

## IEEE OCEANIC ENGINEERING SOCIETY BYLAWS

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## **1 BYLAWS**

These Bylaws, adopted in accordance with Article IX of the IEEE Oceanic Engineering Society's Constitution, provide detailed guidance for the supervision and management of the affairs of the Society.

## **2 MEMBERS AND AFFILIATES**

### **2.1 Society Members**

There shall be two grades of Society membership: Member and Student Member. IEEE members of any grade, excluding Student Members, become Society Members upon payment of Society Member dues. IEEE Student Members become Society Student Members upon payment of Society Student Member dues.

#### **2.1.1 Member Rights and Privileges**

A Society Member is entitled to receive notices of all meetings of the Society, to receive copies of all publications of the Society, and to attend and participate in any function of the Society by payment at Member registration rates. A Member may exercise any Society voting privileges associated with being a Member. A Member may serve in any elective or appointive office of the Society and may exercise any Society voting privileges associated with that office.

#### **2.1.2 Student Member Rights and Privileges**

A Student Member is entitled to receive notices of all meetings of the Society, to receive copies of all publications of the Society, and to attend and participate in any function of the Society by payment at Student Member registration rates. A Student Member may not serve in any elective office of the Society, but may serve in an appointive office of the Society. Student Members have no voting privileges within the Society.

### **2.2 Society Affiliates**

Non-IEEE members become Society Affiliates upon payment of Society Member dues and IEEE Society Affiliate fees.

#### **2.2.1 Society Affiliates Rights and Privileges**

A Society Affiliate is entitled to receive notices of all meetings sent to Society members, to receive copies of publications of the Society, to attend and participate in any function of the Society by payment at Society Member registration rates. A Society Affiliate may not serve in any elective office of the Society, but may serve in an appointive office of the Society. Society Affiliates have no voting privileges within the Society.

### **2.3 Special Provisions**

Annual Society dues may be pro-rated for special categories of IEEE membership defined in the Bylaws of IEEE.

### **3 ADMINISTRATIVE COMMITTEE**

#### **3.1 Elected Members**

There shall be 18 Elected Members of the Administrative Committee.

##### **3.1.1 Election Procedure**

The election procedure to be conducted each year shall comprise several phases: Nomination Solicitation, General Nominations, Nominations by Petition, Candidate Slate Preparation, Subsequent Nominations by Petition, Final Slate Preparation, and Vote by Membership.

- 3.1.1.1 Nomination Solicitation - The Chair of the Nominations and Appointments Committee shall solicit from all Members of the Society nominations to fill Elected Member vacancies in the Administrative Committee. Such solicitation shall be published in the winter issue of the Newsletter. Such solicitation shall be published in the Electronic Newsletter and on the Web Site by January 31.
- 3.1.1.2 General Nominations - Any Member of the Society may nominate a Member of the Society. Nominations must be received by the Nominations and Appointments Committee by March 1 accompanied by evidence that the nominee is willing to serve if elected.
- 3.1.1.3 Nomination by Petition - A Member of the Society shall be placed on the ballot if, by April 15, the Nominations and Appointments Committee receives a petition of nomination signed by at least two percent of the membership of the Society accompanied by evidence that the nominee is willing to serve if elected.
- 3.1.1.4 Candidate Slate Preparation - The Nominations and Appointments Committee shall prepare a slate of up to twelve qualified candidates from the General Nominations received. Those individuals not selected for the slate shall be notified by March 15.
- 3.1.1.5 Subsequent Nomination by Petition - Nominated individuals who were not selected for the slate of candidates may submit a Nomination by Petition to the Nominations and Appointments Committee by April 15.
- 3.1.1.6 Final Slate Preparation - The Nominations and Appointments Committee shall prepare a Final Slate of the selected candidates and all candidates nominated by petition, and shall provide it to IEEE by May 1.
- 3.1.1.7 Vote by Membership - The election will be conducted by IEEE. The candidates with the highest numbers of votes shall fill the available Administrative Committee vacancies. The Elected Members of the Administrative Committee shall resolve tie votes. Election results will be announced by July 31.

