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# Purpose

These Bylaws provide detailed guidance for the supervision and management of Reliability Society affairs in accordance with the Society Constitution and the IEEE Bylaws.

# Membership

All IEEE members, regardless of grade, may become Society members upon payment of the annual fee (see Bylaw No. 8.1).

## Honorary Members

Honorary membership in the Society, exempt of the payment of the annual dues, may be bestowed upon any IEEE member by recommendation of the Awards Committee approved by majority vote of the Administrative Committee (AdCom). Honorary members are not eligible to hold elective office in the Society.

## Affiliates

Members of societies that have been recognized for affiliate purposes by specific action of the AdCom and the IEEE Board of Directorsare eligible for Affiliate membership upon payment of the annual dues(See Society Bylaw 8.1). A list of approved societies will be maintained by the Technical Activities Secretary of the IEEE. Further, Affiliates may join in accordance with any other provision that may be incorporated in the IEEE Bylaws, rules, and regulations.

An Affiliate cannot serve in elective office in the Society or in a Chapter or vote for candidates for these offices. An Affiliate may service in an appointive office in the Society or a Chapter of the Society. An Affiliate is entitled to receive notices of all meetings sent to Society members, to receive publications of the Society, to attend and participate in any function of the Society by payment of IEEE member charges, and to receive any award bestowed by the Society. An Affiliate may not receive any IEEE benefits that are derived through IEEE membership except as approved by the Executive Committee of the IEEE.

## Special Provisions

Any special members (life or honorary, e.g.) and Affiliates of the Society on July 1, 1963, may continue even though their respective attainment of such special membership or affiliation was by a means other than as defined above.

# Administrative Committee (AdCom)

Article V, Section 1, of the Constitution provides that the AdCom shall consist of 18 elected members-at-large plus ex-officio members with and without vote. Article VII, Section 4, provides that a quorum shall be a majority of the voting members, without distinction between the members-at-large and the ex-officio members with vote, and that all voting members shall have an equal vote. Persons under paid contract to the Society may be ex-officio members of the AdCom but shall not be voting members.

* 1. Each retiring Society President shall continue as an ex-officio member of the AdCom with vote, first as Junior Past President during the term or terms of his or her immediate successor and then as Senior Past President during the term or terms of the successor's successor. If he/she is also re-elected a member-at-large during the ex-officio period, he/she shall exercise only one vote.
  2. Unless otherwise provided, a majority vote of the voting members attending an AdCom meeting shall be necessary for the conduct of its business.
  3. In order to assure a continuously active AdCom, elected AdCom members who miss three consecutive meetings shall be dropped from membership, in the absence of extenuating circumstances as determined by the President. Vacancies thus or otherwise created shall be filled for the unexpired term by appointment by the President, with the consent of the AdCom.
  4. Robert's Rules of Order (Revised) shall govern conduct of AdCom meetings on all matters not otherwise specified in these Bylaws or the Constitution.

# Nomination and Election of the AdCom

The Nominating Committee shall be reconstituted by the Jr. Past President. The Nominating Committee shall consist of a Chairperson and four or more members of the Society. Provision shall be made for nominating petitions from the Society membership to place a name or names on the ballot.

