6. - Meetings

Section 6.1. General Meetings

6.1.1.

The UFFC-S may hold meetings, conferences, symposia, or conventions either alone or with other IEEE organizational units, or other technical organizations, subject to IEEE rules and regulations.

6.1.2.

Meetings, conferences, symposia and conventions of the UFFC-S shall be open on an equal basis to all members of the IEEE, and may be attended by non-IEEE members.

Section 6.2. AdCom and Committee Meetings

6.2.1.

AdCom shall hold meetings as specified in the Bylaws.

6.2.2.

A majority of the Voting Members of AdCom, or any committee thereof, shall constitute a quorum.

6.2.3.

An affirmative vote of a majority of Voting AdCom Members present at the time of the vote, provided a quorum is present, shall be required to approve the action.

6.2.4.

AdCom or any committee thereof may also assemble for a meeting and vote 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.

6.2.5.

The AdCom or any committee thereof may take action without a meeting if applicable (e.g. email voting). An affirmative vote of a majority of all the voting members of the AdCom or any committee

thereof shall be required to approve the action. The results of the vote shall be confirmed promptly in writing or by electronic transmission. The writings and/or electronic transmissions shall be filed with the minutes of the proceedings of the AdCom or any committee thereof. "Electronic transmission" means any form of electronic communication, such as e-mail, not directly involving the physical transmission of paper, that creates a record that may be retained, retrieved and reviewed by a recipient thereof, and that may be directly reproduced in paper form by such a recipient.

6.2.6.

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

6.2.7.

Individuals holding more than one position on AdCom, or any committee thereof, shall be limited to one vote on each matter being considered by AdCom or the committee.

6.2.8.

Proxy voting is not allowed.

Article 7. - Publications

Section 7.1.

Publications undertaken by the UFFC-S shall be subject to the guidance and control prescribed by AdCom or its duly appointed committees. The UFFC-S shall be responsible for the financial aspects of its publication program.

Section 7.2.

The President, with the review and approval of AdCom, shall appoint the Transactions Editor-in-Chief. The duties of the Editor-in-Chief shall be as prescribed in the Bylaws.

Section 7.3.

The Vice President of Publications, with the review and approval of AdCom, shall appoint all other Editors-in-Chief as may be required to implement the publications program. The duties of these other Editors-in-Chief shall be as prescribed in the Bylaws.

Article 8. - Amendments and Bylaws

Section 8.1. Amendments

8.1.1.

Amendments to this Constitution may be initiated by AdCom, or by petition submitted by at least twenty members of the UFFC-S. Amendments shall not conflict with the IEEE governing documents.

8.1.2.

Initial approval of an amendment to this Constitution requires a two-thirds vote of Voting AdCom Members, provided that notice of the proposed Amendment has been sent to each member of AdCom at least 30 days prior to voting.

8.1.3.

The AdCom-approved Amendment shall be submitted to the IEEE for approval.

8.1.4.

The IEEE-approved Amendment shall be published in the Newsletter, or otherwise publicized by direct notification to Society membership for general comment during a 30 day period. In the absence of objections during this period by at least twenty members compelling reconsideration by AdCom, the Amendment shall take effect.

Section 8.2. Bylaws

8.2.1.

Suitable Bylaws, and Amendments thereto, may be adopted by a two-thirds vote of Voting AdCom Members, provided that notice of the proposed Bylaw, or Amendment, has been sent to each AdCom member at least 30 days prior to voting. The approved Bylaw, or Amendment, shall be published in the UFFC-S Newsletter, or otherwise publicized by direct notification to Society membership. No Bylaw, or Amendment, shall take effect until a copy has been provided to the IEEE, and filed with IEEE records.

Appendix C. Full Text of UFFC-S Bylaws (Version: May 20, 2011)

1. Nature of the Bylaws

These Bylaws provide rules governing the internal affairs of the IEEE Ultrasonics, Ferroelectrics, and Frequency Control Society (UFFC-S), and shall be in accord with IEEE governing documents and the UFFC-S Constitution.

2. Society Membership

2.1. Member

A UFFC-S member is an individual who is an IEEE member or IEEE Affiliate and has paid the annual UFFC-S dues prescribed in Section 4 of these Bylaws, or who is a qualifying IEEE Life Member as prescribed in IEEE Bylaws.