##### **3.1.2 Term of Office**

The 3-year term of office of the Elected Members of the Administrative Committee shall commence on January 1 following the election.

##### **3.1.3 Removal of Members**

A two-thirds affirmative vote by the Voting Members of the Administrative Committee is required to remove an Administrative Committee Member from the Administrative Committee.

### **3.1.4 Filling Within-Term Vacancies**

If an Elected Member is unable to serve, whether by reason of resignation or other cause, the President, with the advice and majority approval of the Voting Members of the Administrative Committee, shall appoint a qualified replacement to complete the vacated term.

### **3.2 Officers of the Society**

Officers, having been elected as provided for in the Constitution and Bylaws, shall be members of the Administrative Committee with all the rights and privileges of Elected Members until completion of their term of office.

### **3.3 Members ex officio**

Members ex officio are members of the Administrative Committee by virtue of the offices they hold.

#### **3.3.1 Chairs of Standing Committees**

Chairs of Standing Committees, as defined elsewhere in these Bylaws, shall be Members ex officio of the Administrative Committee. Chairs of Standing Committees must be Members of the Society. Chairs of Standing Committees are appointed by the President with the advice and majority approval of the Voting Members of the Administrative Committee.

#### **3.3.2 Chairs of Technology Committees**

Chairs of Technology Committees, as defined elsewhere in these Bylaws, shall be Members ex officio of the Administrative Committee. Chairs of Technology Committees must be Members of the Society. Chairs of Technology Committees are appointed by the President with the advice and majority approval of the Voting Members of the Administrative Committee.

#### **3.3.3 Editors**

The Editor of the Newsletter, the Editor of the Electronic Newsletter, the Webmaster, and the Associate Editors of the Journal must be Members of the Society and shall be Members ex officio of the Administrative Committee. The Editor of the Newsletter, the Editor of the Electronic Newsletter, and the Webmaster are appointed by the President with the advice and majority approval of the Voting Members of the Administrative Committee.

#### **3.3.4 Chairs of Chapters**

Members of the Society who are Chairs of Chapters, including Joint Chapters, shall be Members ex officio of the Administrative Committee.

#### **3.3.5 Co-Chairs of Joint Committees**

With the advice and majority approval of the Voting Members of the Administrative Committee, the President may appoint a Member of the Society to Chair or Co-Chair a Joint Committee, defined elsewhere in these Bylaws. Such Chair or Co-Chair shall be a Member ex officio of the Administrative Committee.

#### **3.3.6 Presidents or Chairs of IEEE Technical Councils**

Members of the Society who are Presidents or Chairs of IEEE Technical Councils to which the Society belongs shall be Members ex officio of the Administrative Committee.

#### **3.3.7 IEEE Officials**

The Managing Director of IEEE Technical Activities shall be a Member ex officio of the Administrative Committee.

### **3.4 Conduct of Business**

The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern the Society in all cases to which they are applicable, and in which they are not inconsistent with the Constitution and Bylaws of the Society and any special rules of order the Society may adopt.

### **3.5 Quorum**

A majority of the Voting Members of the Administrative Committee shall constitute a quorum for the conduct of all business. Unless otherwise stipulated in the Constitution or Bylaws of the Society, a majority affirmative vote of those voting shall be sufficient to approve a matter before the Administrative Committee.

### **3.6 Notice of Meeting**

No meeting of the Administrative Committee, whether conducted face-to-face or by other means, shall be held for the purpose of transacting business unless each member shall have been notified of the time and place of such meeting at least 30 days before the scheduled date of the meeting.

## **4 EXECUTIVE COMMITTEE**

### **4.1 Membership**

The Executive Committee shall comprise the elected Officers of the Society.

### **4.2 Conduct of Business**

The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern the Executive Committee in all cases to which they are applicable, and in which they are not inconsistent with the Constitution and Bylaws of the Society and any special rules of order the Society may adopt.

