

SOCIETY ON SOCIAL IMPLICATIONS OF TECHNOLOGY

BYLAWS

Passed by the SSIT Board of Governors 19 April, 2016
TAB approval TAB 29 June, 2016

- 1.0 These Bylaws provide for the supervision and management of the affairs of the IEEE Society on Social Implications of Technology, hereinafter referred to as SSIT or the Society, in accordance with the Society Constitution. Amendments to these Bylaws shall be made as prescribed in the Constitution, Article X. The governing body of the Society on Social Implications of Technology is the Board of Governors, herein after referred to as the BOG. The governing documents of the Society are (1) its Constitution, (2) its Bylaws, and (3) its Society Operations Manual.
- 2.0 **Membership:** the Constitution, Article III, provides for Members, Affiliates, and Honorary Members of the Society. Annual fees are prescribed in the SSIT. Operations Manual.
 - 2.1 A Member's grade within the Society shall be the same as that member's IEEE grade.
 - 2.2 Honorary Members: Such membership shall be exempt of the payment of the annual fee, and shall be based on the recommendation of the Society Awards Committee, the endorsement of the BOG and any required IEEE approval.
 - 2.3 Affiliates: Individuals who are not IEEE members may join the Society as an IEEE Society Affiliate. TAB shall establish the qualifications for Society Affiliates, whose associated rights and privileges shall be contained within these Bylaws. Affiliates have all the rights and privileges of Society Members and may serve in capacities that do not require IEEE membership as a prerequisite.
- 3.0 **Board of Governors (BOG or the Board):** The Constitution, Article V, designates the BOG as the governing and administrating body of the Society. This Bylaw describes the composition and procedures of the BOG, consistent with the Constitution, Article V.
 - 3.1 Members-at-Large: Nine elected Members-at-Large, elected for staggered three year terms, three being elected each year. Elected M-A-Ls cannot serve more than 2 consecutive terms; eligibility is restored after an interval of 1 year.
 - 3.2 Division Representatives: Ten Division representatives, one from each TAB Division, appointed by each IEEE Division Director coincident with the

respective Division Director's term.

- 3.3 Vice Presidents of the Society: The chairs of each of the SSIT Major Standing Committees, as defined in Constitution Article V Section 15 and Bylaw 7.0, and who are the Vice-Presidents of the Society.
- 3.4 The President, President-Elect, the immediate Past President, Secretary, and Treasurer
- 3.5 The BOG may vote vacant the position of any elected or appointed BOG member who misses three consecutive meetings of the BOG.
- 3.6 Vacancies for elected BOG member positions may be filled by appointments by the President, with the advice and consent of the BOG, until the next election of BOG Members-at-Large by the SSIT membership. BOG members elected to fill a vacated term remain in that position until the term ends. Vacancies for Divisional BOG representative positions shall be filled by the IEEE Divisional Director corresponding to the vacant position.
- 3.7 Associate BOG Members: The Constitution Article V Section 11 provides for Associate Members of the BOG. Associate Members are without vote.
- 3.8 The Constitution Article VII provides for meetings of the BOG. The President shall call an Annual Meeting of the BOG, normally in the final quarter of the year, but in no case earlier than at the end of the two month interval following the mailing of ballots for election to the BOG.
- 3.9 Robert's Rules of Order (current Revision) shall govern conduct of BOG meetings on all matters not otherwise specified in these Bylaws or the Constitution, or the IEEE governance documents.

4.0 N&A Committee and Nomination and Election of Members-at-Large:

- 4.1 The Chair of the N&A Committee shall be either the Past Past President or the Immediate Past President of the BOG. In the event of the incapacity or conflict of interest of the Chair, the most recent Past Chair of the N&A Committee available shall be the Chair of the N&A Committee. With extenuating circumstances, a different individual may be appointed Chair of the N&A Committee.
 - 4.1.1 Chairs shall not be eligible to be elected to the BoG during their terms of service.
 - 4.1.2 At least two-thirds of the voting members of the N&A Committee shall be elected or appointed by the BOG.