2.2. Voting Member

As prescribed in Section 2.3 of the UFFC-S Constitution, the voting members of the UFFC-S (UFFC-S voting members) shall consist of IEEE voting members and Affiliates belonging to the Society.

3. Administrative Committee (AdCom)

3.1. AdCom Composition

Section 5.1 of the UFFC-S Constitution states that AdCom shall consist of not more than 24 Voting Members (including 12 Elected AdCom Members plus not more than 12 UFFC-S Officers), plus additional Non-Voting Members as specified in these Bylaws.

The Non-Voting Members of AdCom shall consist of: (1) the Standing Committee Chairs who are not UFFC-S Officers, (2) the Ad Hoc Committee Chairs, (3) the Student Representatives of AdCom, (4) the Transactions Editor-in-Chief (EIC), (5) the Transactions EIC-Elect, (6) the Newsletter EIC, (7) the Web EIC, (8) the General Chairs of UFFC-S-sponsored technical conferences for the past year and upcoming two years (in the event of a conference with General Co-Chairs, the corresponding Technical Standing Committee Chair shall designate one of them to represent at AdCom), and (9) AdCom emeriti.

Other contributors to AdCom may include Vice Chairs, and members of various committees, Transactions Associate EIC(s), UFFC-S representatives, Officers of UFFC-S Chapters, Student Advisor, and selected IEEE Headquarters Officers.

3.2. Quorum

Section 6.2 of the UFFC-S Constitution identifies an AdCom quorum as a majority of Voting AdCom Members.

3.3. Absences and Vacancies

In order to maintain a continuously-active AdCom, Members who miss two consecutive meetings shall, in the absence of extenuating circumstances as determined by the President, be dropped from AdCom. A vacancy thus or otherwise created will be filled by Presidential appointment for the unexpired term, and ratified by a majority of Elected AdCom Members.

3.4. Nomination and Election of Elected Members

Elected AdCom Members shall be determined by ballot to all UFFC-S voting members, as prescribed below.

3.4.1. Nomination

A slate of nominees for forthcoming vacancies in the position of Elected AdCom Member shall be prepared by the Nominations Committee for approval by AdCom at the first scheduled AdCom meeting of the year. All nominees must be UFFC-S voting members in good standing at the time of nomination; evidence of willingness to serve shall be provided with the nomination. The total number of nominees shall be at least eight. Equitable representation from all IEEE Regions and Society technical areas shall be observed on the nominations slate.

For each Elected Member position on AdCom, a nominating petition containing the signatures of at least 2% of the UFFC-S voting members as listed in the official IEEE membership records at the end of the year preceding the election, also places a nominee on the ballot. Such nominating petitions must be completed by the first AdCom meeting of the year. Evidence of nominee's willingness to serve shall be submitted with the petition.

Petition 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 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.

Nominees may be presented from the floor by members of AdCom, provided that evidence of willingness to serve is also presented. An affirmative vote by AdCom places the nominee on the ballot.

3.4.2. Election

The election to fill forthcoming vacancies for the position of Elected AdCom Member shall be by ballot to all UFFC-S voting members. The deadline for the return of the ballots shall be at least 30 days after the distribution date of the ballots. Distribution, collection, and counting of ballots shall be done by IEEE Headquarters. Ties shall be broken by AdCom.

3.5. Nomination and Election of President-Elect

The Nominations Committee shall prepare a slate of at least 2 (two) nominees with nomination packages for the office of President-Elect. Nominees shall be UFFC-S voting members in good standing. In the event that less than two qualified nominees are available, exemption to proceed with one nominee shall be obtained from the IEEE Vice President, Technical Activities and a two-thirds vote of the Voting Members of AdCom is required to elect the single nominee.

A complete nomination package shall consist of a letter of nomination signed by at least 2 (two) AdCom Members, an up-to-date candidate biography including IEEE and UFFC-S contributions, and a brief position statement by the candidate. Nominees will be included on the slate as long as a complete nomination package has been received by the Chair of the Nominations Committee at least 4 (four) weeks prior to the last scheduled AdCom meeting in an election year. Nomination packages shall be distributed to AdCom within one week after the nomination deadline. At the last AdCom meeting in an election year, the President-Elect shall be elected by the Voting Members of AdCom.