### **4.3 Quorum**

A majority of the Officers of the Society shall constitute a quorum for the conduct of all business. Unless otherwise stipulated in the Constitution or Bylaws of the Society, a majority affirmative vote of those voting shall be sufficient to approve a matter before the Executive Committee.

## **5 COMMITTEES**

The Administrative Committee may establish Standing, Technology, and ad hoc Committees. The President may establish ad hoc Committees. The President shall be a member ex officio of all Committees except the Nominations and Appointments Committee.

### **5.1 Standing Committees**

The Standing Committees of the Society shall be as listed and described below. Their functions, responsibilities, and membership shall be specified in the Policies and Procedures of the Society.

#### **5.1.1 Membership Committee**

The Membership Committee shall be under the cognizance of the Vice President for Professional Activities.

**5.1.2 Student Activities Committee**

The Student Activities Committee shall be under the cognizance of the Vice President for Professional Activities.

**5.1.3 Promotion Committee**

The Promotion Committee shall be under the cognizance of the Vice President for Professional Activities.

**5.1.4 Reconnaissance Committee**

The Reconnaissance Committee shall be under the cognizance of the Vice President for Conference Operations.

**5.1.5 Joint OCEANS Administrative Board**

The Joint OCEANS Administrative Board (JOAB) shall be under the cognizance of the Vice President for Conference Operations.

**5.1.6 Finance Committee**

The Finance Committee shall be under the cognizance of the Treasurer.

**5.1.7 Awards Committee**

The Awards Committee shall be chaired by the Junior Past President.

**5.1.8 Nominations and Appointments Committee**

The Nominations and Appointments Committee shall be chaired by the Junior Past President. The Nominations and Appointments Committee procedures are documented in the Constitution.

**5.1.9 Governance Committee**

The Governance Committee shall be chaired by the Senior Past President.

**5.1.10 Strategic Planning Committee**

The Strategic Planning Committee shall be under the cognizance of the President.

**5.1.11 Fellows Committee**

The Fellows Committee shall be under the cognizance of the President.

**5.1.12 Distinguished Lecturer Committee**

The Distinguished Lecturer Committee shall be under the cognizance of the Vice President for Technical Activities.

**5.1.13 Workshops and Symposia**

The Workshops and Symposia Committee shall be under the cognizance of the Vice President Conference Development

**5.1.14 Offshore Technology Conference Committee**

The Offshore Technology Conference Committee shall be under the cognizance of the Senior Past President.

**5.1.15 Global Earth Observation (GEO) Committee**

The Global Earth Observation Committee shall be under the cognizance of the Junior Past President.

**5.1.16 Standards Committee**

The Standards Committee shall be under the cognizance of the President.

### **5.1.17 OCEANS Steering Committee**

The OCEANS Steering Committee shall be under the cognizance of the President.

## **5.2 Technology Committees**

Technology Committees shall be under the cognizance of the Vice President for Technical Activities. Their functions, responsibilities, and membership shall be specified in the Policies and Procedures of the Society. The Technology Committees shall support the meetings and publications of the Society.

## **5.3 Ad hoc Committees**

Ad hoc Committees shall have specific objectives and specified tenures. The tenure of an ad hoc Committee shall not exceed two years, renewable at the discretion of the Administrative Committee.

# **6 OFFICERS**

## **6.1 Nomination Procedures**

### **6.1.1 Candidate Slate Preparation**

The Nominations and Appointments Committee shall prepare a slate of candidates for the offices for which elections are to be held, and distribute the slate to the Administrative Committee at least 30 days before the election.

### **6.1.2 Nominations from the Floor**

Candidates for the offices for which elections are to be held, who are not included in the slate prepared by the Nominations and Appointments Committee, may be nominated at the time of the election.