1. For Society AdCom member election, individual voting members eligible to vote in such election may nominate candidates either by a written petition or by majority vote at a nomination meeting, provided such nominations are made at least 28 days before the date of election. The number of signatures required on a petition shall be determined in accordance with IEEE Bylaws and for the Reliability Society membership, signatures shall be required from at least 2% of eligible voters.
2. Members shall be notified of all duly made nominations prior to the election. Prior to submission of a nomination petition, the petitioner shall have determined that the nominee named in the petition is willing to serve, if elected; evidence of such willingness to serve shall be submitted with the petition.
3. Signatures can be submitted 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 original signatures on paper petitions shall be accepted. Facsimiles, or other copies of the original signature, shall not be accepted.
   1. The number of signatures required on a petition shall depend on the number of eligible Society voters, as listed in the official IEEE membership records at the end of the year preceding the election.  
      A slate of nominees, including biographical information, for members-at-large vacancies of the AdCom shall be prepared by the Nominating Committee. In accordance with IEEE policy, the number of candidates on the ballot shall be at least 1.5 times the number of vacancies to be filled. Recommendations for such nominees shall be solicited by a letter to the Chairpersons of all Sub-Societies and Standing Committees. In addition, the Chairperson of the Nominating Committee shall cause to be published and distributed to the entire society membership a call for nominations; a nominating petition carrying a minimum of 2% of the of Society voting members, excluding students, shall automatically place that nominee on the slate to be presented for vote. Persons under paid contract to the Society shall not be eligible for election to the AdCom.
   2. The election to fill forthcoming vacancies of the AdCom members-at-large shall be conducted using standard IEEE procedures with ballots distributed to the full membership of the Society. The deadline for the return of ballots shall be not less than 30 calendar days after the actual date of distribution of the ballots. Election shall be based on the highest number of votes, taken in descending order until all vacancies are filled. Ties shall be broken by the AdCom. The Chairperson of the Nominating Committee shall send the names of such elected members to the Chairperson of the Technical Activities Board (TAB).
   3. The Society President each year shall issue instructions to the Chairperson of the Nominating Committee to insure an orderly progression and completion of the election procedures prior to October 1. Terms of the new elected AdCom members shall begin on the following January 1.
   4. In the preparation of the slate of nominees and in the election, proper consideration shall be given to both geographical representation and technical interests.

# Officers

The Nominating Committee shall submit nominations for President and Vice-Presidents, to all current elected members of the AdCom. Nominations for President submitted by petition of three voting members of the AdCom shall be added to the ballot if received by the Nominating Committee no later than 15 days after the notification of the call for nomination of officers. The deadline for return of ballots shall be before December 1 and not less than 30 calendar days after the actual date of distribution of the ballots. A majority of returned ballots shall determine election. The Chairperson of the Nomination and Awards Committee is solely responsible for counting the ballots and announcing the results maintaining full confidentiality of the submitted ballots. Any member of the AdCom may request that a second person review and recount the ballots. In such case the President shall appoint a person whose name is not on the ballot to conduct the recount (the President may appoint him/herself if not seeking election or reelection).

* 1. The terms of elected officers shall be one year, commencing on January 1. The officer shall be elected for no more than three consecutive years. If an additional term exceeds his/her elected AdCom membership, the re-elected officer shall become an ex-officio member of AdCom, with vote, for the term year. An officer, having served his/her elected terms, shall not again be eligible for election to that office until a lapse of at least one year, three years for the Presidential Office. Only elected AdCom members shall be eligible to run for a Vice Presidential office for the following year unless they are running for reelection for that office.
  2. The Secretary and the Treasurer shall be appointed by the President and must have AdCom experience prior to their being appointed. If they are not elected members of the AdCom, they shall be ex-officio members with vote. The Secretary and the Treasurer may be reappointed. The Secretary and the Treasurer shall be responsible for keeping the records of the AdCom in the areas commonly ascribable to their functions. They shall prepare and distribute reports, notices, or such other documents as may be required by the President and the AdCom. The Treasurer shall serve as Chairman of the Finance Committee, shall recommend annual budgets for approval by the AdCom and TAB, shall represent the AdCom with TAB on financial matters, and shall monitor actual expenses in accordance with approved budgets.
  3. All officers shall continue to serve until their successors take office.
  4. The President shall manage the affairs of the Society and shall speak for the Society on all matters not specifically delegated to others.
  5. The four Vice-Presidents shall be the following:
     + Vice-President, Technical Activities
     + Vice-President, Publications
     + Vice-President, Meetings & Conferences
     + Vice-President, Membership

The vice presidents are voting members of the AdCom during their tenure in office and must have AdCom experience prior to their being elected. Their function shall be to manage the activities in their respective fields of endeavor, including control of funds budgeted for these activities. These are:

1. Vice President, Technical Activities
   1. Standards and Definitions
   2. Intersociety Technical Liaison
   3. Committees or Sub-Societies operating in specific technical sub-areas of the Reliability Society field of interest.
   4. Education and Professional Development
2. Vice-President, Publications
   1. Transactions on Reliability
   2. Newsletter
   3. Other existing or new publications sponsored by the Society or with sponsorship being sought.
3. Vice-President, Meetings & Conferences
   1. Financially sponsored or co-sponsored conferences
   2. Technically co-sponsored conferences
   3. AdCom/ExCom Meetings
4. Vice-President, Membership
   1. General Membership
   2. Chapters
   3. The Junior Past President shall be responsible for, or provide oversight of, the following functions:
5. Constitution and Bylaws
6. Nominations and Awards
7. Fellow Evaluation Committee
   1. The Senior Past President shall serve as an advisor to the President and the other officers with duties, consistent with the Constitution and Bylaws, to be assigned by the President.
   2. The officers of the Reliability Society shall make all appointments or reappointments at the beginning of their terms. All appointments and reappointments for positions that have a vote in Reliability Society business shall be made with the advice and consent of the AdCom. The appointees serve at the pleasure of the appointing officers. Unless specified in the Constitution and these Bylaws, there is no limit on the number of terms a person can be appointed to a position.

# Sub-Societies

Sub-Societies are voluntary associations of a significant portion of the total Society membership and, hence, are not equivalent to the standing committees, which are appointive.

## Chapters

Chapters are sub-societies organized on a geographical basis. This subject is fully treated in the IEEE Bylaws, in the IEEE Group/Society Section of the Technical Activities Manual, and in the Section Manual.

## Technical Sub-Societies

A Sub-Society may be organized to cover a specified portion of the field of interest of the Society. Each technical sub-society shall be governed by a Technical Committee. The Chairperson and Steering Committee for a technical sub-society shall be appointed by the AdCom President or Vice President of Technical Activities with the advice and consent of the AdCom. Sub-Societies may organize sessions at a Society symposium or technical conference and may also organize separate, specialized symposia. Sub-Societies may organize special issues of the Transactions or a special section in an issue. Any service for Sub-Society members, beyond those provided all Society members, must be paid for by the Sub-Society members. If this takes the form of a special Sub-Society Assessment, its form and amount must be approved by the AdCom.

## Sub-Society Chairpersons

Sub-Society Chairpersons may be either ex-officio members of the AdCom without vote or elected members of the AdCom with vote.

# Publications

The Society shall sponsor such publications as are approved by the AdCom, including a Transactions and a Newsletter.

## Term of Office

Editors-in-Chief (including Transactions and Newsletter) shall be appointed by the President through the process and with terms defined in the Operations Manual.

## Transactions

* + 1. The Transactions editors shall be an Editor in Chief (EIC) and Associate Editors (AE) are appointed by the Editor-in-Chief as needed and as defined in the Operations Manual.

## 7.3 Duties of Editors

The duties of the editors, shall be as prescribed in the Publications Operations Manual. The Vice-President of Publications is responsible for preparation and maintenance of the Publications portion of the Operations Manual.

# Society Funds

The Society may raise funds as specified in Article IV of the Constitution and in the IEEE Bylaws.

* 1. The annual Society dues shall be set by the AdCom when approving the annual budget.
  2. IEEE Headquarters shall act as bursar for all Society funds except as specified hereunder. Billings and receipt of the annual fee shall be via the IEEE Membership and Fiscal Departments. All other fiscal affairs shall be handled through the office of the Technical Activities Secretary.

The Organizing Committee for a symposium or technical conference sponsored by the Society may, with the advice and consent of the Vice-President for Meetings and Conferences, authorize the symposium Treasurer or Fiscal Officer to open an account to be used for the deposit and disbursement of funds related to the symposium. In each case, the Vice-President of Meetings and Conferences shall be advised of the name of the bank, the anticipated size of the account, the names of the account signatories, and of arrangements of insurance and for bonding. Symposia jointly sponsored with other technical societies, where a charter of operations with those societies is approved by the AdCom and the IEEE, need not seek additional authorization to open an account.