During the election process, at the discretion of the incumbent President, candidates may be invited to make brief statements (less than 5 minutes) and answer questions from the floor, provided such opportunity is uniformly provided to all candidates under consideration. The election shall be by secret ballot. A majority of the Voting Members of AdCom present shall determine the election. In the case that there are more than two nominees, and no nominee receives a majority, the top two nominees will be retained, and the voting repeated. The incumbent President shall conduct this election process.

3.5.1. Terms of Office

As provided in Section 5.1 of the UFFC-S Constitution, the terms of both the President and the President-Elect shall be two years. The retiring President shall not be eligible for election to the office of President-Elect for a period of ten years after completing the term of the office of President.

The President-Elect assumes the Presidency at the conclusion of the outgoing President's term as prescribed in Section 5.1 of the UFFC-S Constitution. The term of the President-Elect starts January 1st immediately following the election year.

If a President is unable to complete the first year of office, the President-Elect shall become the President and shall complete the unexpired term vacated by the President, and then shall become the Junior Past President. The election for President-Elect will be held as soon as practical.

If the President is unable to complete the second year of office, the President-Elect shall become the President and shall complete the unexpired term vacated by the President, and then shall serve the term as President for which he/she was originally elected.

3.6. Duties of UFFC-S Officers

As provided in Article 5 of the UFFC-S Constitution, the UFFC-S Officers shall consist of the President, President-Elect, six Vice Presidents, Secretary/Treasurer, and the Junior and Senior Past Presidents. It is the expectation that all officers provide a complete, comprehensive turnover to their successors prior to the start of the successors' terms, and upon request to assist their successors to ensure continuity of Society operations. Additional provisions in this section are intended to provide general guidelines for duties and are not intended to be comprehensive nor limiting in nature.

3.6.1. President

The President shall lead the affairs of the Society, as defined in Article 5 of the UFFC-S Constitution, and shall speak for the Society on all matters not specifically delegated to others. The President or designee is automatically a member of certain IEEE committees, and in these positions is expected to promote the interest of the Society and the IEEE.

3.6.2. President-Elect

The President-Elect shall perform the Presidential duties in the President's absence or incapacity, and shall fulfill such other functions as directed by the President or by AdCom.

3.6.3. Vice Presidents

There shall be six Vice Presidents as defined in Article 5 of the UFFC-S Constitution: Ultrasonics, Ferroelectrics, Frequency Control, Publications, Symposia, and Finance. The Vice Presidents are chairs of their respective Standing Committees, with duties described in Section 5 below. Vice Presidents shall be appointed by the President and ratified by a majority of Elected AdCom Members.

3.6.4. Secretary/Treasurer

The Secretary/Treasurer shall be appointed by the President. It is the discretion of the President as to whether these are separate positions.

The Secretary shall be responsible for keeping the records of AdCom. These responsibilities include maintaining appropriate files, preparing and distributing notices and minutes, posting minutes of AdCom on the UFFC-S website, and transmitting same to the UFFC-S section of the IEEE archives. Draft meeting minutes, including attachments, shall be distributed or otherwise made available to AdCom Members within thirty days after the AdCom meeting with an update provided to AdCom Members before the next AdCom meeting.

The Treasurer shall be responsible for the fiduciary activities of AdCom. These responsibilities include reviewing, and if approved for payment, endorsing and transmitting all bills for payment to the IEEE, and monitoring receipts and expenditures in order to ensure conformance to the Society's budget and guidelines.

3.6.5. Junior and Senior Past Presidents

The Junior and Senior Past Presidents are the immediate and the prior past presidents, respectively. The Junior and Senior Past Presidents shall advise and support the Society and its AdCom leadership and fill roles as otherwise described herein. The terms of office of the Junior and Senior Past Presidents are two years each, starting on January 1 of the calendar year after the completion of their terms in the prior position.

3.7. Meetings

The conduct of AdCom meetings is addressed in Section 6.2 of the UFFC-S Constitution. AdCom shall meet at least twice a year. Every AdCom Member shall be notified of the place and date of such meetings at least thirty days prior to the meeting date. In the case that there is less than a quorum attending a duly called meeting, tentative actions may be taken which will become effective upon ratification at a subsequent meeting, or by postal or electronic approval by a majority of Voting AdCom Members.