## **6.2 Election Procedures**

### **6.2.1 Election of Officers**

At the last regular meeting of the Administrative Committee each calendar year, the Voting Members of the Administrative Committee shall elect those officers whose terms begin the following January 1. The President, the Vice Presidents, the Editor-in-Chief of the IEEE Journal of Oceanic Engineering, the Treasurer, and the Secretary, shall be elected by ballot. The Senior and Junior Past Presidents shall assume their offices as described elsewhere in these Bylaws.

### **6.2.2 Quorum for Election of Officers**

The quorum for election of officers shall be a majority of the Voting Members of the Administrative Committee with the additional requirement that at least half of the Elected Members of the Administrative Committee must be present.

### **6.2.3 Majority Required to Elect**

Officers are elected when they receive a majority vote of those Voting Members of the Administrative Committee who are present. Balloting shall be repeated as many times as necessary to obtain a majority vote for a single candidate. Vote totals shall be disclosed to the Voting Members of the Administrative Committee who are present after each ballot is taken.

## **6.3 Time of Taking Office**

Each officer shall continue to serve until his or her successor takes office.



## **6.4 President**

### **6.4.1 Qualifications**

A candidate for the Office of President of the Society shall be a member in good standing of the Society and shall have achieved Senior Member grade or higher in the IEEE. Further, at the time of election a candidate must be an Elected Member of the Administrative Committee, or a current or past Officer of the Society who has been an Elected Member of the Administrative Committee.

### **6.4.2 Term of Office**

The President shall serve a two-year term of office. The term shall begin on January 1 of odd numbered years and end on December 31 of the subsequent even-numbered year.

### **6.4.3 Powers and Duties**

The President is an Officer of the Society and thus a member of the Executive and Administrative Committees of the Society. The President shall be the Chief Executive Officer of the Society and shall, under the supervision of the Administrative Committee, be responsible for the proper conduct of the affairs of the Society. The President shall preside at meetings of the Administrative Committee, the Executive Committee, and the Society as a whole. The voting rights of the President are documented in the Constitution. With the advice and consent of the Administrative Committee and as provided in the Constitution and Bylaws of the Society, the President shall make appointments to those positions necessary for the functioning of the Society.

### **6.4.4 IEEE Technical Activities Board**

The President is an ex officio member of the IEEE Technical Activities Board. With the advice and majority approval of the Administrative Committee, the President shall appoint one of the Officers of the Society as an alternate representative to the IEEE Technical Activities Board. The President or the duly approved alternate representative of the Society shall attend all meetings of the IEEE Technical Activities Board, in accordance with the Technical Activities Board Operations Manual.

### **6.4.5 Succession in Office**

If the President is unable to complete his or her term of office, the Vice President for Technical Activities shall succeed immediately to the office of President of the Society and shall be invested with the powers and duties of that office for the remainder of his or her predecessor's term of office. This partial term shall not be considered in determining eligibility to be a candidate for the Office of President. A new Vice President for Technical Activities shall be elected at the next meeting of the Administrative Committee and shall serve for the remainder of his or her predecessor's term of office.

## **6.5 Junior Past President**

### **6.5.1 Qualifications**

Upon completing his or her term(s) of office, the President shall become the Junior Past President.

### **6.5.2 Term of Office**

The Junior Past President shall serve until his or her successor completes his or her term as President.

### **6.5.3 Powers and Duties**

The Junior Past President is an Officer of the Society and thus a member of the Executive and Administrative Committees of the Society. The Junior Past President shall chair the Nominations and Appointments Committee except in cases of incapacity or conflict of interest, shall chair the Awards Committee, and shall fulfill such other duties as the President may assign.

## **6.6 Senior Past President**

### **6.6.1 Qualifications**

Upon completing his or her term(s) of office as Junior Past President, the Junior Past President shall become the Senior Past President.

### **6.6.2 Term of Office**

The Senior Past President shall serve until his or her successor completes his or her term as Junior Past President.

### **6.6.3 Powers and Duties**

The Senior Past President is an Officer of the Society and thus a member of the Executive and Administrative Committees of the Society. The Senior Past President shall chair the Governance Committee, shall be a member of the Nominations and Appointments Committee, and shall perform such other duties as the President may assign.

