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# CONSTITUTION

## IEEE Ultrasonics, Ferroelectrics, and Frequency Control Society (UFFC-S)

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## Article 1. Name and Objectives

### Section 1.1. UFFC Society

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

### Section 1.2. Objectives

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. Purpose**

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 Bylaws shall establish the medium for publication.

**Section 1.4. Compliance**

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. UFFC-S Membership**

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

**Section 2.2. UFFC-S Voting Members**

UFFC-S voting membership shall consist of IEEE voting members, Affiliates, and Associate Members belonging to the Society.

**Section 2.3. Categories, Rights, Privileges, and Dues**

The Bylaws shall specify the categories of membership, rights, privileges and associated dues related to membership.

**Article 3. Field of Interest****Section 3.1. Field of Interest**

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.

**Section 3.2. Modification**

Modification of the Field of Interest shall be in accordance with the procedures specified by the Technical Activities Board Operations Manual and Section 8 of this Constitution.

## **Article 4. Finances**

### **Section 4.1. Membership Dues**

The UFFC-S may assess annual membership dues.

### **Section 4.2. Registration Fees**

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

### **Section 4.3. Other Revenues**

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 requires approval by the IEEE before adoption by the UFFC-S.

### **Section 4.4. Responsibility**

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

## **Article 5. Administration of the Society**

### **Section 5.1. AdCom Membership and Offices**

#### **5.1.1. Administrative Year**

The Administrative Year of the Society shall be January 1 through December 31 of the same year.

#### **5.1.2. AdCom Members**

AdCom shall consist of not more than 24 Voting Members, including 12 Elected AdCom Members defined later in this section, plus not more than 12 UFFC-S Officers also defined later in this section. 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.

#### **5.1.3. UFFC-S Officers**

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 beginning to serve as President for terms starting on January 1 of the following year) appoints the Vice Presidents and the Secretary/Treasurer. Whether the Secretary/Treasurer are separate positions or one combined position is up to the individual making the appointment. The Vice Presidents are ratified at the time of appointment by an affirmative vote of a majority of all Elected AdCom Members. All Officers are Voting Members.

**5.1.4. Elected AdCom Members**

Four Elected AdCom Members shall be elected each year by UFFC-S voting 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.

**5.1.5. Term of Office of President**

The term of the President shall be two years.

**5.1.6. Term of Office of President-Elect**

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.

**5.1.7. Term of Office of Other Officers**

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. Duties and Responsibilities of Officers**

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

**5.2.2. Duties and Responsibilities of the President**

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

**5.2.3. Representation to IEEE**

The President shall represent UFFC-S to the IEEE.

**Section 5.3. Committees of the Society****5.3.1. Standing and Ad Hoc Committees**

AdCom may establish Standing Committees and the President may establish Ad Hoc Committees as provided in the Bylaws.

**5.3.2. Standing Committee Chairs**

The President (the President-Elect in the year prior to beginning to serve as President for terms starting on January 1 of the following year) shall appoint the Standing Committee Chairs for the following calendar year. Each appointment shall be ratified at the time of appointment by an affirmative vote of a majority of all Elected AdCom Members.

**5.3.3. Ex-Officio Member**

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

## **Section 5.4. Removal of Members and Vacancies**

Removal of a member of AdCom or any committee thereof requires that the member in question be notified of the intention of removal at least 10 days before a vote is taken to remove the member.

### **5.4.1. Removal of Appointed Member**

An Appointed Member of AdCom or any committee thereof may be removed, with or without cause, by an affirmative vote of two-thirds of all Voting Members of AdCom (or committee).

### **5.4.2. Removal of Elected Officer**

An Officer elected by the Voting Members of AdCom or any committee thereof may be removed from office, with or without cause, by a vote of the Voting Members of AdCom (or committee), within thirty days following an affirmative vote of two-thirds of all Voting Members of AdCom (or committee) on a motion to remove such Officer.

### **5.4.3. Removal of Elected AdCom Member**

An Elected AdCom Member may be removed from office, with or without cause, by a vote of the Voting Members of AdCom, within thirty days following either: (a) an affirmative vote of two-thirds of all Voting Members of AdCom on a motion to remove such individual; or (b) the receipt by the IEEE Vice President for Technical Activities of a petition signed by at least 10% of the total number of UFFC-S voting members moving for the removal of such individual, a ballot on such motion shall be available for the UFFC-S voting members by IEEE. If a majority of the ballots cast by the UFFC-S voting members for or against such motion are to remove such individual, the individual shall be removed from AdCom.

### **5.4.4. Vacancies**

The President (or the Chair in the event of a committee) may make appointments to fill vacancies on AdCom (or the committee) for the unexpired terms. Such appointments shall be ratified by an affirmative vote of a majority of all Elected AdCom Members (or an affirmative vote of all Voting Members of the committee).

## **Article 6. Meetings**

### **Section 6.1. General Meetings**

#### **6.1.1. General Meetings**

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. Participants of General Meetings**

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 Meetings**

AdCom shall hold meetings as specified in the Bylaws.

### **6.2.2. Quorum**

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

### **6.2.3. Voting at Meetings**

An affirmative vote of a majority of Voting Members of AdCom or any committee thereof, who are present at the time of the vote, provided a quorum is present, shall be required to approve the action, unless stipulated otherwise.

### **6.2.4. Meetings via Telecommunication**

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. E-mail Vote in Lieu of a Meeting**

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 Voting Members of 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 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. Voting of Presiding Officer**

The Presiding Officer of AdCom or any committee thereof shall have no vote on AdCom (or committee in the case of a committee meeting) except if the vote is by secret ballot or unless the Presiding Officer's vote can change the outcome of the vote or unless otherwise stipulated in the UFFC-S Bylaws.

### **6.2.7. Voting of Individuals Holding Multiple Positions**

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**

Proxy voting is not allowed.

## **Article 7. Publications**

### **Section 7.1. Publications Program**

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

### **Section 7.2. Editor-in-Chief of Transactions**

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. Other Editors-in-Chief**

The Vice President for 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**

### **Section 8.1. Amendment of Constitution**

#### **8.1.1. Initiation**

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. AdCom Approval**

Initial approval of an amendment to this Constitution requires an affirmative vote of two-thirds of all Voting Members of AdCom, 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. IEEE Approval**

The AdCom-approved amendment shall be submitted to the IEEE for approval by the IEEE Vice President for Technical Activities and be forwarded to Technical Activities Board for information.

#### **8.1.4. General Comment**

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. Amendment of Bylaws**

Suitable Bylaws, and amendments thereto, may be adopted by an affirmative vote of two-thirds of all Voting Members of AdCom, 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 submitted to the IEEE Vice President for Technical Activities for approval. After such



approval, it 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 all necessary approvals and notifications have taken place.