3.7.1. Special Meetings

Special meetings of AdCom may be called by the President, or by any five Voting AdCom Members on notice to all AdCom Members. Such special meetings may be held as a face-to-face gathering, videoconference or by teleconference. As specified in Section 6.2.4 of the UFFC-S Constitution, 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.

Notice of such special meetings, giving the time and place of the meeting, the purpose of the meeting, the names of the AdCom Members calling the meeting, and any required documentation shall be provided to all AdCom Members not less than ten days before the date set for the special meeting by such routings as shall ensure prompt delivery.

3.7.2. E-mail Vote in Lieu of a Meeting

As prescribed in Section 6.2.5 of the UFFC-S Constitution, AdCom or any committee thereof may take action without a meeting by email voting. An affirmative vote of a majority of all committee members eligible to vote shall be required to approve the action. The action item(s) shall be distributed to committee members at least 2 (two) weeks before the voting deadline.

In email voting, a voting committee member may ‘table’ any proposed action by requesting discussion at a subsequent face-to-face meeting if the ‘tabling’ request is seconded by another voting committee member. The results of the vote shall be confirmed promptly in writing or by electronic transmission to the entire committee. A summary of the writings and/or electronic transmissions, including the outcome of the vote, shall be filed with the minutes of the committee. “Electronic transmission” means any form of electronic communication, such as e-mail, not directly involving the physical transmission of paper, that creates a record that may be retained, retrieved and reviewed by a recipient thereof, and that may be directly reproduced in paper form by such a recipient.

3.7.3. Parliamentary Procedure

Meetings of AdCom and any committees thereof shall be conducted in accordance with IEEE governing documents and UFFC-S governing documents. In the event that said documents do not provide sufficient guidance on specific issues relating to parliamentary procedure, Robert’s Rules of Order (latest version) shall be used to provide additional guidance, as prescribed in IEEE governing documents.

3.8. Policies and Procedures

Decisions on UFFC-S policies and procedures made by vote of AdCom, as reported in its minutes, are binding as written and approved. Only the most time independent procedures have been incorporated in these Bylaws. Policies and procedures approved by AdCom shall be posted on the UFFC-S website for access by UFFC-S members.

3.9. AdCom Student Representatives

There shall be up to six student representatives to AdCom, no more than two from any of the three Society technical areas. The Student Representatives are appointed by the President.

The term of the Student Representatives shall be two years. There shall be three new Junior Student Representatives selected each year, one from each of the three Society technical areas. Junior Student Representatives become Senior Student Representatives during the second year of their term.

The duties of Student Representatives include publicizing the Society to the broader community of fellow students, and promoting the Society to students by appropriate means as approved by AdCom, which may include the Society website, social media and other online activities, reaching out to those students attending its symposia, and other activities.

3.10. AdCom Emeritus

AdCom emeritus members are individuals who have been long-term contributors to AdCom. They have all the rights and privileges of Non-Voting ex-officio Members of AdCom. Emeritus candidates are recommended and approved by AdCom. The term of office of AdCom Emeritus is five years, with the opportunity for reappointment.

4. Society Funds

4.1. Annual Dues and General Expenditures

The Society may raise funds as specified in Article 4 of the UFFC-S Constitution and in the IEEE Bylaws and rules and regulations. Expenditures shall fall within budget projections as approved by AdCom. It is the responsibility of the Treasurer to monitor general expenditures on an ongoing basis, and in the case of anticipated deviations of 15% or more from the approved budget to consult with the Vice President for Finance and obtain AdCom approval for those expenditures. The annual Society dues for IEEE members and Affiliates shall be set by AdCom subject to approval by the IEEE. IEEE shall act as a bursar for all Society funds except as specified hereunder. Billings and receipt of the annual dues shall be handled by the IEEE.

4.1.1. Student Dues

The annual dues for students shall be 50% of the Society regular membership dues.

