

# IEEE TECHNOLOGY AND ENGINEERING MANAGEMENT SOCIETY (TEMS)

## CONSTITUTION

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#### **101: ARTICLE I, NAME and OBJECTIVES**

##### **101.1: Article I, Section 1, Name**

This organization shall be known as the Technology and Engineering Management Society (TEMS) of the Institute of Electrical and Electronics Engineers, Inc., hereinafter referred to as the Society.

##### **101.2: Article I, Section 2, Objectives**

The TEMS objectives shall be: scientific, literary, and educational, directed toward the advancement of: (a) the theory of management of organizations with engineering or technical content, and the allied arts and sciences and (b) the practice of engineering and technology management as a professional discipline.

##### **101.3: Article I, Section 3, Activities**

The Society shall promote cooperation and exchange of information on the theory and practice of management among its members. To these ends, the Society shall hold meetings for the presentation of papers and their discussion and publication, publish books and periodicals, and through its committees shall conduct studies and otherwise provide for and promote the interests of its members. The Society shall also promote training, education, and other activities designed to prepare engineers to practice the engineering and technology management discipline and to assist them with their transition to the discipline.

#### **102. Article II, FIELD of INTEREST**

##### **102.1 Article II, Field of Interest**

The Field of Interest of the TEMS encompasses the management sciences and practices required for defining, implementing, and managing engineering and technology.

Topics of interest include but are not limited to: technology policy development, assessment, and transfer; issues related to the management of research, development, design, evaluation, production, and operations; innovation and entrepreneurship; program and project management; strategic management and strategic thinking and planning; education and training related to engineering and technology management; transitioning to management; and the socioeconomic impact of engineering and technology management.

The process for modifying the Field of Interest shall be in accordance with the procedures defined in the TAB Operations Manual.

#### **103. ARTICLE III, MEMBERSHIP**

### **103.1 Article III, Section 1, Membership**

Membership in the Society shall be available to IEEE members in any grade.

### **103.2 Article III, Section 2, Affiliates**

Affiliates may join the Society and participate in Society activities as provided by IEEE and Society governing documents.

## **104. ARTICLE IV, ADMINISTRATION**

### **104.1 Article IV, Section 1, AdCom**

The Society shall be managed by an Administrative Committee, hereafter referred to as the AdCom, elected by the membership of the Society as members-at-large and officers elected by the AdCom, also, any other ex-officio members as specified in the Society Bylaws.

### **104.2 Article IV, Section 2, AdCom Member Terms**

The terms of the elected members-at-large of the AdCom shall be two-years, with about one-half being elected each year. The terms of office shall coincide with the calendar year.

### **104.3 Article IV, Section 3, Nominations**

The nomination procedure shall be as prescribed in the Society Bylaws. The procedure shall include provisions for nomination by a nominating committee and by petition.

### **104.4 Article IV, Section 4, Elections**

The election process of the members-at-large of the AdCom shall be as specified in the Society Bylaws.

### **104.5 Article IV, Section 5, Vacancies**

Within-term vacancies on the AdCom shall be filled by appointment for the unexpired terms by the President with the consent of the AdCom, as specified in the Bylaws.

### **104.6 Article IV, Section 6, Duties of AdCom Members**

The duties and responsibilities of the Officers and AdCom Members will be defined in the Society Bylaws.

### **104.7 Article IV, Section 7, Election of Officers**

The current AdCom shall elect officers of the Society for the following year from its membership: a President-Elect and at least two Vice Presidents as specified in the Society Bylaws. The term of office for each shall be two-years and shall coincide with the calendar year.

### **104.8 Article IV, Section 8, Executive Committee (ExCom)**

An Executive Committee (ExCom) of the AdCom shall consist of the President, the President-Elect, at least two Vice Presidents, and others as specified in the Society Bylaws.

