



IEEE Magnetics Society NEWSLETTER

Volume 47, Issue 2

May 2007

Pallavi Dhagat and Albrecht Jander, Editors

Importance of Membership

Carl Patton, Society President

My focus for this issue is on membership. Just the other day, I attended a splendid talk by one of our Distinguished Lecturers for 2007 who began with an enthusiastically presented introductory slide on the benefits of memberships in the Society. An attendance sign-up sheet was also



(apparently) started at the back of the room and made its way forward to where I was sitting. I was a bit shocked to see how few of the attendees were actually members of our Society! I am not mentioning any names, but this talk was in one of the heartlands of magnetics research and development and at one of the leading facilities engaged in such work. If you are reading this, and you are not a member, please consider joining the Society and the IEEE.

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Deep Member Discounts for Madrid Intermag

Liesl Folks, Finance Committee Chair

Here's a great reason to maintain your IEEE Magnetics Society membership! Members at all levels will be offered a substantial discount on the registration fee for the next Intermag Conference, which is to be held in Madrid, Spain, in May 2008. Full and Affiliate members will be eligible for a \$100 discount on the cost of registering, and Students and Retirees will be eligible for a \$50 discount. ❖



Magnetics Society Reconstituted!

The Magnetics Society is getting a revised Constitution and Bylaws.

In a nutshell, the new documents do three main things: (1) Move many details on committees from the Constitution to the Bylaws. (2) Change the annual election procedure for the AdCom from a vote by the seated AdCom to the entire membership of the Society. (3) Incorporate several "must haves" with regard to AdCom operations that have been mandated by the IEEE into our governing documents. There are also numerous editorial refinements, expanded operations statements on the various committees, as well as new sections that spell out the function of the office of Executive Director and grievance procedures.

Two working groups, the Planning, Constitution, and Bylaws Committee, the AdCom, the officers, and the committee chairs have been working on revision of the Constitution and Bylaws of the Society since May of 2006. At the AdCom meeting in Baltimore in January 2007, the AdCom approved revised governing documents to be submitted to the IEEE. On March 26, 2007, the IEEE staff approved both the revised Constitution and the revised Bylaws. Formal IEEE approval is expected at the upcoming



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Membership

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encourage you to reach out to your colleagues friends in magnetics. At an appropriate time, bring up the Magnetics Society and the IEEE in your conversation. Ask if they are a member. If the answer is “no,” tell them more about what we do and encourage them to consider joining our community. Follow up with an e-mail with the link to the Society website, and follow up again later to answer any questions. If their answer is “yes,” encourage them to investigate their eligibility for elevation to Senior Grade. The required “10 years of professional practice with ‘significant performance’ over at least 5” (paraphrased) can include credits for education (including undergraduate degrees) and postdoctoral appointments. At the same time, perhaps you yourself may qualify for advancement to Senior Grade. The Society is also eager to identify members with particularly outstanding qualifications for possible nomination to Fellowship. Candidates must be IEEE members for at least five years and be at the Senior Grade. Full details on membership and member grade elevation may be found on the IEEE website. Please do your part to grow our membership and help our members advance in grade. ❖

Member Profiles Need To Be Updated. Speaking of membership, we recently sent the revised Constitution to “all” members with e-mail addresses of record for review and comment (see separate article below). I say “all” because approximately 200 of our members do not have e-mail addresses listed on their membership profile. As a courtesy, we have gone through the laborious process to identify these members and send them hard copy mailings of the Constitution. In general, the Society communicates with the membership, the AdCom, etc., by e-mail. With no e-mail address on record, you will miss out on many items of interest, and other items that need to be communicated to you by the Society and the IEEE.

PLEASE UPDATE YOUR MEMBER PROFILE AT http://www.ieee.org/web/membership/join/update_profile.html. ❖

speakers for 2007, and they have already held four meetings as of April. Chair Roger Hoyt reports that they have also collected about \$4k towards their goal of \$5k to support the RAMAC History Project commemorating 50 years of magnetic disk storage. <http://www.ewh.ieee.org/r6/scv/mag>.

Our chapters in Romania, and Washington/North Virginia have been organizing some larger meetings. Chair Alexandru Stancu and the Romania chapter are sponsoring the 4th IEEE ROMSC for May 26-29 in Iasi, Romania <http://stoner.phys.uaic.ro/IEEE/index.php.html>. Philip Pong, secretary of the Washington/North Virginia chapter, has been taking the lead role in planning IMAGINE, a conference for the mid-Atlantic region in the USA on June 25-26. http://ewh.ieee.org/r2/wash_nova/mags/ieeeimagine.

Our newest chapter is the Pikes Peak Chapter, based in Colorado Springs, CO. Chair Radek Lopusnik reports growing membership and a strong technical program with two meetings held and three more planned. Radek offers high praise and thanks for the Distinguished Lecturers who have visited in recent years as they built up membership and formed their chapter. The Pikes Peak Chapter is especially proud of their involvement

with Matt Wegner, a local high school student who placed third at the state level and who plans to represent the Pikes Peak region at the International Science Fair.

Solid technical programs, engaging activities, and community outreach are examples of how the Magnetics Society chapters benefit their members. I encourage all Magnetics Society members to get the most out of their membership by becoming involved in local chapter activities. ❖

Chapters Active in 2007

Bob McMichael, Chapters Chair

One of the primary ways that the Magnetics Society benefits its members is through local chapter activities, and I am proud to say that the chapters are off to a great start in 2007. Here are some of the highlights.

The Santa Clara Valley chapter and Program Chair Georg Lauhoff have put together an impressive schedule of nine

Changes of the Guard

Three new “volunteers” have joined the administrative committee of the Society. Axel Hoffmann has been approved by the AdCom as the new Chair of the Technical Committee. Rysuke Hasegawa will serve as the provisional Chair of the new Membership Committee under the revised Constitution. Membership appears to be on the upswing, and we thank “Souk” for agreeing to take on this job. Paulo Freitas will advance to AdCom membership from the Fall 2006 Ballot as the replacement elected member for Souk for the remainder of his 2007-2009 term.

A brief introduction of the new office holders:



Axel Hoffmann

Axel Hoffmann is a staff scientist at the Materials Science Division and the Center for Nanoscale Materials at the Argonne National Laboratory. He received his Ph.D. in physics at the University of California, San Diego. Before joining Argonne, he was a postdoctoral fellow at the Los

Alamos National Laboratory. His research interests encompass a wide variety of magnetism related subjects that include the basic properties of magnetic heterostructures, spin-transport in novel geometries, and biomedical applications of magnetism. He has served the magnetism community as a publication editor for the MMM conference, as the IEEE publication chair for the 10th joint MMM/Intermag conference, and as a focus session co-organizer for the Topical Group on Magnetism at the 2007 American Physical Society March Meeting. He is a member of the Los Alamos Neutron Science Center Materials Program Advisory Committee. He has published more than 70 technical articles with over 700 combined citations.

Rysuke Hasegawa (or “Souk” as we like to call him from his CalTech days) is Vice President of Research and Development at Metglas, Inc, Conway, South Carolina. He has been involved in research in the area of amorphous magnetic materials since he received his Ph.D. degree in Materials Science at the California Institute of Technology. His Ph.D. thesis was on the s-d exchange interaction (Kondo



Rysuke Hasegawa

effect) in amorphous alloys. After a postdoctoral appointment at CalTech, he moved to the IBM Watson Research Center to work on the physics of magnetic bubbles in amorphous thin films. He then moved to Allied Corporation (later changed to Honeywell) where he worked in the area of magnetism in amorphous solids and the synthesis of new alloys. The Amorphous Metal division of Honeywell changed to Metglas, Inc. in 2003. Dr. Hasegawa has published more than 145 technical papers, edited or co-edited 3 books, and authored 45 US patents, all in the area of amorphous materials. Professional activities include: Membership in the American Physical Society, the IEEE, and the Materials Research Society; Magnetics Society AdCom member and past member of Publication/Program/Advisory Committees of the MMM Conference; Member of the Advisory Panel for the US Congress' Office of Technology Assessment and for the Department of Energy; Adjunct Professor of Materials Science at the University of Tokyo; Distinguished Lecturer of the IEEE Magnetic Society. Souk is a Fellow of the IEEE.



Paulo Freitas

Paulo Freitas is Full Professor of Physics at the Instituto Superior Tecnico (IST) in Lisbon, and the Director of the INESC (Instituto de Engenharia de Sistemas e Computadores) Microsystems and Nanotechnologies Laboratory. Current research topics include MRAM, read heads for ultra high density recording, magnetoresistive biochips, and sensors for biomedical applications. He received his Ph.D. in Solid State Physics from Carnegie Mellon University in 1986. His doctorate was on the subject of anisotropic magnetoresistance of ferromagnetic thin films and alloys. He then joined IBM Research at Yorktown Heights as a postdoctoral fellow and worked on high- T_c superconductivity and the transport properties of ferromagnetic thin films. From IBM, he joined INESC in

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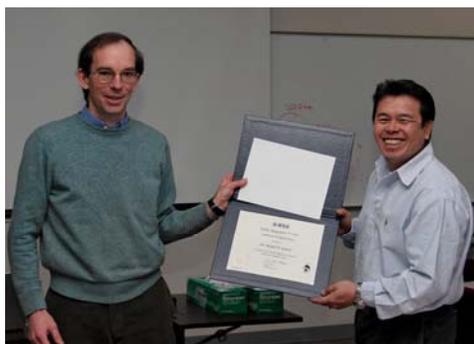
Lisbon, where he started the Solid State Technology Group. In 1989 he became Professor of Physics at IST. From 1992 to 1996, he was responsible for the start up and operation of the INESC ASIC (Application Specific Integrated Circuit) back-end of the line microfabrication facility. From 1996 to the present, his research areas have expanded to include magnetoresistive read elements for magnetic data storage, magnetoresistive sensors, MRAM, and biomedical applications. He became director of INESC Microsystems and Nanotechnologies in 2001, and Full Professor of Physics at IST in 2002. Over this period, he has authored or co-authored over 200 technical papers and several book chapters. Professional activities include membership in the IEEE, and participation in several publication/program/advisory committees of the MMM and Intermag Conferences. ❖

Tribute to Past Service

The Society recognizes Mel Gomez, Laura Henderson-Lewis and Martha Pardavi-Horvath for their energetic and dedicated service to the Society over the past many years.



Martha Pardavi-Horvath past editor of the Magnetics Society Newsletter is presented a Certificate of Appreciation by Can Korman on behalf of the Society.



Mel Gomez receives a Certificate of Appreciation from the Society for his service as Chair of the Technical Committee. Presented by Charles Krafft.



Laura Henderson-Lewis, Chair of the Magnetics Society Finance Committee from 2004-2006 receives a Certificate of Appreciation from the Society. Presented by Vince Harris.

Call For Books

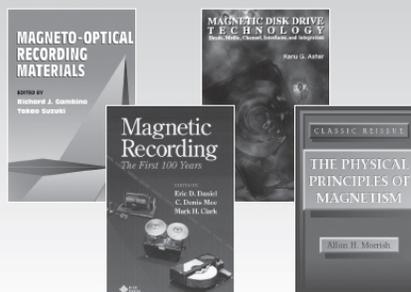
If you have identified an area in which you are qualified to write a book and have a clear idea of what you want to write, please send your prepared proposal to the IEEE Press.

Proposals should include a detailed table of contents plus a representative chapter. The IEEE Press proposal review process will provide you with feedback on both the technical merit and market interest in your project resulting in a solid book plan.

The IEEE Press Proposal Guidelines and more information about publishing with the IEEE Press can be found at:

www.ieee.org/press
or contact

Catherine Faduska, Senior Acquisitions Editor
at c.faduska@ieee.org.



