

Constitution of the IEEE Professional Communication Society

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Article I. Name, Purpose, and Field of Interest

Section 01. Name

- A. The name of this organization is the IEEE Professional Communication Society, hereinafter called the Society.

Section 02. Purpose

- A. The Society is an organizational unit of the IEEE, and its activities shall be in line with the purpose of the IEEE, and adherer to the standards of ethical and professional conduct as set forth in the IEEE Code of Ethics, the IEEE Bylaws, and the IEEE Policy and Procedures Manual.
- B. Specifically, the Society fosters and promotes:
- a) the advancement of the theory and practice of technical and professional communication, especially within the engineering profession and the related arts and sciences;
 - b) the advancement of the standing of its members;
 - c) the continuing education of its members;
 - d) the close cooperation and exchange of technical information among members and with other professional societies and individuals who share common interests, as set forth in the Society's Field of Interest.

Section 03. Field of Interest

- A. The Professional Communication Society's interests include the study, preparation, production, delivery, use, improvement and promotion of human communication in all media in engineering and other technical and professional environments.

Section 04. Topics

- A. The Society's field of interest encompasses all genres of communication related to technical information (e.g., proposals, specifications, user manuals) delivered via existing and emerging media (e.g., print, online, wearable devices). Specific topics of interest include (but are not limited to):
 - a) research on communication practices related to the engineering and other related technical professions
 - b) education and training of engineering and technical communication professionals
 - c) research on emerging communication techniques

Section 05. Modification of the Field of Interest

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

Article II. Bylaws

Section 01. Purpose

- A. Bylaws shall be established and shall exist for the purposes of governing the operations and administration of the society. The term "Bylaws" as used in this Constitution refers to the Bylaws of the Professional Communication Society.

Section 02. Modifications to the Bylaws

- A. Proposed changes to the Bylaws and reasons therefore shall be sent so as to ensure receipt by all members of the Society's Board of Governors not less than 21 days before the stipulated meeting of the Society's Board at which the vote shall be taken. The vote of two-thirds of the members present and entitled to vote at the time of the vote, provided that a quorum is present, shall be required to approve any new Bylaw, amendment, or revocation.
- B. The proposed amendment shall then be forwarded to the IEEE Technical Activities Department, which will review the documentation and coordinate approval by the Vice President – Technical Activities. No amendment to the Bylaws shall take effect until it has received approval from the VP, Technical Activities.

Article III. Membership

Section 01. Society members

- A. A member of the Society must be an IEEE member who has an interest in the Society and its Field of Interest.

Section 02. Society affiliates

- A. An affiliate member of the Society is a non-IEEE member who has some of the rights and privileges of Society membership.

Section 03. Rights, privileges, and responsibilities

- A. The Bylaws provide additional information regarding the categories of membership, and rights, privileges, and associated fees related to membership.

Article IV. Finances

Section 01. Membership dues and fees

- A. The Society may collect dues and fees from its members as provided in the Bylaws.

Section 02. Registration fees

- A. The Society may charge registration fees for its conferences, workshops, and other events.

Section 03. Other revenue areas

- A. The Society may collect revenue through other means—including, but not limited to, advertising, exhibits, and publication sales.

Section 04. Assets

- A. The Society Board of Governors is responsible for stewarding the assets of the Society.

Section 05. Fiscal year

- A. The fiscal year of the Society shall be the same as the fiscal year of the IEEE.

Article V. Conferences

Section 01. Conferences

- A. The Society may hold one or more conferences alone or in cooperation with other IEEE organizational units or other professional organizations.

Section 02. Participants

- A. Society conferences shall be open to all IEEE members and non-IEEE members.

Section 03. Requirements

- A. Requirements regarding conferences and their registration fees shall comply with IEEE policy.

Article VI. Publications

Section 01. Publications

- A. The Society may have publications. The Bylaws specify the management of the Society's publications.

Article VII. Board of Governors

Section 01. Governing

- A. The Board of Governors (Board) is the governing body of the Society.

Section 02. Composition of the Board

- A. The Board is comprised of members-at-large, officers, the Immediate Past President, Editors-in-Chiefs (EICs), and other *ex officio* members appointed by the President and approved by a majority vote of the Board.

Section 03. Voting

- A. Both elected and ex-officio members of the Board have equal voice in the governance of the Society in terms of discussion and voting on all motions before the Board, except for voting for new members-at-large and elected officers of the Society at the fall election meeting. Only elected members-at-large may cast votes for new members-at-large and for elected officers of the Society at that election meeting.
- B. The presiding officer shall have no vote on the Board unless the vote is by secret ballot or unless the presiding officer's vote can change the outcome of the vote.