### **104.9 Article IV, Section 9, Appointment of Secretary and Treasurer**

The incoming President shall appoint a Secretary and a Treasurer, without vote for the following year, each for a term of one year. The Secretary and Treasurer need not be members of the AdCom at the time of their appointment. A single individual may serve as Secretary-Treasurer at the discretion of the incoming President without vote.

### **104.10 Article IV, Section 10, Term of Office**

The Officers and members of the AdCom shall assume office at the beginning of the calendar year and serve until their successors are duly elected and installed. The officers may not be elected for more than two consecutive terms.

#### **104.11 Article IV, Section 11, Duties of Officers**

The duties and responsibilities of the Society officers shall be as defined in the IEEE and Society Bylaws.

#### **104.12 Article IV, Section 12, President**

The President shall have general supervision of the affairs of the Society. The President shall preside at meetings of the AdCom and the ExCom, and at general meetings of the Society, and perform such other duties as may be determined by vote of the Society's AdCom. If the President is absent or incapacitated, the President-Elect shall perform the President's duties. The President is an ExOfficio member of all Standing Committees without vote.

#### **104.13 Article IV, Section 13, Officers**

The duties and responsibilities of the Society officers shall be defined hereunder and in the applicable IEEE and Society Bylaws.

#### **104.14 Article IV, Section 14, TAB Meeting Representative**

The President, who is a member of the IEEE Technical Activities Board, shall attend TAB meetings or ensure representation of the Society at those meetings in accordance with the TAB Operations Manual.

#### **104.15 Article IV, Section 15, Committees**

The AdCom may establish standing committees as prescribed in the Bylaws.

#### **104.16 Article IV, Section 17, Society Contracts**

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 within prior approved budgets.

### **105 FINANCIAL SUPPORT**

#### **105.1 Article V, Section 1, Society Dues**

The Society shall collect from its members and affiliates annual dues, in accordance with IEEE governing documents. The AdCom of the Society shall fix the amount of annual dues.

#### **105.2 Article 5, Section 2, Registration Fees**

The Society may establish registration fees for its meetings, symposia, conferences, conventions, or other events.

#### **105.3 Article 5, Section 3, Revenue**

The Society may raise revenues by other means, such as advertising and promotion, exhibits, requests for contributions, and charges for sending out notices to non-Society members. Any new revenue means not explicitly covered by IEEE rules and regulations must be approved by the IEEE Executive Director.

### **106. MEETINGS**

#### **106.1 Article 6, Section 1, Meetings**

The Society may hold meetings, conferences, symposia, or conventions either alone or in cooperation with other IEEE organizational units, or other non-IEEE technical organizations, subject to IEEE policies and procedures.

#### **106.2 Article 6, Section 2, Participants**

Meetings, conferences or conventions of the Society shall be open on an equal basis to all members of the IEEE. These events may also be open to non-IEEE members. The Society may

not sponsor or co-sponsor any meetings which are subject to government security clearance.

### **106.3 Article 6, Section 3, AdCom Meetings**

The AdCom shall hold at least two meetings during the calendar year. Special meetings of the AdCom may be called by the President of the Society or upon request of at least one-third of the voting members of the AdCom, with at least 30-days' notice.

### **106.4 Article 6, Section 4, Quorum**

A majority of the voting members of the AdCom or the ExCom or any committee thereof shall constitute a quorum.

### **106.5 Article 6, Section 5, Decisions between Meetings**

Between AdCom meetings, the Executive Committee shall act on behalf of the AdCom as specified in the Bylaws

## **107. PUBLICATIONS**

### **107.1 Article 7, Section 1, Publication Policy**

Publications undertaken by the Society shall be subject to IEEE Policies and Procedures, and to any further guidance or controls prescribed by the AdCom.

### **107.2 Article 7, Section 2, Editors**

The President, with the advice and consent of the AdCom, shall appoint such editors as may be required to implement the publication program. The duties of such editors shall be as prescribed in the Society Bylaws. Their compensation, if any, shall be recommended by the Vice President, Publications, endorsed by the Executive Committee, and approved by the AdCom.