- 4.1.3 A member of an N&A Committee may be nominated and run for a position for which such member's respective N&A Committee is responsible for making nominations only on the following conditions:
- (i) the nomination is not made by a member of the same N&A Committee, and
 - (ii) the member resigns from the N&A Committee prior to its first meeting of the year in which the nomination shall be made.
- 4.2 The Nominations and Appointments Committee on or before May 1st of each year shall prepare a slate of names to fill forthcoming vacancies of the BOG.
- 4.2.1 A minimum of 1.5 candidates for each vacancy, shall be prepared by the Nominations and Appointments Committee. Recommendations for such nominees shall be solicited by the Chairman of the Nominations and Appointments Committee from the members of the BOG and from the chairs of all other organizational entities of the Society. The Chair of the Nominations and Appointments Committee shall cause to be published for the Society membership a call for nomination by petition in the March and June issues of Technology and Society Magazine. Petitions must be received by the Chair before July 15th. A petition nominating a Society Member in good standing and supported by the identifiable signatures of at least 2% of Society Members shall automatically place that member's name on the slate. The Chair of Nominations and Appointments Committee shall ensure that all candidates are Society Members in good standing, and are willing to serve if elected.
- 4.2.2 Signatures can be submitted electronically through the official IEEE society annual election web site, or by signing and mailing a paper petition. The name of each member signing the paper petition shall be clearly printed or typed. For identification purposes of signatures on paper petitions, membership numbers or addresses as listed in the official IEEE membership records shall be included. Only signatures submitted electronically through three IEEE annual elections website or original signatures on paper petitions shall be accepted. Facsimiles or other copies of the original signature, shall not be accepted.
- 4.2.3 The ballot should be mailed to the Society membership typically on or before August 15th, with a statement that only those ballots received at IEEE Headquarters no more than 46 days thereafter will be counted. The results of the vote shall be transmitted to the SSIT President and Secretary prior to the date of the Annual meeting of the BOG.
- 4.2.4 SSIT President shall declare those candidates having a plurality of votes to be elected, subject to ratification by the BOG at its Annual Meeting, and

shall so inform the Nominations and Appointments Committee. Ties shall be broken by the BOG. If the position cannot be filled in this manner, the BOG may hold contingent elections. The Secretary shall expeditiously notify the Secretary of the IEEE TAB of the new BOG Membership.

5.0 **Officers:** The Constitution, Article V, provides for the President, President-Elect, Secretary and Treasurer.

5.1 The Nominations and Appointment Committee shall submit nominations for President-Elect to the BOG at the Annual Meeting of the alternate years in which the election of a President-Elect is to be held. Nominations from the floor may be made by a voting member of the BOG at that meeting and require a majority vote of the BOG for inclusion in the slate. The candidate receiving the majority of all votes legally cast including abstentions and providing a quorum is present shall be declared elected. If no candidate receives a majority of the votes, a run-off election will be held by eliminating the candidate with the minimum vote. Ties will be resolved by the Chair.

5.2 The President shall appoint the Secretary and Treasurer.

5.3 The President shall appoint the respective Chairs of the SSIT Major Standing Committees with the advice and consent of the BOG.

5.4 All Society officers shall continue to serve until their successors take office formally on the first day of the year of their respective terms.

5.5 The President shall supervise the affairs of the Society, shall designate in writing and have made known to all BOG members the duties of all the officers and other members of the BOG, and shall speak for the Society on all matters not specifically delegated to others.

5.6 Except as specified in Article V Section 14 of the Constitution, the succession to act for the President due to absence or incapacitation shall be: the Immediate Past President, President-Elect, Members-at-Large having most recently served in such positions, then followed by a Member-a-Large selected by vote of the BOG at a meeting called in accordance with the provisions of the Constitution.