IEEE Magnetics
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Books from
Wiley-IEEE Press

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WWW.WILEY.COM/IEEE



CONFERENCE CALENDAR

THE 18TH MAGNETIC RECORDING CONF. (TMRC 2007)

May 21-23, Minneapolis, MN, USA

<http://www.ece.umn.edu/~MINT/TMRC2007/>

INTERN. SYMPOSIUM ON ADVANCED MAG. MAT. & APPLICATIONS (ISMMA)

May 28-June 1, Jeju Island, Korea

<http://www.isamma2007.net/>

6 TH INTERN. SYMPOSIUM ON HYSTERESIS MODELING AND MICROMAGNETICS (HMM 2007)

June 4-6, Naples, Italy

<http://www.hmm-07.unisannio.it/>

THE 6 TH INTERN. STORAGE TECH. SYMPOSIUM (ISTS 2007)

June 17-22, Kalamata, Greece

INTERN. CONF. ON NANOSCALE MAGNETICS (ICNM 2007)

June 25-29, Istanbul, Turkey

<http://web.gyte.edu.tr/ICNM/2007/>

8 TH LATIN AMERICAN CONF. ON MAGN., MAG. MAT. & APPLICATIONS

Aug 12-16, Rio de Janeiro, Brazil

<http://www.law3m.org>

2007 SPECIALTY GRP. MTG. OF MILITARY SENSING SYMP. (MSS 2007)

August 21-23, Laurel, MD, USA

<http://www.sensiac.gatech.edu>

THIRD SEEHEIM CONF. ON MAGN.

August 27-30, Frankfurt, Germany

<http://www.tu-darmstadt.de/magnetism/>

SOFT MAGNETIC MATERIALS CONFERENCE (SMM 18)

September 2-5, Cardiff, UK

THE 8 TH PERP. MAG. RECORDING CONF. (PMRC 2007)

October 15-17, Tokyo, Japan

<http://www.spin.pe.titech.ac.jp/pmrc2007/>

52 ND CONF. ON MAGN. & MAG. MAT. (MMM 2007)

November 5-9, Tampa, FL, USA

<http://www.magnetism.org>

Administrative Committee (AdCom) News

Society Wide AdCom Elections. Ron Indeck, Past President (2003-2004) and current Nominations Committee Chair is moving forward with arrangements for the first ever Society wide election of AdCom members for a 2008-2010 term. On or about 15 May, all members should receive a Call for Nominations to the AdCom Ballot and will be invited through this Call to nominate qualified candidates for consideration for the ballot. Please contact Ron (rsi@ee.wustl.edu) if you have questions that cannot wait for the Call to come out. The election will be by paper mail-in ballot and will likely commence on or about 15 August.

Budgets for 2008. Liesl Folks, Finance Committee Chair, in concert with Carl Patton (President), Takao Suzuki (Secretary-Treasurer), and Randy Victora (Vice President), has been working up a Society budget plan for 2008. A 2008 budget rough-out is presently out to the AdCom for comment and feedback. Further details on the budget will appear in the July issue of the Newsletter. One of the objectives for the 2008 budget exercise is to better involve the AdCom in the budget formation process from the early stages, and then to fully inform the membership on the costs of the Society activities, where the money comes from, where it goes, and how it benefits the individual member. Special thanks to Liesl for her energetic and efficient work on these tedious but critical budget matters. Liesl is also to be congratulated on the birth of a new daughter! ❖

FINAL CALL FOR PAPERS



52nd Annual Conference on
Magnetism and Magnetic Materials
November 5-9, 2007 • Tampa, Florida

Abstract Deadline: June 27, 2007

For submission information visit
<http://www.magnetism.org>

Constitution

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Technical Activities Board (TAB) meeting in mid-June. The new Constitution was sent out to the full Society membership by direct mailing (on April 9 by e-mail to those members and affiliates with e-mail addresses on record with the IEEE and slightly later by hard copy snail mail to those that don't). The By-laws were also sent with the e-mail mailing. The revised Constitution will take effect on May 9 if no objections are received by 10% or more of the membership. The Bylaws take affect with the mailing to the membership.

The revised documents are included with this newsletter on the following pages. We hope the membership will find these revised governing documents to be a step forward. Feel free to contact Carl Patton directly (patton@lamar.colostate.edu) if you have any comments or observations. As Chair of the Planning, Constitution, and Bylaws Committee, Randy Victora is already compiling a "to do" list of matters for possible future updates to our documents. Judy Yelon, a professional proof reader (and the wife of Art Yelon, a member of the Society of some renown), and Rosanne Loyal of the IEEE provided valuable counsel and feedback beyond the call of duty during the revision process. ❖

About the Newsletter

The purpose of the **IEEE Magnetics Society Newsletter** is to publicize activities, conferences, workshops and other information of interest to the Society members and technical people in the general area of applied magnetics. Manuscripts are solicited from the Magnetics Society members, organizers of conferences, officers of the Society, local chapters, and other individuals with relevant material.

The Newsletter is published in January, April, July and October electronically on the Magnetics Society webpage, <http://www.ieemagnetics.org/>

Submission deadlines are January 1, April 1, July 1, and October 1 respectively. Please send articles, letters and other contributions to the editors:

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THE INSTITUTE OF ELECTRICAL AND ELECTRONICS ENGINEERS, INC.
CONSTITUTION of the IEEE MAGNETICS SOCIETY

Article I. Name and Object

Section 1.1 The organization shall be known as the IEEE Magnetics Society, hereinafter called the "Society."

Section 1.2 The objectives of the Society shall be to provide for the professional scientific, literary, and educational needs of its membership in the field of magnetic devices and related topics as defined in the Field of Interest in Article II. Within this Field of Interest, the Society shall strive for the advancement of the theory and practice of electrical and electronics engineering and the allied arts and sciences, and the maintenance of a high professional standing among its members. All activities and operations shall be in consonance with the IEEE Constitution, Bylaws, and Policies, and the Operations Manual of the Technical Activities Board, hereinafter called the "TAB."

Article II. Field of Interest

The Field of Interest of the Society shall be: "Treatment of all matters in which the dominant factors are the fundamental developments, design, and certain applications of magnetic devices. This includes consideration of materials and components as used therein, standardization of definitions, nomenclature, symbols, and operating characteristics; and exchange of information as by technical papers, conference sessions, and demonstrations."

Article III. Membership

Section 3.1 Regular Society Membership

3.1.1 Regular Society membership shall be available exclusively to members of the IEEE as specified in the IEEE Constitution, Bylaws, and Policies.

3.1.2 The official Society membership count of record for purposes of petition and others matters shall be as given in the official IEEE membership records at the end of the calendar year preceding the action at hand.

Section 3.2 Society affiliates and student members, as defined in the IEEE Constitution, Bylaws, and Policies may participate in Society activities, as provided in said documents, the TAB Operations Manual, and any additional limitations in this Constitution and the Society Bylaws, hereinafter called the "Bylaws."

Article IV. Financial Support

Section 4.1 The Society shall collect dues and fees from its members and affiliates as provided in the Bylaws, in

accordance with the IEEE Constitution, Bylaws, and Policies, and the TAB Operations Manual. The amount of the fee shall be established by the Administrative Committee of the Society, hereinafter called the "AdCom."

Section 4.2 The Society may charge registration fees for its technical meetings in accord with IEEE Policy. Registration fees for technical meetings jointly sponsored by the Society and IEEE or non-IEEE entities shall be governed by a suitable IEEE-approved Memorandum of Understanding, or MOU, executed by the Society, the IEEE, and the other entity.

Section 4.3 The Society may collect revenues by other means, such as, but not limited, to advertisements, exhibits, and the sale of publications, provided that such means are consonant with the IEEE Constitution, Bylaws, and Policies, and the TAB Operations Manual, and do not encroach on revenue sources of prior established IEEE groups or sections. Any new sources of revenue not explicitly covered by the TAB Operations Manual must be approved by the IEEE.

Article V. Administration of the Society

Section 5.1 Administrative Committee (AdCom)

5.1.1 The Society shall be managed by the AdCom. The AdCom shall be comprised of 24 elected members with vote, elected officers with vote, and appointed ex-officio members with or without vote, as specified elsewhere in this Constitution and the Bylaws. Not less than two-thirds of the voting members of the AdCom shall be elected members.

5.1.2 The terms of office for the 24 elected members shall be three years. One-third of the members shall be elected each year. Only two consecutive terms are permitted, but eligibility is restored after a lapse of one year. Specific election procedures are as specified elsewhere in this Constitution and the Bylaws.

5.1.3 The AdCom shall elect biennially from its membership a President-Elect and a Secretary-Treasurer, each for two-year terms. The President-Elect shall automatically succeed to the office of President for a two-year term. A President may not serve more than one term of succession. At his or her option, the incumbent Secretary-Treasurer may elect to stand for the office of President-Elect for the term immediately following his or her term. Specific procedures for the election of officers are given in the Bylaws.

5.1.4 The President, President-Elect, and Secretary-Treasurer are deemed to be elected members of AdCom and to have full voting rights, except that the President or other presiding officer at any meeting of the AdCom shall vote only in the event of a tied vote.

5.1.5 The Immediate Past President shall be a member of the AdCom with vote for a two-year term immediately following his or her term as President. The Immediate Past President shall be deemed an elected member of the AdCom.

5.1.6 The other members of the AdCom, to be appointed by the President for two-year terms to coincide with his or her period of office, shall be the Chairs of the standing committees and other office holders with or without vote as prescribed in the Bylaws. These members are ex-officio (by reason of office).

All appointments to these offices with vote are to be confirmed by a majority vote of the elected AdCom members only.

5.1.7 Under certain conditions, an officer or any ex-officio member may be dismissed. Such dismissals shall require petition to the AdCom signed by one-half of the elected members and confirmed by a two-thirds majority of the full roster of voting members. An elected member may be dismissed according to the same voting rules, but only by reason of extended absence and no other, as specified in the Bylaws.

5.1.8 In the event that an elected AdCom member is elected to office or appointed to an ex-officio position with vote, he or she shall stand down as an elected member and be replaced by the remaining unsuccessful candidate from the previous AdCom ballot with the highest number of votes. This line of replacement shall be confirmed by the Nominations Committee Chair. Such newly appointed ex-officio members or elected officers shall be allowed to stand for election at a subsequent ballot under the provisions of Section 5.1.2, with the proviso that the one-year lapse requirement shall be waived.

5.1.9 Only Society members or affiliates shall be eligible to serve on the AdCom.

Section 5.2 Duties and Responsibilities of the AdCom and the Society officers

5.2.1 Specific duties and responsibilities of the officers are as defined below and in the Bylaws, and as may be further delineated by the AdCom in meeting minutes of record.

5.2.2 The President, under the direction of the AdCom, shall have general supervision of the affairs of the Society. He or she shall preside at meetings of the AdCom

and at the Annual Meeting and other general meetings of the Society. He or she shall have such other powers and perform such other duties as may be provided in the Bylaws and as delegated by the AdCom and shown in meeting minutes of record. In his or her absence or incapacity, the duties of the President shall be performed by the President-Elect, or in his or her absence or incapacity, the Secretary-Treasurer.

5.2.3 The President shall convene an Annual Meeting of the Society, normally to be held during the INTERMAG Conference. At this meeting, the President and others, as appropriate, shall provide an annual report. There shall be adequate opportunity for comments from the membership. A summary of such comments, if any, shall be reported to the AdCom.

5.2.4 As a member of the TAB, the President shall ensure representation of the Society at all meetings of said board either in person or by a designated alternate in accord with IEEE policy.

5.2.5 The AdCom may utilize the services of the IEEE as bursar for all or part of the Society funds and as provided by the Bylaws of the IEEE and the TAB Manual. If any part of Society funds is received and deposited separately, the terms and conditions shall be in accordance with the IEEE Constitution, Bylaws, and Policies, the TAB Manual, the Bylaws of the Society, and any other requirements set forth by the AdCom and contained in meeting minutes of record.

5.2.6 Neither the Society, nor any officer or representative thereof, shall have any authority to contract debts for, pledge the credit of, or in any way bind the IEEE, except in accordance with budgets previously approved. Similarly, neither the Society nor any officer shall enter into joint contracts without the approval of the IEEE.