## **6.7 Vice Presidents**

### **6.7.1 Qualifications**

A candidate for Vice President of the Society shall be a member in good standing of the Society and shall have achieved Senior Member grade or higher in the IEEE. Further, at the time of election a candidate must be an Elected Member of the Administrative Committee, or a current or past Officer of the Society who has been an Elected Member of the Administrative Committee.

### **6.7.2 Term of Office**

Vice Presidents shall serve a two-year term of office. The terms of office of the Vice President for Technical Activities and the Vice President for Conference Operations shall begin on January 1 of odd-numbered years and end on December 31 of the subsequent even-numbered year. The terms of office of the Vice President for Professional Activities and the Vice President for Conference Development shall begin on January 1 of even-numbered years and end on December 31 of the subsequent odd-numbered year.

### **6.7.3 Filling Within-Term Vacancies of Vice Presidents**

If a Vice President is unable to complete his or her term of office, a new Vice President shall be elected at the next meeting of the Administrative Committee and shall serve for the remainder of his or her predecessor's term of office. This partial term shall not be considered in determining eligibility to be a candidate for Vice President.

### **6.7.4 Powers and Duties**

Vice Presidents are Officers of the Society and thus members of the Executive and Administrative Committees of the Society. Vice Presidents shall direct and supervise those Society activities within their purview as defined in these Bylaws and in the Policies and Procedures of the Society. Vice Presidents are ex officio members of all committees under their authority. They shall report regularly to the Administrative Committee regarding the activities, accomplishments, membership, and recommendations of all committees under their authority. Vice Presidents are responsible for preparing a budget for activities within their purview as required to support the Treasurer in the annual preparation of the Society's budget. Vice Presidents are responsible for monitoring the financial performance of activities within their purview and for making adjustments as needed to adhere to the approved Society budget. They shall provide expenditure information to the Treasurer for budget control purposes.

#### **6.7.5 Vice President for Technical Activities**

The Vice President for Technical Activities shall be responsible for:

- 6.7.5.1 Forming and overseeing the activities of the Technology Committees and Chapters, and the Distinguished Lecturer program, as provided in these Bylaws and the Policies and Procedures of the Society.

#### **6.7.6 Vice President for Conference Development**

The Vice President for Conference Development shall be responsible for:

- 6.7.6.1 Maintaining contact with members of the Society and others in the profession throughout the world who may be interested in conducting technical meetings for the Society. He or she shall promote and seek opportunities for new conferences, symposia, and workshops; identify venues and supporting facilities; seek strong leadership and supporting organizations; and encourage development of suitable proposals and preliminary budgets for the conduct of such meetings.
- 6.7.6.2 Overseeing the formation, operation, and closure of OES-sponsored workshops, symposia, and conferences other than OCEANS. Overseeing the operation and closure of OES Advanced Studies Institute events.
- 6.7.6.3 Providing regular reports to the Administrative Committee on each meeting.

#### **6.7.7 Vice President for Conference Operations**

The Vice President for Conference Operations shall be responsible for:

- 6.7.7.1 Overseeing the formation, operation, and closure of all OCEANS conferences.
- 6.7.7.2 Supporting the OCEANS Conference Committees in all matters, including provision of advice on the development of the technical program, publications, tutorials, exhibits, local arrangements, student activities, conference web site, publicity, finance, administration, and management of the conferences.
- 6.7.7.3 Providing regular reports to the Administrative Committee on each meeting.

#### **6.7.8 Vice President for Professional Activities**

The Vice President for Professional Activities shall be responsible for:

- 6.7.8.1 Promoting the necessary activities, including governmental, legislative, and administrative action, to enhance the professional, social, economic and ethical status of the engineering profession in general and oceanic engineering in particular, and to enhance the economic status of the electrical and electronics industry, with particular emphasis on oceanic engineering and related disciplines.
- 6.7.8.2 Promoting the growth of membership and the enhancement of the benefits of membership, including the development of opportunities to serve the profession, the IEEE, and the Society.
- 6.7.8.3 In cooperation with educators and educational institutions, developing student activities that will support and promote students of oceanic engineering and related disciplines in their chosen fields of study and that will provide appropriate recognition for the students.