5.7 The Secretary and Treasurer shall be responsible for keeping the records of the BOG in the areas commonly ascribable of each of their functions. They shall prepare and distribute reports, notices, or such documents as may be required by the President and the BOG.

6.0 **Society Business:** The President and other Officers shall conduct Society affairs subject to the Constitution, these Bylaws, IEEE governing documents and the advice and consent of the BOG.

6.1 No BOG meeting shall be held for the purpose of transacting business unless each member shall have been notified at least 30 days prior as to the time and place of such meeting.

7.0 **SSIT Major Standing Committees:** The Society shall establish Major Standing Committees (MSC) for the implementation of Society Activities. The number and scope of the MSCs can change with time, and shall be reflected in the respective descriptions in Society Operations Manual. As noted in the SSIT Constitution Article V, the Chairs of the MSCs are voting members of the BOG and are Vice-Presidents (VPs) of the Society. The VPs are appointed by the President with the advice and consent of the BOG.

The Major Standing Committees of the SSIT are:

7.1 **Publications Committee:** handles all aspects of SSIT publications, both print and electronic. These include the Technology and Society magazine and the SSIT newsletter, and any possible new publications.

7.2 **Conferences Committee:** covers all aspects of SSIT involvement in conferences, including all types of sponsorship – full financial, partial financial, and technical co-sponsorship. It also considers other types of relationships with conferences of other organizations, including involvement with keynote and invited talks, SSIT sponsored panel participants and/or sessions, SSIT presence at conferences sponsored by other IEEE and non-IEEE organizations (with Public Outreach and Visibility Committee).

7.3 **Membership Committee:** considers all aspect of increasing SSIT membership, including full members and students. Activity includes formation of new and vitality of existing Chapters and Student Branches, interaction with such IEEE organizations as Women in Engineering, Young Professionals, student representatives to SSIT activities, and Distinguished Lecturers.

7.4 **Public Outreach and Visibility:** covers content and maintenance of all SSIT web sites, including those for SSIT information, as well as media/discussion sites.

7.5 **Technical Activities Committee:** Covers SSIT activity in specific technical areas of interest across IEEE and other related fields. Looks for possible new areas of involvement, and discontinuing areas no longer of sufficient interest.

8.0 **Standing and Ad Hoc Committees** of the Society may be formed as provided in the Society Constitution, Article V Section 15. Each Committee will be headed by a Chair appointed by the President with advice and consent of the BOG. Each Committee reports directly the BOG. The respective chairs are non-voting members of the BOG.

The Standing Committees of the Society are:

- 8.1 **Awards and Recognition:** handles the nomination, evaluation, and selections process for SSIT awards, including the Barus Award, the O'Connell Award, any other awards which SSIT may establish, and Fellow recommendation to the IEEE Corporate Fellows Committee. Also considers possible new awards. Final approval of all SSIT Award recipients is made by the SSIT BOG.
- 8.2 **Constitution and Bylaws:** considers changes to the SSIT governing documents and makes suggestions to the BOG. Looks to keep SSIT governance in sync with IEEE governance documents.
- 8.3 **Education:** Develops educational programs and activities within the SSIT fields of interest.
- 8.4 **Finance:** responsible for understanding and improving the financial condition of SSIT, and exploring and developing new sources of revenue and appropriate expense control. Under the leadership of the SSIT Treasurer, involved in timely development of the annual SSIT budget for submission to the IEEE after the approval by the SSIT BOG.
- 8.5 **Nominations and Appointments:** Responsible for the development of slates of candidates for SSIT elections, as required in the SSIT Constitution and Bylaws, and the implementing and reporting of such elections.
- 8.6 **Long Range Planning:** Develops strategy and long-rang planning for SSIT.
- 8.7 **Liaison:** Explores and develops opportunities for advantageous outreach to, and liaisons with, other IEEE and non-IEEE organizations.