Section 04. Officers

- A. Officers of the Society are the President, Vice President, Secretary, and Treasurer.

Section 05. President

- A. The President is the presiding officer of the Society.
- B. The President shall serve as an *ex officio* member of all committees within the Society (having voting rights, in accordance with Robert's Rules of Order), except where prohibited in the Bylaws.
- C. The President shall serve as a member of the Technical Activities Board (TAB) and represent the Society on TAB. Alternates may be designated in accordance with IEEE procedures and the procedures defined in the TAB Operations Manual.
- D. The Vice President shall act on behalf of the President in the absence of the President.

Section 06. Terms

- A. Every Board member-at-large is elected for a three-year term.
- B. Four members-at-large are elected each year.
- C. The term of appointed members of the Board is specified in the Bylaws.
- D. Upon approval by the Board, the President, after completing his or her final term, progresses to the position of Immediate Past President. The Immediate Past President typically serves until the current president completes his or her term.

Section 07. Vacancies

- A. Vacancies on the Board shall be filled as prescribed in the Society Bylaws.

Section 08. Meetings

- A. The Society conducts multiple meetings each year, which are specified in the Bylaws.
- B. Additional regular meetings and provisions for special meetings, and the manner of giving notice of additional regular and special meetings, shall be specified in the Bylaws.

Section 09. Committees

- A. The Board may appoint committees as it deems necessary to meet the mission of the Society.
- B. The Bylaws contain a list of standing committees maintained at all times by the Board.
- C. The President may appoint other *ad hoc* committees.

Section 10. Quorum

- A. A majority of the voting members of the Board or any committee thereof shall constitute a quorum.

Section 11. Governing documents

- A. The governing documents of the Society shall conform to, and not conflict with, the provisions of the governing documents of IEEE. The governing documents of the Society shall include this Constitution and the Bylaws of the Society, and the Operations Manual. Additional governing documents may include additional operations guidelines and policy statements approved by Board.

Article VIII. Nominations, Elections and Appointments

Section 01. Sec. 1.

- A. The Bylaws specify how members of the Board are nominated and elected.

Section 02. Sec. 2.

- A. The Bylaws specify how officers of the Society are nominated and appointed.

Article IX. Amendments to the Constitution

Section 01. Proposed Amendments

- A. Amendments to this Constitution shall be approved by the voting members of the Society. They may be proposed by the Board or by petition.
- B. For an amendment proposed by the Board, a resolution adopted by vote of at least two-thirds of those present at a regularly constituted meeting of the Board is necessary to submit a proposed amendment to the voting members of the Society, provided that a quorum is present.
- C. For an amendment proposed by petition, a petition must be signed by at least five (5) percent of the total number of voting members of the Society as listed in the official membership records of the IEEE at the end of the previous year.
- D. The proposed amendment shall then be forwarded to the IEEE Technical Activities Department, which will review the documentation and coordinate approval by the Vice President, Technical Activities before it is distributed to the Society Voting Members for their approval.

Section 02. Approval by the Society Voting Members

- A. Approval for any proposed amendments shall follow the following procedure.
 - a) Any proposed amendments shall be publicized in the Society *publications*, or on the Society web site, or by direct mailing (via paper or electronic means) to all Society members, with notice that the amendment becomes effective unless at least ten (10) percent of the Society members object within thirty (30) days after the publication or distribution of such notices.
 - b) If such objections to any proposed amendments are received, then a vote by members of the Society must take place. IEEE shall serve as the teller for this vote.
 - c) A copy of all of the proposed amendments must be mailed (via paper or electronic means) to all members of the Society at least thirty (30) days before the date appointed for return of the ballots.
 - d) The ballots must carry a statement of the time limit for their return to the IEEE Office (teller).
 - e) When a vote of the entire Society membership is made necessary, approval of the proposed amendments by at least two-thirds of the returned ballots is necessary for their enactment.

Section 03. Timing of Adoption

- A. Amendments to this Constitution shall take effect thirty (30) days after the notification to Society members. If by amendment officers and officers-elect are changed in status or the number of members-at-large is reduced, each officer and each member-at-large shall continue to serve until his or her term expires.

Date of Society AdCom approval: 25 August 2018

Date of Vice President, Technical Activities approval: 20 December 2018

Effective Date of Amendments: tbd (30 days after publication)