Section 5.3 Sub-Organization of the Society

5.3.1 The Society may enlist the services of a paid Executive Director to coordinate and administer the business of the Society at the direction of the President and other members of the AdCom as specified by the Bylaws.

5.3.2 The AdCom may establish standing or ad hoc committees as prescribed in the Bylaws. The Chairs of such committees shall be appointed by the President with the approval of the AdCom. The terms of office for standing or ad hoc committee Chairs shall not exceed the term of office of the appointing President. An incoming President may reappoint any committee Chair.

5.3.3 Unless otherwise provided in the Bylaws, the appointment of committee members shall be made by the committee Chair with the concurrence of the President and

reported to the AdCom. The terms of such appointments shall not exceed the term of office of the President.

5.3.4 The President shall be an ex-officio member with vote of all committees of the Society.

5.3.5 Subject to AdCom approval, sub-groups, taken to include local chapters, may be formed as provided in the IEEE Constitution, Bylaws, and Policies, and the TAB Operations Manual. The nature of such sub-groups and the supervision of sub-group affairs other than by the AdCom shall be as prescribed in the Bylaws.

Article VI. Nomination and Election of the AdCom and Society Officers

Section 6.1 Nominations

6.1.1 The makeup of the Nominations Committee and the details of the nomination procedure shall be in accord with IEEE policy and as prescribed in the Bylaws.

6.1.2 The Nominations Committee shall prepare a ballot for the annual election of AdCom members for the upcoming open three-year term as specified elsewhere in this Constitution and the Bylaws. The Chair of the Nominations Committee shall consult all members of the AdCom and standing committees, as well as the general membership at large, in seeking ballot nominations.

6.1.3 A provision shall be made whereby Society members can place a nominee on the AdCom ballot by petition. This provision shall be in accord with IEEE policy and as prescribed in the Bylaws.

6.1.4 The Nominations Committee shall prepare a ballot drawn from the incumbent elected and ex-officio members of the AdCom for the election of officers as specified in Article V and the Bylaws.

Section 6.2 Elections

6.2.1 The election of new AdCom members shall be made by the full Society membership.

6.2.2 Election of new Society officers shall be made by the incumbent elected and ex-officio AdCom members with vote.

6.2.3 Said elections shall be managed by the Nominations Committee in accord with IEEE policy and as prescribed in the Bylaws.

Section 6.3 Vacancies

6.3.1 Within-term elected member and ex-officio vacancies on the AdCom shall be filled by the President, for the unexpired term only and as prescribed in Article V.

6.3.2 In the event that the President is dismissed, resigns, or stands down for any reason during his or her term of office, the President-Elect shall assume the position of Acting President for the remainder of the term. The Secretary-Treasurer shall remain in his or her position and also assume the role of Acting President-Elect.

6.3.3 In the event that the President-Elect or Secretary-Treasurer is dismissed, resigns, or stands down for any reason, the Nominations Committee shall, in a timely fashion, present one or more nominees to a ballot of the AdCom for the vacant position or positions as needed and according to Section 6.1.4.

Article VII. Meetings

Section 7.1 Technical Meetings

7.1.1 The Society may hold technical meetings, conferences, or symposia, either alone or in cooperation with other IEEE sponsored technical meetings or with other technical organizations, subject to the IEEE Constitution, Bylaws, and Policies, the TAB Operations Manual, and in accord with other provisions in the Society Bylaws. The Society shall sponsor at least one technical conference of international scope each year. Technical meetings jointly sponsored by the Society in cooperation with other IEEE or non-IEEE entities, and for which the Society and the other entity or entities have financial responsibility, shall be governed by a suitable IEEE approved MOU executed by the Society, the other entity, and the IEEE.

7.1.2. Technical meetings, conferences, or symposia sponsored by the Society shall be open on an equal basis to all members of the IEEE. Meeting and registration fee requirements shall comply with IEEE policy. The Society may not sponsor or co-sponsor meetings that are subject to a security clearance of any kind.

Section 7.2 AdCom Meetings

7.2.1 The AdCom shall schedule and hold appropriate meetings for the management of the affairs of the Society as set forth in the Bylaws. Such meetings shall be meetings with the members physically present or meetings by any means of telecommunication, at the discretion of the President. A minimum of 20 days' notice shall be required for any AdCom meeting.

7.2.2 For any meeting of the AdCom, either with the members physically present or by any means of telecommunication that allows all persons participating in the meeting to hear each other at the same time, a majority of all the voting members shall constitute a quorum for the official conduct of the business of the Society.

7.2.3 For a meeting of the AdCom for which a quorum exists, either with the members physically present or by any means of telecommunication that allows all persons participating in the meeting to hear each other at the same time, a majority vote of the members present and entitled to vote at the time of the vote shall be required to pass any motion. All participating voting members shall have equal votes. Proxies are not allowed.

7.2.4 For a meeting of the AdCom by any means of telecommunication that does not allow all persons participating in the meeting to hear each other at the same time, a majority vote of the full roster of AdCom members eligible to vote shall be required to pass any motion, except as otherwise provided in this Constitution and the Bylaws.

7.2.5 Individuals holding more than one voting position on the AdCom shall be limited to one vote on any matter.

7.2.6 The results of any vote shall be confirmed promptly in writing or by electronic transmission. Said writings or electronic transmissions shall be filed with the minutes of the meeting.

Article VIII. Publications

Section 8.1 Publications undertaken by the Society shall be subject to IEEE policies and to further guidance or controls as prescribed by the AdCom and its designated and duly appointed committees. The Society shall be responsible for the financial aspects of its publications program.

Section 8.2 The President, with the advice and consent of the AdCom, shall appoint a Publications Committee Chair to implement the publication program. The status and duties of the Publications Committee Chair and any other designated positions within this committee, as well as any compensation to be associated with these positions, if any, shall be as prescribed in the Bylaws.

Article IX. Modifications and Amendments to the Constitution

Section 9.1 The Constitution shall be reviewed at least annually by the Planning, Constitution, and Bylaws Committee. The results of this review shall be reported to the AdCom and included in the minutes of record for the corresponding AdCom meeting.

Section 9.2 Initiation of Modifications and Amendments. Modifications and amendments to this Constitution may be initiated by the Planning, Constitution, and Bylaws Committee, by any member of the AdCom, or by petition submitted to the President by twenty-five or more members of the Society.

Section 9.3 The provisional approval of suitably initiated modifications or amendments to the Constitution shall be by a two-thirds majority vote of the full roster of AdCom members eligible to vote at a duly designated meeting, provided that notice of the proposed modification or amendment has been sent to each member at least 20 days prior to such meeting.

Section 9.4 Each provisionally approved modification or amendment shall be transmitted through the TAB to the IEEE for review. If approved by the IEEE, the provisionally approved modification or amendment shall be published within 120 days after said approval in the Society Newsletter, or otherwise publicized by direct mailing to the membership by electronic means or otherwise, with notice that the modification or amendment shall become binding unless five percent or more of the membership object within 30 days of the publication date.

Section 9.5 If such objections are received, a copy of the proposed amendment along with a ballot shall be sent by e-mail to the membership at least 30 days before the date appointed for return of the ballots, and the ballots shall carry the address and a statement of the time limit for their return to the IEEE. When such a vote of the entire membership of the Society is made necessary, approval of the modification or amendment by two-thirds of the ballots returned shall be necessary for enactment.

Article X. Bylaws

Section 10.1 Suitable Bylaws shall be adopted by the AdCom for the detailed operation and administration of the Society. Said Bylaws are subject to IEEE approval through the TAB.

Section 10.2 Modifications to the Bylaws may be initiated by the AdCom or by petition submitted to the President by twenty-five or more members of the Society.

10.2.1 Said modifications may be adopted by a two-thirds majority of a quorum of voting AdCom members eligible to vote at a duly designated meeting, provided that notice of the proposed modification has been sent to each member of the AdCom at least 20 days prior to such meeting.

10.2.2 Upon AdCom approval, the proposed Bylaw modification shall be submitted for TAB review to ensure compliance with IEEE policy.

10.2.3 Upon a positive TAB review and approval for compliance, the Bylaw modifications shall become binding.

10.2.4 Said modifications shall then be published in the Newsletter of the Society within 120 days of said approval.

THE INSTITUTE OF ELECTRICAL AND ELECTRONICS ENGINEERS, INC.

BYLAWS OF THE IEEE MAGNETICS SOCIETY

Section 1. General Considerations

1.1 Nature of Bylaws. These Bylaws of the IEEE Magnetics Society, hereinafter called the "Bylaws," provide general and explicit instructions for the conduct of the business of the IEEE Magnetics Society, hereinafter called the "Society," and the implementation of the Society Constitution, hereinafter called the "Constitution." The application of the Bylaws shall be overseen by the Administrative Committee of the Society, hereinafter called the "AdCom."

1.2 Modifications to Bylaws. Modifications to these Bylaws may be made as specified in Article X of the Constitution.

1.3 Bylaw Review. The Bylaws shall be reviewed at least annually by the Planning, Constitution, and Bylaws Committee. The results of this review shall be reported to the AdCom and included in the minutes of record for the corresponding AdCom meeting.

Section 2. Membership

2.1 Regular Membership. Regular Society membership is available to all IEEE members, upon payment of the annual fee prescribed in Section 5.

2.2 Honorary Life Membership. Honorary life membership, exempt from payment of the annual Society fee, shall be based on the recommendation of the Honors and Awards Committee, the endorsement of the AdCom, and the approval of the IEEE, according to the procedures given elsewhere in these Bylaws.

2.3 Society Affiliate and Student Membership. Affiliates and bona fide students at the college, university, or graduate level may participate in Society affairs and activities as provided by the IEEE Constitution, Bylaws, and Policies, subject to any additional limitations imposed by the Constitution and Bylaws.

Section 3. Administrative Committee (AdCom)

3.1 Function. The AdCom is responsible for the operations of the Society. It shall provide administrative support for those who directly manage Society activities. It shall charge the officers and committee Chairs with their specific responsibilities and authority where not specifically covered by the Bylaws or the Constitution. It shall ensure that Society activities are conducted in a manner that advances the professional interests of the membership and the IEEE in general, makes effective use of Society funds, and avoids unnecessary financial risks.

Additional provisions are covered in Article V of the Constitution.

3.2 Membership. Article V of the Constitution provides that the AdCom shall consist of 24 elected members with vote, elected officers with vote, and ex-officio members with or without vote, subject to the requirement that at least two-thirds of the voting members shall be elected members. The President, President-Elect, Secretary-Treasurer, and the Immediate Past President are included in the count of elected members for the two-thirds rule. All AdCom members must be Society members or Society affiliates.

3.3 Ex-Officio Members with Vote. The ex-officio members of the AdCom with vote shall consist of the Chairs of the ten standing committees as listed below (in alphabetical order) and enumerated in detail in Section 6 of these Bylaws. The Planning, Constitution, and Bylaws Committee is chaired by the President-Elect and is absent from the list below.

- Chapters Committee
- Conference Executive Committee (CEC)
- Education Committee
- Finance Committee
- Honors and Awards Committee
- Membership Committee
- Nominations Committee
- Publications Committee
- Publicity Committee
- Technical Committee

3.4 Ex-Officio Members without Vote. The ex-officio members of the AdCom without vote shall consist of the individuals listed below. Details on these Society appointments are given elsewhere in these Bylaws.

- IEEE Technical Activities Board (TAB) Secretary
- Magnetics Society Executive Director
- Newsletter Editor(s)
- Distinguished Lecturer Program Subcommittee Chair
- Editor-in-Chief of the IEEE *Transactions on Magnetics*

3.5 Assumption of Office.

3.5.1 The officers and members of the AdCom shall generally take office on the first of January in the year immediately following their election.

3.5.2 In the event of replacements due to vacancies or otherwise, or in the case of newly authorized positions, these individuals may take office mid-term as appropriate.