4.2. Symposia Funds

Financial arrangements for symposia sponsored or co-sponsored by the Society shall be covered by a separate budget with adequate safeguards against undue risk. The symposium organizing committee may authorize the symposium Treasurer to open an account to be used for the deposit and disbursement of funds related to the symposium, and the symposium Treasurer or General Chair may request a loan (or loans) from the Society's general fund to cover expenses in advance of the symposium. The Symposium General Chair is required to submit a formal budget to AdCom for approval at least one year before the symposium. The AdCom approved budget will be forwarded to IEEE for inclusion in the budget process through the Vice President for Finance. The General Chair is also required to present a preliminary account of symposium income and expenses at the first scheduled AdCom meeting after the symposium, and to work with the symposium Treasurer to ensure the conference books are closed in a timely fashion. All symposia must comply with IEEE audit requirements, and adhere to IEEE conference finance rules.

4.3. Other

In other activities involving the Society or any of its subgroups, financial commitments shall be approved by AdCom, and prudent arrangements shall be made to safeguard the Society funds that may be involved.

5. Committees

5.1. Standing Committees

Standing Committees may be added or deleted by AdCom as the need arises through amendment of the Bylaws. Standing Committee Chairs shall be appointed by the President and ratified by a majority of Elected AdCom Members. While the terms of office shall be one year, consecutive terms of office are not limited by these Bylaws.

UFFC-S Committees shall be:

- Ultrasonics
- Ferroelectrics
- Frequency Control
- Symposia
- Finance
- Publications
- Awards
- Fellows
- History
- Member Services
- Nominations
- Standards
- Strategic Planning

The Chairs of the first six listed Standing Committees are Society Vice Presidents and are Voting AdCom Members. The duties of the Standing Committees as listed below are intended to be general guidelines, and serve only as minimum requirements. The Chairs shall prepare written and oral reports for presentation to AdCom at each regularly scheduled AdCom meeting.

5.1.1. Three Technical Standing Committees

The Society is comprised of three Technical Standing Committees: Ultrasonics, Ferroelectrics, and Frequency Control. The UFFC-S Vice Presidents for Ultrasonics, Ferroelectrics, and Frequency Control are the Chairs of their respective Committees. The Committee members are appointed by the Committee Chairs pursuant to procedures adopted by each Committee. The Committees shall encourage the development of technical activities and standards related to their respective technical areas, and shall promote the Society as the focal point of these activities.

The Committees shall be responsible for selecting symposia general chairs, schedules, locations, and budgets, and submitting the names of the general chairs, locations, and budgets to AdCom for review and approval, and shall ascertain that preparations for each symposium are progressing satisfactorily. The Committees shall support their symposia organizing committees and ensure that the symposia plans are in accordance with Society policies and IEEE directives. Committee activities also include the organization of workshops, tutorials, and the organization of topical sessions in their technical areas at other IEEE conferences. The Committees will be responsible for administering their respective technical awards that are monitored by the Awards Committee as specified in Section 5.1.5 below.

5.1.2. Symposia

The Vice President for Symposia is the Chair of the Symposia Committee. The Committee members shall consist of the Vice Presidents of Ultrasonics, Ferroelectrics, and Frequency Control, the General Chairs who are AdCom Members as defined in Section 3.1, and others who may be appointed by the Chair. The Symposia Committee is responsible for developing and maintaining archival information about the conduct and procedures used in Society conferences, including an assessment of lessons learned and best practices. The Committee informs and encourages the sharing of best practices among the three Symposium Organizing Committees in the three Society technical areas. The committee supports the Symposia Organizing Committee General Chairs in their responsibilities, and ensures that Society symposia practices are in consonance with IEEE conference policies, and that all required documents are submitted to the IEEE. The Committee shall also support preparation and approval of Memoranda of Understanding (MOUs) for cosponsored symposia.

5.1.3. Finance

The Vice President for Finance is the Chair of the Finance Committee. The members of the Committee shall consist of the six Vice Presidents and the Treasurer. Additional members may be appointed by the Committee Chair. The Treasurer shall act as Vice-Chair of the committee.

The duties of the Finance Committee are to establish a long range financial policy for the Society and monitor and analyze its financial data. It shall prepare the annual budget for AdCom approval and submission to the IEEE, and shall report the financial status of the Society to AdCom. The Committee shall act as the sole interface between the Society and IEEE on all financial matters. The Committee shall review each Symposium Budget and Financial Report before it is submitted for approval by AdCom, and after approval shall submit these documents to the IEEE.