* 1. For other special circumstances, such as co-sponsorship of a symposium, the Vice-President of Meetings and Conferences or Society Treasure shall make prudent arrangements to safeguard the Society funds that may be involved.

# Society Business

The President and officers shall conduct the Society affairs subject to the advice and consent of the AdCom, except where other authorization is specified.

9.1 No AdCom meetings shall be held for the purpose of transacting business unless each member shall have been sent notice of the time and place of such meeting 20 days prior to the scheduled date of the meeting.

9.2 The President prepares the agenda of each AdCom meeting with input from members of the AdCom.

9.3 The organization of the Administrative Committee under the President, consists of the Junior and Senior Past Presidents, the Secretary, the Treasurer, four Vice-Presidents in charge of major groups of activities, and all elected AdCom members.

* 1. The business of the Society shall be administered by an Executive Committee that shall consist of the
* President
* Junior Past President
* Senior Past President
* Four Vice-Presidents
* Secretary
* Treasurer

# Committees

Committees shall be designated as Standing Committees, which continue to perform their functions until terminated by the AdCom, or ad hoc Committees established for delineated purposes with a specific time limit.

## Standing Committees

Standing Committees shall be appointed by the President or appropriate Vice-President, with the advice and consent of the AdCom. It will be discretionary with the appointer to appoint any part or all of any Standing Committee, or to appoint the Chairperson only of a committee and request the latter to appoint additional committee members. The terms of office of the Chairperson and members of a Standing Committee shall be for one year or until a successor is appointed. Chairpersons of Standing Committees, unless they are drawn from the elected members of the AdCom, shall be ex-officio AdCom members without vote.

## Ad Hoc Committees

Special or ad hoc Committees may be established by the President or Vice-Presidents with the advice and consent of the AdCom. For each such case, the purpose, objectives, number of members, how the members are to be selected, and the terms of the members shall be specified. Ad hoc Committees may be continued by action of the President or appropriate Vice-President with the consent of the AdCom.

## General Functions of Technical Committees

Each technical Committee shall:

1. Receive, generate and review papers within its scope in cooperation with the Transactions or Magazine Editors.
2. Organize and operate sessions at conferences and meetings of IEEE at all levels and at meetings of other organizations with which the Society is desirous of cooperating, in accordance with the rules in effect at such meetings.
3. Arrange, through appropriate editors, for publishing pertinent papers in IEEE publications in cooperation with cognizant Technical Program Committees.
4. Generate and develop appropriate standards in its field for processing by the IEEE Standards Committee, through the Society Standards Committee and otherwise in accordance with IEEE policies.
5. Monitor the technical state-of-the-art in its field, detect the need for new technical developments, and take action to stimulate interest in such development.
6. Foster closer relationships between this Society and other Societies, Groups and organizations with common interests.

# Standing Committee Functions

## Standards and Definitions Committee

The function of this Committee shall be to recommend (to the IEEE Standards Board) standards for engineering practices, including definitions, and terminology related to the field of reliability to be followed in computer systems, networks, software, electronics and allied industries.

## Meetings and Conferences Organization

The function of the Meetings and Conferences Organization shall be to work with the major meetings of interest to the Society. The Committee for each meeting shall be headed by an Administrator or Representative appointed by the Vice-President, Meetings. The following policies govern the operation of these Committees:

1. Administrators or Representatives are appointed to serve on the governing bodies of meetings co-sponsored by the Society. They are delegated authority to make administrative decisions based on the general policies set by the AdCom and to arrange for the appointment of Society members to the various Committees for the meeting. Administrators are appointed for a term of office coincident with that of the governing body of the meeting. If the meeting's governing body requires decisions that are not covered by or are in conflict with established policy, the Administrator shall refer the question to the AdCom for its action.
2. Representatives are appointed to serve on program, arrangements, or other meeting Committees at the request of Committee chairmen or the general Committee for a meeting and are delegated authority to act within the scope of Committee activity. Representatives are appointed to attend the Convention Record meetings to secure optimum arrangements for the publication of papers sponsored by the Society.