Section 4. Nomination and Election of the AdCom and Officers of the Society

4.1 Nominations for AdCom Ballot. A slate of nominees for the eight upcoming statutory three-year elected terms on the AdCom, as specified in the Constitution and elsewhere in these Bylaws, shall be prepared each year by the Nominations Committee. Dates given below are intended as guidelines only and not mandates.

4.1.1 Call for Nominations. The Chair of the Nominations Committee shall publish a Call for Nominations of candidates for the ballot by email or other electronic means to all members and affiliates by April 15. At his or her discretion, the Chair shall also publish the Call for Nominations in the appropriate issue of the Society Newsletter and distribute nomination forms and instructions at one or more Society-sponsored conferences, as appropriate and allowed by conference schedules. The Call shall include guidelines on qualifications, including provisions for nomination by petition, as well as details on the required nomination submission. All nominations shall include the full name of the prospective ballot candidate, IEEE member or affiliate number, professional affiliation, if any, full contact information, certification of his or her willingness to serve, and a brief combined biographical sketch and candidate statement. The Call shall include a statement to the effect that incomplete nomination packages may be rejected. The deadline for the receipt of nominations for the ballot shall be June 1.

4.1.2 Nomination by Petition. In accordance with the applicable IEEE Bylaws and Policies for societies with fewer than 30,000 members, a petition bearing the endorsement of two percent of the members of record of the Society shall automatically place the nominee on the ballot.

1. Said petition must be received on or before June 1.
2. Signatures shall be submitted by means of a signed paper petition or electronically through the official IEEE society annual election website, if such a site exists.
3. The name of each member signing a paper petition must be clearly printed or typed. For identification purposes, names and signatures on paper petitions must be accompanied by IEEE membership numbers or addresses as listed on official membership records. Only original signatures on paper petitions or signatures submitted electronically through the indicated website can be accepted.
4. Facsimiles or other copies of the original signature will not be accepted.
5. Prior to the 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.

4.2 Selection for the Ballot. The Nomination Committee, having received nominations and valid petitions from Society members and affiliates, shall draw up a ballot for the AdCom election. The ballot selection process shall be completed by July 1.

4.2.1 Qualifications. In general, persons selected for the ballot shall be individuals who have demonstrated service to the Society either as previous or current elected or ex-officio members of the AdCom, members of Society committees, or individuals who have made other significant contributions to the Magnetics Society or to the magnetics community in general. Duly made nominations by petition shall be included on the ballot, irrespective of other considerations.

4.2.2 Ballot Number and Composition. In general, at least twelve names shall appear on the annual ballot for the eight positions for the new term. The proposed ballot shall be communicated to the President and the AdCom for comment and approval. If the ballot does not appear to meet the guidelines set out above, the President may ask the Nominations Committee to reevaluate and reconstitute the ballot as necessary.

4.2.3 Documentation of Ballot Selection Process. The Nominations Committee shall prepare a report for the President and the Secretary-Treasurer on the meeting(s) for the setting of the ballot. Said report shall reflect the considerations taken into account in setting the ballot. Said report shall be incorporated into the records of the AdCom. Prior to the actual election, the full membership shall be notified of the full ballot, with those individuals nominated by petition indicated as such.

4.3 Election of the AdCom. The Society shall elect the eight new members from the aforesaid ballot for the new three-year term that commences on the following January 1. The election shall be through a vote of the full membership.

4.3.1 Conduction of Election. The election shall be conducted by the Chair of the Nominations Committee through the offices of the IEEE. The election shall be by direct mail secret letter ballot or by secure electronic means, at the discretion of the Nominations Committee Chair in consultation with the President. The ballot shall be sent to the full membership on or before August 15. The deadline for the receipt of completed ballots or electronic votes, as appropriate, shall be October 15. In the case of a tie vote for the eighth open position, the Nominations Committee chair shall break the tie.

4.3.2 Records of Successful and Unsuccessful Candidates. The Chair of the Nominations Committee shall advise the AdCom of the successful candidates through an unranked list. He or she shall also provide the AdCom with a ranked list of the unsuccessful candidates on the ballot. This unranked list of the unsuccessful

candidates shall be retained by the President and the President Elect for future use as needed for the replacement of elected members as specified in the Constitution.

4.4 Nomination and Election of Officers. Following the election of the incoming AdCom members, in the alternate years for which the transition to new officers takes place, the Nominations Committee shall request nominations for the ballot for the Secretary-Treasurer and, as needed, the President-Elect, from the current AdCom membership.

4.4.1 Officer Nominees. Nominees for the officer ballot shall be current AdCom elected members, excluding officers, or current AdCom ex-officio members, excluding the Executive Director.

4.4.2 Ballot Determination. The Nominations Committee shall determine the ballot and ensure that there are at least two candidates for the position of Secretary-Treasurer.

4.4.3 Officer Election. The Nominations Committee Chair shall conduct the election. Ballots shall be sent electronically to current elected and ex-officio with vote AdCom members on or before September 15. Votes shall be cast by secret mail or electronic ballot. The deadline for the receipt of ballots shall be October 15. Any tie vote shall be resolved by the Nominations Committee Chair. The majority of returned ballots shall determine the election.

4.6 In-Term Vacancies. The filling of vacancies among the elected members and officers of the AdCom shall be as specified in the Constitution.

Section 5. AdCom Operations

5.1 Quorum and Votes to Pass.

5.1.1 Definition of a Quorum. As provided in the Constitution and mandated by the IEEE, a quorum shall be a majority of the voting AdCom members.

5.1.2 Passage of Motions at Meetings in Which Participants Can Hear Each Other. Also as provided in the Constitution and mandated by the IEEE, for a meeting requiring physical presence or a meeting by telecommunication in which all participants in the meeting can hear each other at the same time, (1) the participants must constitute a quorum and (2) a majority vote of the participating voting members shall be required to pass any motion.

5.1.3 Passage of Motions at Meetings in Which Participants Cannot Hear Each Other. Also as provided in the Constitution and mandated by the IEEE, for a meeting by telecommunication in which all of the persons participating in the meeting cannot hear each other, a

majority of the total number of eligible voting members shall be required to pass any motion.

5.2 Meeting Notice and Agenda. No AdCom meeting shall be held for the purpose of the transaction of business unless each member has been sent notice of the time and place and agenda for such a meeting 20 days prior to the scheduled date of the meeting. For a meeting by any means of telecommunication in which all participants in the meeting can not hear each other at the same time, discussion and the casting of provisional votes may commence, at the option of the President, with the announcement of the meeting.

5.4 Meeting Operations.

5.4.1. Protocol. The latest edition of the official Robert's Rules of Order Newly Revised (RONR), currently the tenth edition,, shall govern the conduct of AdCom meetings on all matters not otherwise specified in these Bylaws or the Constitution.

5.4.2 Modifications to Protocol. Applicable modifications to said rules may be put into effect for present and future meetings or the specific meeting at hand by majority vote of the AdCom, and reflected in the minutes.

5.4.3 Parliamentarian. At his or her discretion, the President may appoint one member of the AdCom to function as Parliamentarian during official meetings.

5.5 Duties of Officers. This section is intended to serve as a general guide for officers.

5.5.1 Effective Transition of Officers. It is the responsibility of all officers to continue in service until their successors have had the opportunity to be briefed, receive the official files appropriate to their offices, and in other respects assume the duties of office.

5.5.2 Transmission and Archiving of Files. Each officer should transmit the important documentary material from his or her term to the designated successor. The transmitting officer should also identify any materials that may be of an archival nature, and provide same to the President for conveyance, at his or her discretion, to the Magnetics Society section of the IEEE Archives.

5.5.3 President. The President shall supervise the affairs of the Society and shall speak for the Society on all matters not specifically delegated to others. Strong initiative on his or her part is expected. As a member of the TAB, the President is to represent the interests of the Society professionally and effectively at this level.

5.5.4 President-Elect. The President-Elect shall fulfill the duties of the President in his or her absence or incapacity. He or she shall work with the President to

fulfill such other functions as the Society may require from time to time.

5.5.5 Secretary-Treasurer. The Secretary-Treasurer has the dual function to oversee both the administrative records and the finances of the Society.

1. The Secretary-Treasurer, in concert with the Executive Director, shall be responsible for keeping the records of the AdCom. In concert with and with logistical support from the Executive Director, he or she shall prepare and distribute meeting notices and minutes in sufficient detail that they constitute a satisfactory record of AdCom meetings and decisions. In concert with the Executive Director, he or she shall maintain a suitable file of minutes, reports, and other primary correspondence for transmittal to his or her successor. This file is the permanent record of the business of the Society.

2. The Secretary-Treasurer, in concert with the Finance Committee Chair, shall maintain and track the financial records of the Society. He or she should compare rates of receipts and expenditures with those projected, in order to evaluate, endorse, and transmit for payment by the Society all bills not otherwise provided for specifically in the Bylaws, in order to ensure that all payments are made within the limits authorized by the AdCom. Final fiduciary responsibility for financial matters remains with the Secretary-Treasurer.

5.6 Society Funds.

5.6.1 Receipts and Disbursements. The Society may raise funds as specified in the Constitution, the IEEE Constitution, Bylaws, and Policies, the TAB Operations Manual, and other IEEE directives. The Society may spend funds within the same restrictions. Receipts and expenditures must generally fall within the classifications and allocations set in the approved annual budget of the Society. If the continuing and projected expenditures do not correspond to the approved budget, the Secretary-Treasurer should work in concert with the Finance Committee Chair, the President-Elect, and the President to make suitable recommendations to the AdCom for corrections.

5.6.2 Member, Affiliate, and Student Fees. The annual Society fee for regular, affiliate, and student membership shall be set by the AdCom and approved by the IEEE. The total affiliate fee shall be equal to the sum of the Society fee and the IEEE affiliate fee. Student fees shall be at a reduced level in accordance with the IEEE Constitution, Bylaws, and Policies.

5.6.3 IEEE and TAB Financial Management. The IEEE shall act as bursar for all Society funds except as specified hereunder. Billings and collections of the annual fee shall be through the applicable IEEE departments. All other fiscal affairs shall be handled through the TAB.

5.6.4 Conferences and Symposia. Financial arrangements for conferences and symposia sponsored or co-sponsored by the Society, and for which the Society has financial responsibility or exposure, shall be covered by separate budgets with adequate safeguards against undue risk. If such conferences and symposia are of a continuing and periodic nature, they shall be covered by a suitable Constitution that contains general financial plans and the specific technical scope. This Constitution shall be subject to the approval of the Conference Executive Committee (CEC), the AdCom, and the IEEE through the TAB. Specific budgets for any such conferences or symposia shall be subject to the approval of the CEC, with said approval reported to the AdCom and the IEEE through the TAB. Other CEC technical and financial management details for Society-sponsored conferences and symposia are given elsewhere in these Bylaws.

5.6.5 Other Financial Commitments. For other activities involving the Society or any of its subgroups, financial commitments shall be approved by the AdCom. The AdCom and other designated managers of Society activities shall work in concert with the Finance Committee and the TAB to assess potential financial risks and adequately safeguard Society funds.

5.6.6 Budgeting Process and Approvals. The planning and approval process for the Society budget for the year following the current year shall be managed by the Finance Committee Chair, with advice from the President, President-Elect, and the Secretary-Treasurer.

1. The first draft next-year budget, typically provided to the IEEE in April, shall be determined through consultation with these officers and the AdCom membership, but shall require only the approval of the President.
2. The second draft next-year budget, typically provided to the IEEE in June, shall be adjusted as needed by the Finance Committee and the officers, presented to the AdCom through a meeting requiring physical presence or a meeting by any means of telecommunication, modified as needed, and approved by the AdCom before submission to the IEEE. This second draft AdCom-approved budget shall be the binding budget for the following year, subject to IEEE approvals and related modifications.
3. In the event of requested modifications from the IEEE, any changes in the second draft budget shall be negotiated between the President, with consultation of the Finance Committee Chair and the other officers, and the IEEE, without the need for further AdCom approval.