5.1.4. Publications

The Vice President for Publications is the Chair of the Publications Committee. The Committee shall consist of the Editor-in-Chief (EIC), EIC-Elect, and Associate EIC(s) of the Transactions, the Newsletter EIC, the Web EIC, as well as the Symposia Proceedings Editors. Additional members may be appointed by the Chair. The Committee's responsibilities are to establish a long range publications policy; evaluate the relevance, quality, timeliness, and cost of the publications; and negotiate contracts and make recommendations on resources required to best serve the Society. The Vice President for Publications shall act as liaison with the IEEE Publications Board and with external vendors providing publication services to the UFFC-S.

The Society shall publish a Transactions, a Newsletter, a Proceedings for each Symposium sponsored or co-sponsored by the Society, a Digital Archive and a Website.

The UFFC-S President, with the review and approval of AdCom, shall appoint a Transactions EIC-Elect at least one year before the expiration of the last term of incumbent EIC based upon input from the Vice President for Publications, the incumbent EIC, and AdCom. At the expiration of the term of the incumbent EIC, the Transactions EIC-Elect shall become the EIC. The Vice President for Publications shall, in consultation with the Transactions EIC, appoint three Associate EIC(s) for the Transactions, one from each of the three Society technical areas. The Vice President for Publications shall also appoint the Newsletter EIC and Web EIC. These appointments (Associate EIC(s), Newsletter EIC, and Web EIC) are subject to the review and approval of Voting AdCom Members. The editors for the Symposia Proceedings shall be appointed by the General Chairs of the relevant symposia.

5.1.4.1. Transactions

The Transactions on Ultrasonics, Ferroelectrics, and Frequency Control shall be the primary publication of the Society. It shall contain technical papers and review articles. The EIC is responsible for the Transactions format, publication schedule and content. Modification of the format or schedule shall be subject to review and approval of AdCom. The EIC is also responsible for recruiting qualified Associate Editors responsible for selecting appropriate manuscript reviewers, overseeing the quality and timeliness of the review and publication processes, and communicating with contributors. Rules for manuscript preparation shall be published in the Transactions. Paper review procedures shall be administered in accordance with IEEE and Society policies. The EIC may appoint guest editors for special issues and may delegate corresponding responsibility for assembling the technical papers.

The responsibility of the EIC-Elect shall be to prepare for a smooth transition to EIC. The responsibilities of the Associate EIC(s) shall be to support the EIC. The term of office of the EIC and Associate EIC(s) shall be three years, with the opportunity for reappointment to one additional term. The terms of office for the Associate Editors shall be three years, with the opportunity for reappointment to additional terms.

5.1.4.2. Newsletter

The Newsletter shall be published at least twice each calendar year. The Newsletter shall contain a historical record of Society administration including AdCom and Standing Committee minutes, awards, Symposia highlights, and other items of interest to members of the Society. The Newsletter EIC shall have the responsibility of assembling the material for publication of the Newsletter.

5.1.4.3. Symposium Proceedings

A Symposium Proceedings shall be published for each Symposium sponsored or co-sponsored by the Society, and shall contain only papers presented at that Symposium. The Proceedings Editor shall be a member of the relevant symposium organizing committee. In all aspects, the Proceedings Editor shall follow the guidelines as set forth in the IEEE Policy and Procedures Manual and any AdCom guidelines.

5.1.4.4. Website

The Society website shall contain items of interest to members of the Society. This especially includes Society symposia, major committees and activities, news items, and the Digital Archive. The Web EIC will be responsible for the Society's website.

5.1.5. Awards

The Awards Committee shall consist of at least five members appointed by the Chair, not more than two of whom shall be present AdCom Members, with representation from each of the three Society technical areas. The Awards Committee members shall be anonymous and are eligible for appointment for three consecutive one-year terms. The Awards Committee annually shall select candidates and make final decisions for the UFFC Achievement Award, Distinguished Service Award, and Outstanding Paper Award(s); and nominate candidates for the Distinguished Lecturer Award for subsequent review and approval by AdCom. Additionally, the Committee shall prepare Certificates of Appreciation for AdCom and committee members who are completing their tenure; monitor awards presented by the three Society technical areas; and select candidates and prepare nominations for the various IEEE Awards. Additional Awards may be awarded by the Ultrasonics, Ferroelectrics, and Frequency Control Standing Committees.