- 6.7.8.4 Fostering and supporting continuing education of members of the profession.
- 6.7.8.5 Promoting activities in association with national and multi-national professional organizations that will further the aims of the IEEE and the Society.
- 6.7.8.6 Guiding the non-peer-reviewed publications of the Society and recruiting their editors who shall maintain high quality, timely publications that provide appropriate coverage of the Field of Interest of the Society. These publications include magazines, newsletters, Internet web sites, and other communications. He or she shall review annually the need for new publications or the discontinuance of existing publications.

## **6.8 Editor-in-Chief of the IEEE Journal of Oceanic Engineering**

### **6.8.1 Qualifications**

The Editor-in-Chief shall be a Member in good standing of the Society who has served at least one term as an Associate Editor of the Journal or has served as the Guest Editor for a Special Issue of the Journal.

### **6.8.2 Term of Office**

The Editor-in-Chief shall serve a three-year term of office. The term shall begin on January 1 of the second year following the election. In the event that the incumbent Editor-in-Chief is not re-elected, then in the first year following the election, the Editor-in-Chief Elect shall serve an apprenticeship under the Editor-in-Chief.

### **6.8.3 Powers and Duties**

The Editor-in-Chief is an Officer of the Society and thus a member of the Executive and Administrative Committees of the Society. The Editor-in-Chief shall be responsible for implementing the peer-reviewed publication program defined by the Administrative Committee in accordance with IEEE rules and regulations. The Editor-in-Chief shall be responsible for:

- 6.8.3.1 Appointing Associate Editors of the IEEE Journal of Oceanic Engineering and appointing Guest Editors for Special Issues of the IEEE Journal of Oceanic Engineering.
- 6.8.3.2 Making final publication decisions on all manuscripts submitted for publication in the Journal and coordinating publication of the IEEE Journal of Oceanic Engineering with IEEE Publications Staff.
- 6.8.3.3 Guiding editorial activities to maintain a high quality, timely, peer-reviewed publication that provides coverage of the Field of Interest of the Society. The Editor-in-Chief shall endeavor to publish the budgeted number of pages each year, subject to the variations permitted by the IEEE.
- 6.8.3.4 Preparing and presenting an annual activity report to the Administrative Committee.
- 6.8.3.5 Reviewing annually the need for new peer-reviewed publications or for the discontinuance of existing peer-reviewed publications and reporting these reviews to the Administrative Committee.
- 6.8.3.6 Preparing a budget for the IEEE Journal of Oceanic Engineering as required to support the Treasurer in the annual preparation of the Society's budget.
- 6.8.3.7 Monitoring the expenditures of IEEE Journal of Oceanic Engineering and making adjustments as needed to adhere to the approved Society budget. He or she shall provide expenditure information to the Treasurer for budget control purposes.

#### **6.8.4 Filling Within-Term Vacancies of the Editor-in-Chief**

If the Editor-in-Chief is unable to complete his or her term of office and an Editor-in-Chief Elect has been elected, the Editor-in-Chief Elect shall become the Editor-in-Chief and shall serve for the remainder of his or her predecessor's term of office. If the Editor-in-Chief is unable to complete his or her term of office and no Editor-in-Chief Elect has been elected, a new Editor-in-Chief shall be elected at the next meeting of the Administrative Committee and shall serve for the remainder of his or her predecessor's term of office. These partial terms shall not be considered in determining eligibility to be a candidate for Editor-in-Chief.

### **6.9 Treasurer**

#### **6.9.1 Qualifications**

A candidate for Treasurer of the Society shall be a member in good standing of the Society and shall have achieved Member grade or higher in the IEEE. Further, at the time of election a candidate must be an elected member of the Administrative Committee, or a current or past Officer of the Society who has been an Elected Member of the Administrative Committee.