Section 6. Executive Director

6.1 General Considerations. The Constitution includes a provision whereby the Society may enlist the services of a paid executive director to coordinate and administer the business of the Society at the direction of the President and other members of the AdCom, as specified in these

Bylaws. This section is intended to provide a detailed statement of work, general guidelines for the activities and responsibilities of the Executive Director, and a statement on procedures for the negotiation of contracts and payments for services. The Executive Director may be contracted from an individual or an organization external to the IEEE or be employed through the offices of the IEEE, at the sole discretion of the AdCom.

6.2 General Function of the Executive Director. The Executive Director is to (1) provide overall management of Society affairs, (2) provide administrative and executive support to Society Officers, the AdCom, and the Standing Committees, as directed and authorized by the President. (3) maintain, at the direction of the President, Society records, intra- and inter-Society correspondence files, AdCom and other committee minutes, and AdCom and other committee rosters, (4) generally coordinate all of the volunteer efforts within the Society. As prescribed elsewhere, the Executive Director shall be an ex-officio member of the AdCom without vote.

6.3 Location and Liaison. The Executive Director shall maintain a centralized office for overall Society contact, support for Society activities, and liaison between the Society volunteers and the volunteers and staff personnel at the IEEE and TAB levels.

6.4 Selection and Terms of Office. The President, with AdCom approval, shall appoint the Executive Director and negotiate contracts with same. The term of the appointment shall be for one or two years, at the discretion of the President. Said terms shall generally commence January 1. Said appointments shall be renewable without limit, subject to the procedures specified herein.

6.5 Supervision and Support. The Executive Director shall operate with primary direction from and in cooperation with the President. Through the general and specific authorization of the President, the Executive Director shall also support the efforts of the AdCom, the Society officers, and the standing committees on an ongoing basis and as needed. At the end of the second year of the term of the President-Elect, who is to become the President in the coming year, the Executive Director shall, with the concurrence of the President, also work with the President-Elect to ensure a smooth transition.

6.6 Duties of the Executive Director.

6.6.1 Administrative Duties.

1. Coordination of routine Society correspondence
2. Overall management of Society affairs and operations.
3. Maintenance of Society records and archives.
4. Assistance in the creation and maintenance of an efficient email distribution process.
5. Assistance to the officers of the Society in the preparation and distribution of AdCom meeting agendas,

other committee agendas, committee reports, and other materials as needed.

6. Provision of on-site meeting support for the AdCom and the Standing Committees as appropriate.
7. Attendance at all AdCom meetings and other appropriate IEEE meetings as needed.
8. The taking of minutes at meetings of the AdCom and other designated meetings, as needed.
9. Assembly of the meeting minutes of record and distribution of same upon approval by the Secretary-Treasurer.
10. Maintenance and updating of the roster of AdCom officers and members, Standing Committee Chairs and members, and other volunteer personnel on an ongoing basis, and the regular distribution of said rosters to the volunteers as needed and to the IEEE.
11. Assistance and support to the Planning, Constitution, and Bylaws Committee through attendance at and participation in scheduled meetings, the recording and maintenance of minutes, and support with long-range planning considerations.

6.6.2 Financial Management.

1. Coordination of the purchases of and payment for goods and services requested by the Society.
2. Management and processing of reimbursement forms and expenditure requests for the volunteers and others as approved by the Secretary-Treasurer or President.
3. Review of reimbursement and expense request forms for the volunteers for accuracy and approvals, and the forwarding of same with receipts to the appropriate IEEE offices for payment.
4. Upon request, attendance at, participation in, and logistical and administrative support for the five-year reviews of the Society by the IEEE.
5. Support for the Distinguished Lecturer Program through record keeping, logistical aid, and assistance with the filing of IEEE travel expense reimbursement requests on a timely basis.
6. Logistical support to the Chapters Committee and local chapters, as needed, in their applications for and realization of requested funds from the IEEE.

6.6.3 Membership Support.

1. Serve as the point of contact for Society inquiries through telephone, fax, email, and personal interactions, as needed.
2. Serve as a point of contact for information on IEEE procedures and personnel.
3. Serve as a point of contact for information on Society activities for members and potential members.
4. Provide support for other authorized Society activities as needed by the Chairs of the standing and other official committees and the AdCom.

6.7 Budgeting, Contract Negotiation, and Payments.

6.7.1 Budgeting. Each year as part of the budgeting process for the coming year, the Society, through the Secretary-Treasurer and the Finance Committee Chair, shall examine the spending history, if any, for the Executive Director for the current year, make estimates of additional or reduced costs for this office for the coming year, and include an appropriate line item budget for the Executive Director for the coming year. These determinations may include data and information from the current Executive Director, as appropriate.

6.7.2 Contract Negotiation. Contracts shall be negotiated and set in place for one- or two-year terms, at the discretion of the President and to coincide with his or her term of office, with a general start date of January 1.

1. A draft proposal that includes a detailed Statement of Work, budget, and payment plan for the Executive Director position shall be developed by individuals and organizations that desire to apply for said position for the coming calendar year or other period, and submitted to the Secretary-Treasurer and President for review. This submission should occur on or before September 1 of the year that precedes the proposed contract year.
2. Upon acceptance of a given proposal by the Secretary-Treasurer, and with the concurrence of the President, the prospective Executive Director shall submit a detailed contract proposal to the IEEE, along with a statement of approval from the Society. This submission should occur on or before October 1 of the year that precedes the proposed contract year. Prior to IEEE submission, there should be active consultation between the prospective Executive Director, the Secretary-Treasurer, and the appropriate offices at the IEEE to ensure that the proposal conforms with IEEE policy.
3. The Secretary-Treasurer and President shall work in concert with the prospective Executive Director and the appropriate IEEE offices to obtain timely formal IEEE approvals for the Society-approved contract for the coming year. These approvals should be in place prior to the January 1 or other start date of the contract.

6.7.3 Payments. Payments to the offices of the Executive Director shall generally be made upon presentation of an invoice based on services rendered and other expenses since the last invoice. Said invoices shall be no more frequent than monthly. Invoices shall first be submitted to the Secretary-Treasurer for approval and forwarding to the IEEE for timely payment.

Section 7. Grievance Procedures

7.1 Grievance Initiation.

7.1.1 The Society has no standing committee charged with grievance matters.

7.1.2 In the event that a member of the Society has a grievance against the Society, the AdCom, any of its

members or officers, or any committee or member thereof, and said grievance is directly related to the conduct of the delegated business of the Society, the member shall communicate said grievance, in writing, to the President-Elect. In the event that the grievance is against the President-Elect, the grievance shall be communicated to the Secretary-Treasurer. The grievance must specify the issue with facts, names, and dates.

7.1.3 In the event that a grievance is received, the receiving officer shall convene a Grievance Board, hereinafter called the "Board." Generally, the Board shall be comprised of at least three members of the AdCom, to be appointed by the receiving officer. No member of the Board shall have had prior involvement with the grievance situation. The Chair shall be determined by concurrence of the members. With the agreement of all parties involved, the Board can be augmented as needed in order to add members with expertise on the subject matter of the grievance, prior mediation experience, and other relevant factors.

7.1.4 Action of the Grievance Board.

7.1.4.1 Determination of Validity. The Board shall first determine that the grievance is or is not a valid grievance as related to Society business or actions. If the Board determines that the grievance is unrelated to said business or actions, and hence, invalid, it shall be vacated and due written notice shall be given to the grievant.

7.1.4.2 Mediation. If the grievance is determined to be related to Society business or actions, and hence, valid, the Board shall determine to the best of its ability if the grievance is amenable to resolution through mediation. If this determination is affirmative, one or more members of the Board will meet with the parties in a mutually agreed upon manner, either directly as feasible, through conference calls, or by other electronic means, to resolve the grievance. The work of the Board shall remain confidential throughout the entire mediation process. At the successful conclusion of the mediation process, the Board shall send a confidential report to the President and the parties involved.

7.1.4.3 Failure of Mediation. If the grievance has not been resolved within three months of the start of mediation, the Board shall forward the grievance to the IEEE level, according to procedures given in the IEEE Constitution, Bylaws, and Policies. Through the receiving officer, the Board shall also file a report on said unresolved grievance with the appropriate IEEE offices. The subject of the grievance, the initiator of the grievance, and members of the Grievance Board shall remain confidential, except that this information shall be made available to the IEEE if requested.

8. Standing Committees

8.1 General Considerations. Standing Committees are set forth below to perform certain definable administrative tasks in connection with Society activities that are of a recurring nature.

8.2 General Standing Committee Operations.

8.2.1 Standing Committee Chairs. With the exception of the Planning, Constitution, and Bylaws Committee, which shall be chaired by the President Elect, the standing committee Chairs are ex-officio members of the AdCom with vote. They are appointed by the President for terms not to exceed his or her term of office and subject to AdCom approval. Subject to this approval requirement, a committee Chair may be appointed to successive terms of office without limit.

1. Each standing committee Chair shall gather information from past committee activities and reports, IEEE documents, other IEEE societies, and non-IEEE groups, as appropriate, to establish a frame of reference for the operations of his or her committee.
2. Each Chair shall provide timely written reports in advance of scheduled AdCom meetings and otherwise, as necessary. He or she shall present oral reports at said meetings, as appropriate.
3. Each Chair may assemble a committee at his or her discretion, subject to the specific requirements and guidelines contained elsewhere in the Constitution and these Bylaws.
4. On matters that require a vote, the Chair shall vote only in the case of a tie.

8.2.2 Standing Committee Members. Special requirements for the roster of membership for certain standing committees are as specified below. Otherwise, members shall generally be appointed at the discretion of the committee Chair with the concurrence of the President and reported to the AdCom. Unless otherwise specified below, all appointments shall be for renewable terms of two years or less, to coincide with the term of the sitting President. Members holding more than one voting position on a given committee, such as the chair position for more than one subcommittee, for example, shall be limited to one vote on any matter before the full committee.

8.3 Roster and Function of Standing Committees. The official standing committees are as listed below. Standing committees may be added or deleted by the AdCom as the need arises through modifications to the Bylaws as prescribed in the Constitution.

- 8.3.1 Chapters Committee
- 8.3.2 Conference Executive Committee
- 8.3.3 Education Committee
- 8.3.4 Finance Committee
- 8.3.5 Honors and Awards Committee
- 8.3.6 Membership Committee
- 8.3.7 Nominations Committee

- 8.3.8 Planning, Constitution, and Bylaws Committee
- 8.3.9 Publications Committee
- 8.3.10 Publicity Committee
- 8.3.11 Technical Committee

The requirements and guidelines for the currently established standing committees are described below.

8.3.1 Chapters Committee. The general charter of the Chapters Committee shall be to monitor and coordinate the operations of existing chapters, monitor their activities and provide suggestions for improvement as needed, and to promote the creation of new chapters. Chapters are generally organized in a specific geographical area and cover the full Field of Interest of the Society. Rules for chapter operations are fully treated in the IEEE Bylaws, in the TAB Operations Manual, and in the IEEE Regional Activities Board (RAB) Operations Manual. Chapters are generally under the umbrellas of the Section and RAB as well as the Society and TAB umbrellas. As such, coordination at the RAB and Section level is an important consideration for successful chapter operations.

8.3.1.1 Membership. The regular members of the Chapters Committee shall be the Chairs of the respective individual chapters of the Society. All members shall be voting members.

8.3.1.2 Meetings. The Chapters Committee shall have a meeting that requires physical presence at least once per year, generally at the annual INTERMAG Conference or the Joint MMM/INTERMAG Conference.

8.3.1.3 Annual Report. In addition to or as a part of the usual written and oral reports to the AdCom, the Chair shall prepare a comprehensive annual report on the activities of the Committee. Said report shall include, at a minimum, the items listed below.