5.1.6. Fellows

The Society's Fellows Committee shall consist of at least five members appointed by the Chair, all of whom must be Fellows. The chair shall endeavor to renew committee membership periodically. The Fellows Committee members shall be anonymous. The Fellows Committee shall be responsible for receiving and evaluating nominations for Fellow grade candidates engaged in the fields of activity covered by the Society. The Committee shall make recommendations concerning these nominations on behalf of the Society. Its deliberations and conclusions are confidential and shall only be transmitted to the IEEE Fellows Committee. Members of the Fellows Committee shall not serve as Fellow nominators or references.

5.1.7. History

The Society's History Committee shall consist of the Chair and at least three members, one from each of the three Society technical areas, appointed by the Chair. The History Committee shall be responsible for maintaining a historical record of the Society, updating history sections of the Society's website, submitting relevant records to the IEEE Global History Network, participating in IEEE historical events, and publishing Society historical articles.

5.1.8. Member Services

The Member Services Committee shall consist of members appointed by the Chair. The Committee shall encourage IEEE and UFFC membership, promotion of eligible members to senior membership status, support the fields of interest of the Society, initiate membership drives, prepare membership material for special mailings, and organize a membership booth at Symposia sponsored by the Society. The Committee shall maintain a list of Chapter officers. The Chair shall maintain and provide society membership statistics, interface with the Membership Development Committee of the IEEE, and interface between Chapters and AdCom.

5.1.9. Nominations

The Junior Past President of the UFFC-S shall be the Chair of the Nominations Committee. The Chair of the Nominations Committee shall appoint Committee members for ratification by AdCom. The Committee shall have representation from the three Society technical areas. In the event of the unavailability or conflict of interest of the Junior Past President, the most recent Past Chair of the Nominations Committee or an available Past President of the UFFC-S shall be the Chair of the Nominations Committee. With extenuating circumstances, a different individual may be appointed to this position. The Chair shall not be eligible to stand for election for the position of Elected AdCom Member or President-Elect during his/her term of service.

The Committee shall annually prepare a slate of nominees for election to AdCom, as prescribed in Section 3 of these Bylaws. It shall solicit and prepare candidate biographies and photos for inclusion with the ballots. The Committee shall also prepare a slate of candidates for President-Elect in the election years, as prescribed in Section 3 of these Bylaws.

A Nominations Committee member may not be a nominee for another AdCom position for which the Committee is responsible for making nominations, unless the member resigns from the Committee prior to its first meeting of the year in which the nomination shall be made.

5.1.10. Standards

The Chair of the Standards Committee shall, in coordination with the Technical Standing Committees, appoint subcommittee chairs who shall constitute subcommittees to handle specific technical

standards. The Standards Committee consists of the Chair and the Subcommittee Chairs. The Chair shall be an ex-officio member of all such UFFC standards subcommittees. The Standards Committee shall be responsible for establishing and reviewing IEEE Standards within the Field of Interest of the Society. The Committee shall periodically upgrade existing standards and shall initiate standards in new areas as appropriate.

5.1.11. Strategic Planning

The Strategic Planning Committee shall consist of members appointed by the Chair, with representation from each of the three Society technical areas. The Committee shall review Society activities and goals, remain cognizant of IEEE-wide initiatives, and suggest strategies for the long-term health of the Society. The Committee shall present its recommendations to AdCom for review and possible action.

5.2. Ad Hoc Committees

Special or Ad Hoc Committees may be created by the President without approval by AdCom as the need arises, as provided for in Section 5.3 of the UFFC-S Constitution. The President shall define the purpose of the Committee and may provide guidance for how long the Committee shall be constituted, the number of members the Committee shall have, how the members are to be selected, and the terms of office of the Chair and the members. All Ad Hoc Committees should disband at the end of the calendar year or the end of the appointing President's term of office. The Ad Hoc Committee may be reappointed by the President's successor.