#### **6.9.2 Term of Office**

The Treasurer shall serve a three-year term of office. The term shall begin on January 1 of the second year following the election. In the event that the incumbent treasurer is not re-elected, then in the first year following the election the Treasurer Elect shall serve an apprenticeship under the Treasurer.

#### **6.9.3 Powers and Duties**

The Treasurer is an Officer of the Society and thus a member of the Executive and Administrative Committees of the Society. The Treasurer is the Chief Financial Officer of the Society and shall be responsible for:

- 6.9.3.1 Maintaining the financial records of the Society and overseeing the financial operations of the Society and its activities.
- 6.9.3.2 Preparing and distributing budgets, reports, notices, and other documents required by the President and the Administrative Committee, and ensuring that these documents are prepared on a schedule that accommodates the requirements of the IEEE.
- 6.9.3.3 Preparing annually a categorized and itemized report of income and expenditures for the past year and expected income and expenditures for the coming year.
- 6.9.3.4 Preparing an interim report for each meeting of the Administrative and Executive Committees showing income and expenditures for the year to date compared to the budget. These reports shall show sufficient detail to be used by the Officers and Committee Chairs of the Society in managing their activities.

#### **6.9.4 Disbursement of Funds**

Disbursement of funds against previously budgeted accounts may be made by the Treasurer without further approval by the IEEE, but subject to approval as noted below, provided that the total approved expenditures budgeted in any major category (e.g., meetings, publications) are not exceeded thereby. Individual disbursements up to \$1,000 may be made by the Treasurer in the proper conduct of Society business without additional approval. Disbursements in excess of those budgeted of more than \$1,000 but not more than \$5,000 require the approval of the President. Disbursements beyond those budgeted of more than \$5,000 require approval of the Administrative Committee.

### **6.9.5 Filling Within-Term Vacancies of the Treasurer**

If the Treasurer is unable to complete his or her term of office, and a Treasurer Elect has been elected, the Treasurer Elect shall become the Treasurer and shall serve for the remainder of his or her predecessor's term of office. If the Treasurer is unable to complete his or her term of office and no Treasurer Elect has been elected, a new Treasurer shall be elected at the next meeting of the Administrative Committee and shall serve for the remainder of his or her predecessor's term of office. This partial term shall not be considered in determining eligibility to be a candidate for Treasurer.

## **6.10 Secretary**

### **6.10.1 Qualifications**

A candidate for Secretary of the Society shall be a member in good standing of the Society and shall have achieved Member grade or higher in the IEEE. Further, at the time of election a candidate must be an elected member of the Administrative Committee, or a current or past Officer of the Society who has been an Elected Member of the Administrative Committee.

### **6.10.2 Term of Office**

The Secretary shall serve a two-year term of office. The term shall begin on January 1 of odd-numbered years and end on December 31 of the subsequent even-numbered year.

### **6.10.3 Powers and Duties**

The Secretary is an Officer of the Society and thus a member of the Executive and Administrative Committees of the Society. The Secretary shall be responsible for:

- 6.10.3.1 Keeping the records of the Society with the exception of financial records.
- 6.10.3.2 Sending out notices as directed by the Executive and Administrative Committees and as described in the Constitution and Bylaws of the Society.
- 6.10.3.3 Preparing the agenda for, and recording the minutes of, all meetings of the Executive and Administrative Committees and of general meetings of the Society.
- 6.10.3.4 Preparing and distributing the reports of the Society with the exception of the financial reports.

### **6.10.4 Filling Within-Term Vacancies of the Secretary**

If the Secretary is unable to complete his or her term of office, a new Secretary shall be elected at the next meeting of the Administrative Committee and shall serve for the remainder of his or her predecessor's term of office. This partial term shall not be considered in determining eligibility to be a candidate for Secretary.