1. A list of active chapters with the names of the Chairs, full contact information, the number of members, brief summaries of chapter activities over the past year, and a summary of annual expenditures broken down according to Section contributions and Society contributions.
2. A copy of the minutes of record for the committee meetings held with the members physically present (as opposed to meetings by some means of telecommunication) over the past year.

Said report shall be circulated to the AdCom, included in the minutes of record of the appropriate AdCom meeting, and published in the Society Newsletter.

8.3.1.4 Chapter Organization. Each Chapter shall organize itself and elect its own officers, in accordance with IEEE rules.

8.3.1.5 Chapter Operations. The local chapters shall generally operate in a manner that is largely independent of other Society activities. They shall adhere to IEEE rules and cooperate with the Chair of the Chapters Committee as necessary. Specific charges to the local chapters are given below.

1. Initiate and carry out membership drives, as needed, to maintain and improve the vitality of the chapter. This shall include the preparation and distribution of membership materials by special mailings and by direct contact to Society members within the applicable geographic area.
2. Establish and maintain contact with other chapters of the Society and comparable organizations in the U.S.A. and around the world for purposes of membership development.

8.3.2 Conference Executive Committee. The charge of the Conference Executive Committee (CEC) is to provide support for, coordinate, manage, review, and approve all activities related to conferences sponsored or co-sponsored by the Society. The specific duties and actions enumerated below are intended to serve as a detailed operations manual for the CEC and, in general, for the management of Society-sponsored conferences.

8.3.2.1 General Charter of the CEC. The purpose of the CEC is to perform, on behalf of the Society, the coordination, evaluation, long-range planning, and supervision appropriate to each of the conferences sponsored, co-sponsored, or participated in by the Society. Overall, it is the responsibility of the CEC to take certain minimum precautions with regard to the technical content, the integrity, the legal status, and the nature of the other sponsors, Society representation on conference committees, reporting requirements, and the dissemination of information for all conferences sponsored by the Society. Apart from these considerations, and insofar as the sponsored conferences will generally represent a spread of topics in basic and applied magnetics, the role of the CEC shall be conference specific.

8.3.2.2 Specific CEC Responsibilities

1. The CEC has full executive responsibility for the planning, execution and evaluation of all conferences sponsored by the Society.
2. The CEC shall ensure that all sponsored conferences are compatible with Society policies, IEEE special directives on conferences, and the TAB Operations Manual.
3. In line with its general charter, the CEC is responsible for the review and approval on behalf of the Society of the individual conference constitutions for all sponsored and co-sponsored conferences for which the Society has a financial responsibility.
4. The CEC shall obtain the approval and signature of the President on all agreements that involve financial commitments by the Society beyond those provided for in approved conference budgets.

5. The CEC shall, in addition to its own review and approval process, obtain the approval of the IEEE Executive Director of all budgets for sponsored or co-sponsored conferences in which the Society has financial responsibility. In cases of co-sponsorship, the CEC shall also confirm budget approvals from the other sponsors. The CEC shall also furnish all required conference and financial reports to the IEEE Executive Director. Related IEEE communications and approvals shall take place through TAB.
6. The CEC shall ensure that information on all conferences sponsored by the Society are noted in the AdCom minutes and that adequate information on these events is transmitted to the Newsletter Editor for dissemination.
7. The CEC shall make its experience available, as needed, to members of the Society involved in the planning of new conferences, workshops, special meetings, and special chapter meetings, among others.
8. The CEC shall be responsible for the appointment, or approval in the case of alternate MMM Conferences, of the General Chair of all conferences for which the Magnetics Society has financial responsibility. Through the General Chair, the CEC is responsible for appointments to conference management committees.
9. The CEC shall ensure, as far as it is able, that the financial records of all conferences in which the Society has a financial responsibility are audited within 12 months of the end of the conference.
10. The CEC shall arrange to receive, file for the record, and distribute as appropriate, the minutes, notices, and financial reports of the various committees charged with the management of conferences in which the Society has a financial responsibility.
11. The CEC shall review and approve, as appropriate, all advance loan requests made on behalf of conferences in which the Society has a financial responsibility, and forward same to the IEEE for payment.
12. The CEC shall ensure to the best of its ability that all conferences with sponsorship by the Society are organized and conducted in the best interests of the membership of the Society and the magnetics community in general.

8.3.2.3 Membership of the CEC. The CEC membership shall consist of the individuals listed below.

With vote:

1. The Chairs of the most recent, upcoming, and next INTERMAG Conference, as they are appointed.
2. The Chairs of the most recent, upcoming, and next Conference on Magnetism and Magnetic Materials (MMM) or the Joint MMM/INTERMAG Conference, when these Chairs have been put forward by the Society.
3. The Chair of the TMRC (The Magnetics Recording Conference) Organizing Committee.
4. The Chairs of other specific conferences sponsored by the Society in which the Society has sole financial responsibility.
5. The Chair of the Publications Committee.

6. The Chairs of the next European and Asia Pacific INTERMAG organizing committees as they are appointed.

Without vote:

1. The IEEE TAB Secretary.
2. Other such persons as the Chair may appoint, subject to the concurrence of the President. Such appointments to be for a maximum term of one year, not to exceed the term of the President.
3. The Chairs of other specific conferences co-sponsored by the Society in which the Society has shared financial responsibility.

8.3.2.4 Officers. The CEC Chair may appoint a Secretary with the consent of the committee.

8.3.2.5 Vacancies. Membership on the CEC is coupled with the conference offices or otherwise as listed above. If any of these offices are vacated, or if the office holder becomes incapacitated or unable to serve, the CEC Chair shall request that replacements be designated by the conference organizers, or otherwise, in a timely manner.

8.3.2.6 Delegation of Powers. Except for its explicit charge to approve conference budgets and committees, and its responsibility to ascertain the fiscal and technical propriety of sponsored or co-sponsored conferences, the CEC may delegate specific duties to appropriate persons. Such delegations of duties shall be made a part of the CEC meeting minutes of record.

8.3.2.7 Operations.

1. Meetings. The CEC shall meet at least twice a year to make or confirm major conference appointments, to formulate plans, and to receive reports from conference Chairs. Both meetings requiring physical presence and meetings by any form of telecommunication are allowed.
2. Voting. The business of the CEC shall be conducted on the basis of a simple majority of those voting. The rules for a quorum, the passage of motions, and the recording of results shall be the same as for AdCom meetings. Except for incidental matters, documentation that forms the basis for discussion and ensuing motions at meetings by any form of telecommunication shall be circulated by electronic means at least ten days prior to a scheduled meeting.
3. It is recognized that decisions regarding conferences are occasionally needed at short notice. When this occurs, the CEC Chair is allowed to take executive action subject to consultation with the President or in his absence the President-Elect. Such decisions shall be presented and ratified at the next meeting of the CEC and included in the minutes of record for said meeting.

8.3.2.8 Advances of Funds to Sponsored Activities. Disbursements from Society funds may be made as advances in the form of loans to sponsored conferences, symposia, workshops, or other appropriate

technical activity upon request from the designated Treasurer. Such loans are limited to activities sponsored by the Society and with budgets that have been approved by the CEC. Said advances are to be repaid promptly upon the closing of the books for the sponsored activity or sooner.

8.3.2.9 Records and Reports. The CEC shall insure that summary financial records are retained for all sponsored conferences for a period of seven years. In addition to the normal CEC reports to the AdCom, the CEC shall ensure that proper IEEE reports are filed for all sponsored conferences in a timely manner. It shall retain and provide appropriate conference documentation as prior experience dictates to newly created conference management committees according to their needs.

8.3.2.10 The INTERMAG Conference. The CEC has direct and special responsibility for the flagship annual magnetics conference sponsored by the Society, namely, the IEEE International Magnetics Conference (INTERMAG).

1. Constitution. The CEC is responsible for maintenance of the INTERMAG Constitution. The Constitution and its revisions must be approved by the AdCom, and subsequently submitted to the IEEE General Manager through the TAB Secretary for approval.

2. Memorandum of Understanding for Co-sponsored INTERMAG Conferences. Any agreement for the co-sponsorship of an INTERMAG Conference is to be detailed in a Memorandum of Understanding (MOU) approved by the CEC, co-signed by the President of the Society and an appropriate officer from the co-sponsoring organization, and approved by the IEEE Executive Director through TAB. This MOU must contain explicit agreements on financial responsibility.

3. Advance Planning. In view of potential conflicts with other conferences and IEEE functions of importance to the Society as well as the heavy demand for suitable conference hotels, the CEC shall endeavor to set the time, place, and format, and to select the General Chair, for each INTERMAG Conference well in advance of the conference. Preferably, such determinations should be made a minimum of 36 months in advance. This conference information shall then be provided immediately to TAB for an informal clearance of the dates and transfer to the IEEE Executive Director for formal approval. The request for approval should be accompanied by such forms as required by the IEEE, including the "Information on IEEE Sponsored Conferences" form or any corresponding successor form.

4. Conference Management Committee. The General Chair shall assemble an appropriate Conference Management Committee for the specific organization and management of the INTERMAG Conference. Apart from the negotiation of agreements with co-sponsors, if any, and in view of its executive function, the further involvement of the CEC in the direct management of the conference shall be minimal and of an advisory nature only.

5. Finances. The General Chair and the Conference Management Committee are charged with careful and prompt attention to the formulation of a suitable INTERMAG Conference budget. The CEC shall then review, request modifications as needed, and provide preliminary approval for budget. Upon approval by the CEC, the Conference Treasurer shall complete and submit the “Summary Financial Report for IEEE Sponsored or Co-sponsored Conferences” form or any corresponding successor form, to the IEEE Executive Director for review and final approval. The General Chair shall appoint an auditing committee and ensure that the audit is carried out promptly and effectively at the end of the conference.

6. European and Asia Pacific Rim INTERMAG Conferences. Additional arrangements beyond those stipulated above shall apply when the INTERMAG conference is held outside the United States, as normally occurs every third year with the location alternating between the countries of the Asia Pacific Rim and Europe. For the four major positions associated with conference organization, namely, the General Chair, the Treasurer, the Program Committee Chair, and the Publications Committee Chair, the CEC Chair shall appoint an experienced person to serve as Co-Chair, or in the case of the Treasurer, in a co-position.

8.3.2.11 Conference on Magnetism and Magnetic Materials (MMM). The CEC has direct and special responsibility for the co-management of the annual U.S.-based Conference on Magnetism and Magnetic Materials, generally known as the MMM Conference. The specific arrangements for Society sponsorship of this meeting are given in the “Memorandum of Understanding (MOU) of record for the Joint Sponsorship and Administration of the Conference on Magnetism and Magnetic Materials” between the IEEE and Physics Conferences, Incorporated (PCI).

1. MMM Conference Constitution. The CEC is responsible for regular review of the MMM Conference Constitution.

2. MMM Conference Advisory Committee (MMM AdCom). The CEC is responsible for the appointment of suitable Society representatives to the MMM AdCom as provided for in the MMM Conference Constitution.

3. MMM Budget. As the authorized representative of the Society, the CEC shall review, require modifications as needed, and provide preliminary approval for the MMM Conference budget. The budget shall then be submitted, along with a certification of Society approval, to the IEEE through the TAB Secretary for final review and approval.

4. Records. The CEC Secretary, if appointed, or otherwise the Chair, shall include as part of the appropriate CEC meeting minutes of record, the meeting minutes of record for the MMM Steering Committee and the MMM Conference Advisory Committee.

8.3.2.12 Joint MMM/INTERMAG Conference. The specific arrangements for Society

sponsorship of and participation in this meeting are given in the above referenced MOU. Principally, the position of General Chair for this conference alternates between individuals selected by the Society and Physics Conferences Incorporated (PCI). Budgets are subject to CEC review, modification, and approval in the same manner as for INTERMAG and MMM conferences.

8.3.2.13 Other Sponsored Conferences.

The CEC shall assume appropriate responsibility for other conferences sponsored by the Society with financial responsibility, such as TMRC, among others. Any conference sponsored by the Society with financial responsibility that is intended to be a continuing periodic event shall be covered by a constitution.