## **108. CONSTITUTION AMENDMENTS**

### **108.1 Article 8, Section 1 Amendment to Constitution**

Amendments to this Constitution may be initiated by a Proposal approved by the AdCom or by Petition submitted to the President by a minimum of 100 voting members of the Society or 10 voting members of the AdCom.

If approved, the petition shall be submitted to the AdCom for review and forwarded to the Vice President, Technical Activities with the Society Board's recommendations.

### **108.2 Article 8, Section 2, Adoption**

Amendments to this Constitution may be adopted by a two-thirds vote of the AdCom present in meeting assembled, provided that notice of the proposed amendment has been sent to each member of the AdCom at least twenty-days prior to such a meeting. Upon AdCom approval, the amendments shall be submitted to the Vice President, Technical Activities for approval. Upon approval, Constitutional Amendments shall be published in an appropriate Society publication, or otherwise publicized by direct mailing or electronic means to the membership, with notice that the amendments will take effect unless ten per cent of the Society voting members object within 90 days.

### **108.3 Article 8, Section 3, Membership Rejection of Amendment**

If such objections are received from at least ten percent of the voting members, and if the AdCom decides not to rescind its decision, a copy of the proposed amendment shall be sent by mail or electronic means with a ballot to all members of the Society at least 90 days before the date appointed for return of the ballots, and the ballots shall carry a statement of the time limit for their return to IEEE. When a mail vote of the entire Society membership is necessary,

approval of the amendment by at least two-thirds of the ballots legally cast shall be necessary for its enactment. No amendment shall take effect until it has been approved by the Vice President, Technical Activities.

**108..4 Article 8, Section 4, Petition Process**

Amendments to this Constitution may also be initiated by petition signed by at least 100 voting members of the Society or by 10 members of the AdCom. If approved, the petition shall be submitted to the AdCom for review and forwarded to the Vice President, Technical Activities with the Society Board's recommendations.

**108..5 Article 8, Section 5, Effective Date**

All amendments to the Constitution shall become effective immediately after all requirements of Sections 108.1 have been met, unless a later date has been specified.

**109. BYLAWS AMENDMENTS**

**109.1 Article 9, Section 1 Bylaw Amendment Process**

Amendments to the Society's Bylaws may be adopted by a two-thirds vote of the AdCom present in meeting assembled, provided that notice of the proposed amendment has been sent to each member of the AdCom at least 20 days prior to such a meeting. Upon AdCom approval, the amendments shall be submitted to the Vice President, Technical Activities for approval.

**109 . 2Article 9 Section 2 Publication and TAB Approval**

Once all approvals are received, Bylaw Amendments shall be published in an appropriate Society publication, or otherwise publicized by direct mailing or electronic means to the membership, with notice that it will go into effect unless ten per cent of the Society voting members object within 30 days.

**109..3 Article 9Section 3 Membership Rejection of Amendment**

If such objections are received from at least 10 percent of the voting members, and if the AdCom decides not to rescind its decision, a copy of the proposed amendment shall be sent by mail or electronic means with a ballot to all members of the Society at least 30 days before the date appointed for return of the ballots, and the ballots shall carry a statement of the time limit for their return to IEEE. When a mail vote of the entire Society membership is necessary, approval of the amendment by at least two-thirds of the ballots legally cast shall be necessary for its enactment.

**109.4 Article 8 Section 4 Petition Process**

Amendments to these Bylaws may also be initiated by petition signed by at least 100 voting members of the Society or by 10 voting members of the AdCom. If approved, the petition shall be submitted to the AdCom for review and forwarded to the Technical Activities Board with the Society AdCom's recommendations.

**109.5 Article 8 Section 5 Effective Date**

All amendments to the Bylaws shall become effective immediately after all requirements of Sections 108.2 have been met, unless a later date has been specified.

**Endorsements:**

TMC Executive committee:

TMC Board of Governors:

TAB:

**Revisions:**

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