## General Membership Committee

The functions of the General Membership Committee shall be to:

1. Supply information, to IEEE members and Sections, on the Society and advantages of membership in it.
2. Provide promotional material to the members and Sections, plan membership drives, and take other positive actions to increase membership, including membership booths at co-sponsored Society meetings.
3. Make recommendations to the Executive Committee or the AdCom whether to accept a new society as the basis for allowing affiliate membership.
4. Decide on the qualifications of applicants for Society membership, where such decision is delegated to the Society.

## Chapters Committee

The functions of this Committee shall be to:

1. Compile data pertaining to the organization of Society Chapters and pertinent

chapter activities of interest to each other, and disseminate this information to the Sections, Chapters, and the Membership Committee.

1. Administer selection of Chapters for the annual Chapter Awards.
2. Create and promote interest in the Sections for the formation of new Society Chapters.
3. Foster close relations between the Chapters and the AdCom and provide AdCom assistance to the Chapters wherever possible.
4. Monitor Chapter activity and make recommendations for termination of Chapters whose activities do not meet the standards established in the IEEE Bylaws.

## Professional Development Committee

The functions of this Committee shall be to:

1. Provide liaison between the AdCom and the various professional activities' functions of the IEEE in regard to professional interests of Society members.
2. Devise standards of qualification and performance for professionals in the field.
3. Propose for approval by the AdCom programs for the examination and certification or citation of professionals in the field.
4. Promote the professional image of reliability professionals paralleling that of other engineering disciplines.
5. Foster interest and knowledge in the fields of electronics and reliability, particularly among educators and students, but also among those active in the profession who may desire additional professional training in reliability; develop and present training conferences as required to serve the needs of the profession, and stimulate the offering of accredited university-level courses and degree programs as appropriate to the field.
6. Develop guides to individual career planning based upon the outputs of the technology forecasting and assessment efforts.

## Constitution and Bylaws Committee

The functions of the Constitution and Bylaws Committee shall be to:

1. Maintain records of the Constitution and Bylaws
2. Ascertain that the Constitution and Bylaws are not in conflict with any requirements or rules of IEEE.
3. Recommend changes in the Constitution or Bylaws as necessary to conform to the developments of the Society, its AdCom, and its membership and mode of operation.
4. Interpret the Constitution and Bylaws as requested by the President.

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## Nominations and Award Committee

The functions of the Nominations and Awards Committee shall be to:

1. Nominate new AdCom candidates and AdCom officers as defined in Sections 4 and 5 of the Bylaws.
2. Conduct and report elections as defined in Sections 4 and 5 of the Bylaws.
3. Identify candidates for Society and IEEE awards, and other honorary status, in accordance with requirements, requests, and rules and regulations of IEEE.

## Fellow Evaluations Committee

The function of the Fellow Evaluations Committee is to evaluate and support Fellow nominations in accordance with the rules and regulations of IEEE.

## Finance Committee

The functions of the Finance Committee shall be to:

1. Compile and analyze financial data and make appropriate recommendations to the AdCom on such items as budgets, publication costs, meeting expenses, fees and other revenue, etc.
2. Act as consultant and functional supervisor to Treasurers of various meetings held by the Society.
3. Make periodic reports to the Executive Committee and the AdCom on the financial status of the Society.
4. Observe financial operations of the Society and take appropriate action to see that money is spent or invested wisely and in the best interests of the Society.

## Historian

The functions of the Historian shall be to compile, maintain and document information pertinent to the history of the Society.

# Technical Committee Functions

The functions of these Committees are to foster interest and developments in the designated areas, as described in Section 10.3 of the Bylaws and as directed by the officers and the AdCom. Specific technical areas are described in the Operations Manual.

# Amendments

Amendments to these Bylaws may be made as prescribed in Article IX, Section 2 of the Constitution. The required submittal for IEEE approval, and publication, shall be arranged by the Secretary of the AdCom as soon as possible following AdCom vote to adopt, and prior to implementation