8.3.2.14 Other Co-sponsored Conferences.

In the case of conferences that are co-sponsored by the Society with some other IEEE or non-IEEE entity, and for which the Society has financial responsibility, the CEC shall assume appropriate responsibility for the sound management of said conference in the best interests of the Society. It shall also be proactive in the establishment of a suitable IEEE-approved MOU for conference governance.

8.3.3 Education Committee. The charge of the Education Committee is to identify, initiate and implement, as needed, Society activities that relate to educational outreach and information. This shall include the organization of special sessions and symposia at conferences sponsored by the Society and, by invitation, other conferences. It shall further include the collection and dissemination of information on university programs in basic and applied magnetics that are commensurate with the Field of Interest of the Society.

8.3.3.1 Membership. The Chair shall appoint and maintain a committee with a minimum of three additional members.

8.3.3.1 Specific Duties.

1. The Education Committee, in concert with the Program Committee for the annual INTERMAG Conference, shall endeavor to organize tutorial sessions at these conferences on timely topics.

2. The committee is also encouraged to participate, in concert with the appropriate program committees, in the organization of similar tutorials at other conferences under Society sponsorship. In general, said tutorials shall be designed for those at the graduate student level and strive to provide a thorough grounding in the chosen subject.

3. The committee shall maintain an up-to-date database of specific university programs in magnetics and, in concert with the Publicity Committee, ensure that these programs are listed, along with appropriate links, on the Society website.

4. The committee shall identify and explore options and opportunities for so-called ‘summer schools’ in the European tradition. Where appropriate, the committee shall take the initiative to establish and organize such

schools, and seek funding for such activities through special Society initiatives, external sponsors, or some combination thereof. In general, these schools should be in the nature of extended graduate level workshops on topics of timely interest and primarily for student members of the Society.

8.3.4 Finance Committee. The charge of the Finance Committee is to monitor and analyze the financial data of the Society, communicate with the officers and other committees on revenue and spending matters, develop proposals for budgets for future years, provide succinct reports to the AdCom on the financial status of the Society, and make both short and long range projections on the financial state of the Society.

8.3.4.1 Future Budgets. The Finance Committee is responsible for the timely preparation of the budget of the Society for the next calendar year for AdCom review, modification, and approval, as needed, and timely submission to the IEEE in accord with the procedures specified elsewhere in these Bylaws.

8.3.4.2 Analysis and Recommendations. The Finance Committee shall monitor and analyze the financial data of the Society and make appropriate recommendations to the other standing committees and to the AdCom on expenditure planning, as appropriate.

8.3.4.3. Reports to AdCom. The Finance Committee shall prepare and present finance reports, at the scheduled AdCom meetings, that summarize the current financial position, the relevant recent financial history, and reasonable financial projections.

8.3.5 Honors and Awards Committee. The charge of the Honors and Awards Committee is to manage the existing honors and awards programs of the Society in an effective and professional manner, identify appropriate opportunities for new honors and awards, and to review and update the honors and awards program on a regular basis for the benefit of the Society.

8.3.5.1 Honors and Awards Committee Chair. The charge of the Honors and Awards Committee Chair is to (1) make subcommittee Chair appointments and (2) monitor and coordinate overall honors and awards functions for the Society as prescribed below. In concert with the various Honors and Awards Subcommittees, the Honors and Awards Committee Chair shall review the overall honors and awards program on a regular basis, as appropriate, and make recommendations to the AdCom for modifications, deletions, and additions, as appropriate.

8.3.5.2 Membership and Subcommittees. The permanent members of the Honors and Awards Committee, to be appointed by the Honors and Awards Committee Chair with the consent of the President and AdCom notification, and subject to additional stipulations below, if any, shall be the Chairs of the subcommittees for

(1) Fellow Nominations, (2) Fellow Nominee Evaluation, (3) the Magnetics Society Achievement Award, (4) IEEE Awards, (5) Honorary Life Members, (6) the Distinguished Lecturer Program, and (7) Student Travel. At the discretion of the Honors and Awards Committee Chair, various of the above subcommittees may be merged, with the exception of the Fellow Nominations and the Fellow Nominee Evaluation subcommittees, which may not be merged.

8.3.5.3. Subcommittee Members. Subcommittee members shall be appointed by the subcommittee Chair with the concurrence of the Honors and Awards Committee Chair. There shall be no overlap of membership between the Fellow Nominations Subcommittee and the Fellow Nomination Evaluation Subcommittee.

8.3.5.4 Operations. Through its subcommittees, the committee shall administer all specific Society awards as listed above and those IEEE awards that are covered by the Society in accordance with IEEE policy. Subject to these constraints, the specific criteria for nominations, evaluation, recommendations, and selection, as such considerations are relevant, shall be the purview of the individual subcommittees.

8.3.5.5. IEEE Policy and Prospectuses for Society Awards. Society awards must conform to IEEE policies. Each Society award must have a title and a prospectus. The prospectus shall define the nature of the award, general qualifications for potential candidates, and reasonable specifics on the selection process. The prospectus for each award must be approved by the AdCom and the IEEE, and then be included as a part of these Bylaws as per Section X of the Constitution.

8.3.5.6 Honors and Awards Subcommittee Specifics. Except as noted, no specific AdCom approvals are required for these functions.

1. Fellow Nominations Subcommittee. The Fellow Nominations Subcommittee Chair shall be at the IEEE Fellow Grade. The subcommittee shall identify suitable Society members who are also IEEE Senior Grade members for consideration as candidates for advancement to Fellow Grade. They shall also identify suitable IEEE members that are willing to serve as nominators for these candidates, and ensure that well-constructed nominations are provided to the IEEE Fellow Committee in a timely manner. They shall also take specific action to advise qualified members to seek advancement to the Senior Grade.

2. Fellow Nominee Evaluation Subcommittee. The Fellow Nominee Evaluation Subcommittee Chair and all members shall be at the IEEE Fellow Grade. The subcommittee is charged with the annual evaluation and ranking of Fellow Grade nominations referred to the Society by the IEEE Fellow Committee.

3. IEEE Magnetics Society Achievement Award and Subcommittee. This award shall be presented annually to a member of the Society and the IEEE for outstanding technical achievements in magnetics and demonstrated leadership in Society affairs. The primary considerations for this award shall be technical. The award shall consist of a certificate, a monetary award, and a travel award to attend the conference at which the award is to be received. The level of these monetary awards shall be set by the AdCom with TAB approval. The subcommittee shall be comprised of all past recipients of the award that indicate a desire to be active in the selection process. The subcommittee Chair shall be selected from this group. The subcommittee is charged with the collection of suitable nominations for the award from regular Society members and the selection of one recipient yearly. Generally, nominated individuals should be at the IEEE Fellow Grade. Accepted nominations shall remain active for a period of five years. Decisions on this award, including the determination of acceptability of submitted nominations and the selection of the annual award recipient, shall be the sole purview of the subcommittee. The award shall be presented at a suitable time, normally in the awards portion of the plenary session at the annual INTERMAG Conference. IEEE Magnetics Society Achievement Award recipients shall also be awarded Honorary Life Membership in the Society.

4. IEEE Field Awards Subcommittee. The IEEE Awards Subcommittee Chair shall be a previous recipient of an IEEE Field Award, preferably the Reynold B. Johnson Information Storage Award, the Reynold B. Johnson Information Storage Device Technology Award, or the Reynold B. Johnson Storage Systems Award. The committee members shall be appointed by the subcommittee Chair in consultation with the Honors and Awards Committee Chair. For the Reynold B. Johnson awards, the committee shall publicize the criteria and guidelines for nominations through the AdCom, the Technical Committee, and other sources as deemed appropriate, and ensure that suitable nominations are put forward each year to the IEEE. With regard to other IEEE awards, the subcommittee shall review the available awards on a regular basis, at least once per year, and ensure that suitable nominations from the Society are put forward to the IEEE.

5. Honorary Life Members Subcommittee. The Honors and Awards Committee Chair shall also be the Honorary Life Members Subcommittee Chair. The membership shall be comprised of the members of the Fellow Nominations and the Fellow Nominee Evaluation Subcommittees. At least once annually, the Honorary Life Membership Subcommittee shall solicit nominations through the Society Newsletter and elsewhere, and make recommendations to the AdCom on the designation of Honorary Life Member status to especially distinguished members in recognition and appreciation of valued service and contributions to the Society. Typically, one such award will be given yearly. In addition to a waiver of Society membership fees for life, the recipient shall receive

an appropriate certificate and/or plaque. The award shall be presented at a suitable time, normally in the awards portion of the plenary session at the annual INTERMAG Conference.

6. Distinguished Lecturer Program and Subcommittee. The Chair is charged with the oversight of the selection of IEEE Magnetics Society Distinguished Lecturers, hereinafter called "Distinguished Lecturers," and oversight of the Distinguished Lecturer Program throughout the year. The subcommittee consists of the Honors and Awards Committee Chair and other members appointed by the Distinguished Lecturer Program Subcommittee Chair with the consent of the Honors and Awards Committee Chair. The subcommittee Chair shall seek Distinguished Lecturer nominations at an appropriate time, typically in May and June of each year, for the one-year program to commence in the following year. Such nominations shall be sought from the AdCom and the Technical Committee. At his or her discretion, the Chair may also seek nominations from other volunteers and from the general membership. The subcommittee Chair shall poll the AdCom, the Technical Committee, and other volunteers, at his or her discretion, for a non-binding advisory vote to assist with the selection process. The subcommittee shall make a selection from among those nominated based on the potential for a balanced technical program, tutorial speaking ability, international representation, and gender. The number of lecturers for the coming year shall be determined by the subcommittee, based on the set budget for the program and reasonable estimates of itineraries and travel costs. The slate of lecturers for the coming year shall be announced in the autumn, typically in September. An announcement of the named lecturers for the coming year and their respective topics and abstracts shall be widely publicized in the *Transactions*, the Society Newsletter, the Society web pages, and directly to the local chapters of the Society. The Honors and Awards Committee Chair shall make this same information a part of his or her report at the appropriate AdCom meeting. During the year of the lecture program, the Honors and Awards Committee Chair shall also provide regular AdCom reports on the progress of the lecture program, trips completed, chapters visited, and talks given. It is expected that the lecturers shall use the occasion of their tours to provide outreach for the Society and to the magnetics community in general, maintain and increase chapter vitality, and grow the membership base of the Society. The lecturers are expected to provide copies of their lectures for inclusion on the Society website. The lecturers are also encouraged to work in concert with the appropriate *Advances in Magnetics* Editor of the *Transactions* and arrange to submit suitable technical articles based on their lectures for inclusion in same.

7. Student Awards Subcommittee. The subcommittee members shall be appointed by the Chair with the consent of the Honors and Awards Committee Chair. This subcommittee shall administer all student awards, comprised at present of two awards, Student Travel Grants to conferences sponsored by the Society and the Student

Prize Paper Award. Student Travel Grants shall be awarded through an application process with the number of awards subject to the available budget and the number of eligible applicants. The distribution of these awards shall also be subject to considerations of geography and discipline as well as additional requirements set by the subcommittee and the AdCom. No student may receive more than one Student Travel Grant. The Student Prize Paper Award recognizes the best paper from a student, one undergraduate and one graduate, at a Society-sponsored conference. The Student Prize Paper Award is presented at irregular intervals, typically every three years. The subcommittee shall review student awards on a regular basis and make recommendations to the Honors and Awards Committee Chair on new awards and grants or changes to existing student awards and grants. The Honors and Awards Committee Chair shall review said recommendations and, as appropriate, present them to the AdCom for review and action, and if approved, submit them to TAB for IEEE approval.

8.3.6 Membership Committee. The general charter of the Membership Committee shall be to initiate and carry out activities that will serve to secure new Society and IEEE members and retain existing members. These shall include arrangements for membership tables of booths at the various conferences under Society sponsorship, working with the Chapters and Publicity Committees to devise ways to bring interested engineers and scientists into the local chapters and recruit them as members, and making sure that promotional materials are included in the regular issues of the Newsletter and posted on the Society website, among other activities.