## **7 EDITORS OF SOCIETY PUBLICATIONS**

### **7.1 Editor-in-Chief of the IEEE Journal of Oceanic Engineering.**

The Editor-in-Chief is an Officer of the Society whose qualifications, term of office, manner of election, and powers and duties are defined elsewhere in these Bylaws.

### **7.2 Editor of the IEEE Oceanic Engineering Society Newsletter**

#### **7.2.1 Qualifications**

The Newsletter Editor shall be a Member of the Society.

#### **7.2.2 Term of Office**

With the approval of the Administrative Committee, the President shall appoint the Newsletter Editor for a two-year term beginning January 1 of odd numbered years, renewable without limit.

#### **7.2.3 Powers and Duties**

The Newsletter Editor shall be responsible for implementing the Society's Newsletter publication program defined by the Administrative Committee in accordance with IEEE rules and regulations. The Newsletter Editor shall submit an annual budget for the Newsletter, manage the expenses to the approved budget, and present an annual activity report to the Administrative Committee. The Newsletter Editor shall be a Member ex officio of the Administrative Committee.

### **7.3 Editor of the IEEE Oceanic Engineering Society Electronic Newsletter**

#### **7.3.1 Qualifications**

The Electronic Newsletter Editor shall be a Member of the Society.

#### **7.3.2 Term of Office**

With the approval of the Administrative Committee, the President shall appoint the Electronic Newsletter Editor for a two-year term beginning January 1 of even numbered years, renewable without limit.

#### **7.3.3 Powers and Duties**

The Electronic Newsletter Editor shall be responsible for implementing the Society's Electronic Newsletter publication program defined by the Administrative Committee in accordance with IEEE rules and regulations. The Electronic Newsletter Editor shall submit an annual budget for the Electronic Newsletter, manage expenses to the approved budget, and present an annual activity report to the Administrative Committee. The Electronic Newsletter Editor shall be a Member ex officio of the Administrative Committee.

### **7.4 Webmaster of the IEEE Oceanic Engineering Society Web Site**

#### **7.4.1 Qualifications**

The Webmaster shall be a Member of the Society.

#### **7.4.2 Term of Office**

With the approval of the Administrative Committee, the President shall appoint the Webmaster for a two-year term beginning January 1 of odd numbered years, renewable without limit.

#### **7.4.3 Powers and Duties**

The Webmaster shall be responsible for implementing the program of Internet Presence defined by the Administrative Committee in accordance with IEEE rules and regulations. The Webmaster shall submit

an annual budget for the Society Web Site, manage expenses to the approved budget, and present an annual activity report to the Administrative Committee. The Webmaster shall be a Member ex officio of the Administrative Committee.

## **7.5 Editor of the IEEE Oceanic Engineering Society Earthzine**

### **7.5.1 Qualifications**

The Editor of Earthzine shall be a Member of the Society.

### **7.5.2 Term of Office**

With the approval of the Administrative Committee, the President shall appoint the Editor of Earthzine for a two-year term beginning January 1 of odd numbered years, renewable without limit.

### **7.5.3 Powers and Duties**

The Editor of Earthzine shall be responsible for editing and publishing the web-based magazine (webzine) Earthzine. The Editor of Earthzine shall submit an annual budget for the Earthzine, manage expenses to the approved budget, and present an annual activity report to the Administrative Committee. The Editor of Earthzine shall be a Member ex officio of the Administrative Committee.

## **8 TECHNICAL COUNCILS**

Where it will further the interests of its members, the Society may join with other IEEE groups, Societies, or entities to form a Technical Council for the purpose of administering conferences, publications or other appropriate activities. Society membership in the Council requires an affirmative vote by at least two-thirds of the Voting Members of the Administrative Committee. Voting Members of the Administrative Committee must be notified at least 30 days in advance of the vote for the vote to be valid. The same procedure is required to initiate a withdrawal from a Technical Council.

## **9 POLICIES AND PROCEDURES**

The Administrative Committee shall establish and may amend the Policies and Procedures of the Society.