8.3.7 Nominations Committee. The charge of the Nominations Committee shall be to assemble a slate of nominees to fill vacancies on the AdCom and a slate of candidates for election of officers by the AdCom as specified in the Constitution and elsewhere in these Bylaws. It may also be called upon by the AdCom to provide other slates of nominees if they are required and not otherwise provided for in the Bylaws. The Nominations Committee shall also conduct the elections for which it prepares ballots. The Nominations Committee shall take all necessary steps to ensure that its nomination procedures are in accord with the IEEE and the Magnetics Society Constitution and Bylaws.

8.3.7.1 Chair. The Nominations Committee Chair shall be appointed by the President. As required by the IEEE, the Chair shall be either the Past Past President of the Society or the immediate Past President of the Society with the following exceptions: (1) In the event of incapacity or conflict of interest, the most recent Chair shall serve. (2) In the case of extenuating circumstances, a different individual may be appointed as Chair. Such exceptions shall be noted in the AdCom meeting minutes of record. Chairs shall not be eligible for placement on the elected member AdCom ballot during their term of service.

8.3.7.2 Membership. The Nominations Committee shall be reconstituted each year before May 15.

1. The Nominations Committee shall be comprised of at least four members in addition to the Chair.
2. As specified elsewhere in these Bylaws, prospective committee members are selected by the Chair with the concurrence of the President.
3. All appointments to the committee must be approved by the AdCom.
4. A member may be nominated for placement on the ballot and, if selected, stand for election to the AdCom, subject to stipulations elsewhere in the Constitution and these Bylaws and two additional conditions, (1) the nomination is not made by any member of the committee, and (2) the member resigns from the committee prior to the meeting at which the decision on the ballot make-up is made.

8.3.7.3 Operations. Operations of the Nominations Committee shall be as specified elsewhere in these Bylaws. The Nominations Committee shall document its methods of operation in its official minutes. These minutes shall be communicated to the President and Secretary-Treasurer for inclusion in the permanent AdCom record maintained by the Executive Director. AdCom election ballot results shall be communicated to the President and the Secretary-Treasurer and, through these officers, reported to the AdCom as a rank ordered list without details on the number of votes.

8.3.7.4 Nominations for IEEE Offices. In accordance with IEEE Bylaws, the duties of the Nominations Committee shall include the solicitation and identification of potential candidates for the office of Division Director and other IEEE committee and board positions, and the submission of same to the IEEE. The Chair of the Nominations Committee shall initiate the necessary actions to identify and put forward such nominations in a timely fashion, well in advance of any deadlines for their receipt at the IEEE.

8.3.8 Planning, Constitution, and Bylaws Committee. The charge of the Planning, Constitution, and Bylaws Committee, hereafter referred to as the Planning Committee, is to undertake long term planning for the Society in areas such as finance, membership initiatives, and outreach, among others, and to review the Constitution and Bylaws on a regular basis. These activities should be carried out in concert with the appropriate standing committees.

8.3.8.1 Chair. The Planning, Constitution, and Bylaws Committee Chair shall be the President-Elect.

8.3.8.2 Membership. The permanent members shall consist of the President, the Secretary-Treasurer, and the Chairs of the CEC, the Publications Committee, the Finance Committee, and the Nominations Committee. Chairs of other committees and other

individuals may be invited to committee meetings, with or without vote, by the President-Elect at his or her discretion.

8.3.8.3 Working Groups and Subcommittees. With committee approval, the Chair may also establish working groups and subcommittees to attend to specific topics and tasks, as needed.

8.3.8.4 Constitution and Bylaw Functions. The Planning, Constitution, and Bylaws Committee shall:

1. act as consultant to the Society on the provisions and limitations of the Constitution and Bylaws of the Magnetics Society and the IEEE.
2. review AdCom decisions for those of sufficient general import for possible inclusion in the Bylaws.
3. review the Constitution and Bylaws, generally on an annual basis, and make recommendations to the AdCom for modifications, if any.
4. at the request of the President, review the Constitution well in advance of each five-year TAB review.

8.3.9 Publications Committee. The charge of the Publications Committee is to coordinate and manage the publications of the Society.

8.3.9.1 Membership. The Publications Committee membership shall consist of the Editors-in-Chief of journals published by the Magnetics Society, the Editors of those journals, the Magnetics Society Newsletter Editor or Editors, Society liaisons to book publishers, and others as the Chair deems appropriate. With the exception of the Editors of the journals of the Society, who shall be appointed by the respective Editors-in-Chief, all appointments shall be made by the Chair. All appointments shall be made with the consent of the President and AdCom notification.

8.3.9.2 Reporting. The Chair shall prepare a written report to the AdCom on an annual or more frequent basis, as needed, with the pertinent information needed by the AdCom to perform its oversight function. Copies should be circulated to AdCom and included in the meeting minutes.

8.3.9.3 Paid Editorial Assistant. At his or her discretion, the Chair may appoint a paid Editorial Assistant to serve as an independent contractor in an “at will” capacity or as an employee of IEEE. The Editorial Assistant shall manage, among other things, the on-line peer review system for the journals of the Society.

8.3.9.4 Special Journal Issues. The journals of the Society may publish special issues, including conference related issues. At his or her discretion, the Chair may serve as Conference Editor for one or more of the journals.

1. The Conference Editor may schedule and appoint guest editors for special issues or partial issues of the journals of the Society. He or she may delegate the corresponding

responsibility to these Editors for the peer review of the included technical papers.

2. In order to recover the associated costs of conference related issues, in whole or in part, the Chair shall be authorized to bill the conferences according to a formula approved by AdCom.

8.3.9.5 Author Appeals. The Chair shall be the final authority within the Society for author appeals of rejection decisions made by the Editors-in-Chief of the journals of the Society.

8.3.9.6 Budget Operations. The Chair shall prepare a publications budget for the next calendar year in a timely fashion for proper review and submission to the IEEE as part of the overall Society budget for the coming year. Society review of said budget shall be done in two steps. In the first step, projections on direct publication costs and editorial expenses shall be submitted to the Secretary-Treasurer and Finance Committee Chair for review and possible modification. In the second step, the publication budget shall be submitted to the AdCom for final review and approval. The Chair shall approve all publications expense vouchers and invoices submitted by Publications Committee members and contractors (e.g., editorial assistant). The Chair shall then transmit same to the Secretary-Treasurer for approval and presentation to the IEEE for payment.

8.3.9.7 Liaison with IEEE. The Chair shall serve as the liaison for the Society with the IEEE Publication Department, with the same status as the “Vice President for Publications” or positions with similar titles in other IEEE societies.

8.3.9.8 IEEE Transactions on Magnetics. The *IEEE Transactions on Magnetics*, hereinafter called the “*Transactions*,” shall be a primary publication of the Magnetics Society. It shall contain the technical papers, review papers, and essential notices that constitute the primary output of the Society. Its publication schedule and content are policy matters that shall be decided by the AdCom and executed by the Publications Committee.

8.3.9.9 Editor Job Functions.

- 1. Editor-in-Chief.** The Editor-in-Chief of the *Transactions* shall have responsibility for the content of the *Transactions*; the approval of page proofs; and the sequencing of articles in the journal issues. At his or her discretion, the Editor-in-Chief may serve as the Editor for some submitted articles. The Editor-in-Chief shall handle author appeals of rejection decisions made by the Editors.
- 2. Editors.** The Editor-in-Chief shall appoint Editors for renewable terms of up to two years, as needed. These editors shall receive manuscripts and process the reviews in different technical areas.
- 3. Advances in Magnetics Editors.** The Editor-in-Chief shall appoint *Advances in Magnetics* Editors for the identification and promotion of special articles or series of

articles that address timely topics in review or tutorial format.

4. Editorial Board. The Editor-in-Chief shall appoint members to an Editorial Board, as needed, for renewable terms of one year to advise on the operations of the *Transactions*. The Editor-in-Chief shall chair regular meetings of the Editorial Board.

5. Newsletter Editor(s). The Editor(s) of the Magnetics Society Newsletter shall have responsibility for the solicitation and assembly of suitable material and publication of said newsletter to serve the best interests of the Society and with direction from the Chair and the AdCom.

6. Book Publisher Liaisons. The Chair may appoint liaisons with book publishers, at his or her discretion, in order to promote the publication of new or reissued books on timely topics in magnetics.

8.3.9.10 Additional Journals. The Society may sponsor, either solely or jointly with other societies, additional journals. Such undertakings shall be upon the recommendation of the Chair and the President and approval by the AdCom and appropriate IEEE committees.

8.3.10 Publicity Committee. The charge of the Publicity Committee is to identify, initiate and implement, as needed, activities that disseminate information on the activities and programs of the Society to the membership, the magnetics community in general, the IEEE, and other interested parties. Representative specific responsibilities are listed below.

1. Maintain an up-to-date and comprehensive website for the Society.
2. Monitor and publicize the activities of the local chapters of the Society and keep the chapters informed about available publicity channels for their activities. This shall be done in concert with the Chair of the Chapters Committee and the local Society chapter Chairs.
3. Plan and carry out Society publicity related activities and, in concert with the Membership Committee, develop and carry out activities to promote membership retention and growth.
4. Maintain an up-to-date database for the INTERMAG Conference and provide same as required and requested by duly authorized and appropriate groups, as approved by the AdCom. Such authorized groups shall include the various conferences sponsored by the Society. Additional authorizations may be made by the Chair with the concurrence of the President. The Publicity Committee shall also arrange for access to the MMM Conference database, as needed, for use by AdCom approved groups.

8.3.11 Technical Committee. The charge of the Technical Committee is to bring together designated experts in the various specialized technical areas of magnetics for purposes that serve the interests of the Society.

8.3.11.1 Membership. The Chair shall appoint and maintain a committee with a suitable size to cover the fields of interest to the Society. All appointments shall be with the consent of the President and reported to the AdCom. All members shall be voting members.

8.3.11.2 Specific responsibilities.

1. Solicit and promote the submission of suitable technical papers to the *Transactions*. This action shall be in concert with the Publications Committee Chair, the Editor of the *Transactions*, and the Publicity Committee Chair.
2. Advise the AdCom on new technical developments in basic and applied magnetics and magnetic devices.
3. Act as a resource for the identification of candidate program committee members and possible organizers of special sessions at conferences sponsored by the Society, other IEEE meetings, and other technical meetings of interest to the membership.
4. Identify the need for and initiate or organize, as appropriate, specialized workshops on matters within the fields of interest of the Society.
5. Identify and implement as needed, demands for standards in areas related to the fields of interest of the Society.
6. Identify the need for and, as appropriate, facilitate the establishment of technical subgroups. Whereas the Technical Committee is comprised of a select group of appointed members commensurate with the overall fields of interest of the Society, the technical subgroups will be, in general, more narrow defined, and with a larger and somewhat informal membership base.

8.3.11.3 Operations. The operation of the Technical Committee shall be in accordance with the IEEE Manual for Operation of Technical Committees and other applicable IEEE rules.

8.3.11.4 Meetings. The Chair shall arrange for at least one meeting of the Technical Committee per year. Said meeting shall require physical presence and normally be held at the annual INTERMAG Conference.

8.3.11.5 Annual Report. The Chair shall oversee the preparation of a comprehensive annual report on the activities of the Technical Committee. Said report shall include, at a minimum, the items listed below.

1. Roster of the membership of the Technical Committee.
2. A brief synopsis of Technical Committee activities during the year, such as workshops, special issues of or papers in the *Transactions* that were sponsored or initiated by the Technical Committee, sessions organized at meetings, among others.
3. A copy of the minutes of record for the meetings of the Technical Committee since the last annual report.

Said report shall be circulated to the AdCom and included in the minutes of record of the appropriate AdCom meeting.