

IEEE OCEANIC ENGINEERING SOCIETY BYLAWS

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1 BYLAWS

1.1 Authorization

These Bylaws, adopted in accordance with Article IX of the IEEE Oceanic Engineering Society’s Constitution, provide detailed guidance for the supervision and management of the affairs of the Society.

1.2 Conduct of Business

The rules contained in the most recent edition of *Robert’s Rules of Order Newly Revised* shall govern the Society in all cases to which they are applicable, and not inconsistent with the Constitution and Bylaws of the Society and any special rules of order the Society may adopt.

2 MEMBERS AND AFFILIATES

2.1 Society Members

There shall be three grades of Society membership: Member, Graduate Student Member, and Student Member. IEEE members of any grade, excluding Graduate Student Members and Student Members, become Society Members upon payment of Society Member dues. IEEE Graduate Student Members and Student Members become respectively Society Graduate Student Members and Society Student Members upon payment of Society Student Member dues.

2.1.1 Member Rights and Privileges

A Society Member is entitled to receive notices of all meetings of the Society, to receive copies of all publications of the Society, and to attend and participate in any function of the Society by payment at Member registration rates. A Member may exercise any Society voting privileges associated with being a Member. A Member may serve in any elective or appointive office of the Society and may exercise any

Society voting privileges associated with that office.

2.1.2 *Graduate Student Member Rights and Privileges*

A Graduate Student Member is entitled to all the rights and privileges of a Society Member.

2.1.3 *Student Member Rights and Privileges*

A Student Member is entitled to receive notices of all meetings of the Society, to receive copies of all publications of the Society, and to attend and participate in any function of the Society by payment at Student Member registration rates. A Student Member may not serve in any elective office of the Society, but may serve in an appointive office of the Society. Student Members have no voting privileges within the Society.

2.2 Society Affiliates

Non-IEEE members become Society Affiliates upon payment of Society Member dues and IEEE Society Affiliate fees.

2.2.1 *Society Affiliates Rights and Privileges*

A Society Affiliate is entitled to receive notices of all meetings sent to Society members, to receive copies of publications of the Society, to attend and participate in any function of the Society by payment at Society Member registration rates. A Society Affiliate may not serve in any elective office of the Society, but may serve in an appointive office of the Society. Society Affiliates have no voting privileges within the Society.

2.3 Special Provisions

Annual Society dues may be pro-rated for special categories of IEEE membership defined in the Bylaws of IEEE.

3 ADMINISTRATIVE COMMITTEE

3.1 Elected Members

There shall be 18 Elected Members of the Administrative Committee. Elected Members of the Administrative Committee and Officers of the Society are Voting Members of the Administrative Committee. Elected Members must be Members of the Society of IEEE Graduate Student Member grade or higher at the time of election and throughout their term of office.

3.1.1 *Election Procedure*

The election procedure to be conducted each year shall comprise several phases: Nomination Solicitation, General Nominations, Nominations by Petition, Candidate Slate Preparation, Subsequent Nominations by Petition, Final Slate Preparation, and Vote by Membership. One-third of the Elected Members shall be elected each year.

3.1.1.1 *Nomination Solicitation*

The Chair of the Nominations and Appointments Committee shall solicit from all Members of the Society nominations to fill Elected Member vacancies in the Administrative Committee. Such solicitation shall be published in the December issue of the Newsletter, directly to the membership (including by electronic means), and on the Web Site by January 31.

3.1.1.2 General Nominations

Any Member of the Society may nominate a Member of the Society. Nominations must be received by the Nominations and Appointments Committee by March 1 accompanied by evidence that the nominee is willing to serve if elected.

3.1.1.3 Nomination by Petition

A Member of the Society shall be placed on the ballot if, by April 15, the Nominations and Appointments Committee receives a petition of nomination signed by at least two percent of the membership of the Society accompanied by evidence that the nominee is willing to serve if elected.

3.1.1.4 Candidate Slate Preparation

The Nominations and Appointments Committee shall prepare a slate of up to twelve qualified candidates from the General Nominations received. Those individuals not selected for the slate shall be notified by March 15.

3.1.1.5 Subsequent Nomination by Petition

Nominated individuals who were not selected for the slate of candidates may submit a Nomination by Petition to the Nominations and Appointments Committee by April 15.

3.1.1.6 Final Slate Preparation

The Nominations and Appointments Committee shall prepare a Final Slate of the selected candidates and all candidates nominated by petition, and shall provide it to IEEE by May 1.

3.1.1.7 Vote by Membership

The election will be conducted by IEEE. The candidates with the highest numbers of votes shall fill the available Administrative Committee vacancies. The Elected Members of the Administrative Committee shall resolve tie votes. Election results will be announced by July 31.

3.1.2 *Term of Office*

The 3-year term of office of the Elected Members of the Administrative Committee shall commence on the January 1 immediately following the election. Elected Members shall serve terms of three years. No more than two terms may be served consecutively.

3.1.3 Removal of Members

3.1.4 An Administrative Committee member may be removed from the Administrative Committee according to the process outlined the TAB Operations Manual Filling Within-Term Vacancies

If an Elected Member is unable to serve, whether by reason of resignation or other cause, the President, with the advice and majority approval of the Voting Members of the Administrative Committee, shall appoint a qualified replacement to complete the vacated term. This partial term shall not be considered in determining eligibility to be a candidate for Elected Member of the Administrative Committee.

3.2 **Officers of the Society**

3.2.1 *Officers Named*

The Officers of the Society shall be the President, the Past President, the Executive Vice President, the Vice President for Technical Activities, the Vice President for Professional Activities, the Vice President for Workshops and Symposia, the Vice President for Oceans, the Editor-in-Chief of the Journal of

Oceanic Engineering, the Treasurer, and the Secretary.

3.2.2 *Officers Rights and Privileges*

Officers, having been elected as provided for in the Constitution and Bylaws, shall be members of the Administrative Committee with all the rights and privileges of Elected Members until completion of their term of office.

3.3 **Members ex officio**

Members ex officio are members of the Administrative Committee by virtue of the offices they hold.

3.3.1 *Chairs of Standing Committees*

Chairs of Standing Committees, as defined elsewhere in these Bylaws, shall be Members ex officio of the Administrative Committee. Chairs of Standing Committees must be Members of the Society. Chairs of Standing Committees are appointed by the President for two-year terms with the advice and majority approval of the Voting Members of the Administrative Committee. Chairs of Standing Committees may be appointed for further terms without limit.

3.3.2 *Chairs of Operational Committees*

Chairs of Operational Committees, as defined elsewhere in these Bylaws, shall be Members ex officio of the Administrative Committee. Chairs of Operational Committees must be Members of the Society. Chairs of Operational Committees are appointed by the President for two-year terms with the advice and majority approval of the Voting Members of the Administrative Committee. Chairs of Operational Committees may be appointed for further terms without limit.

3.3.3 *Chairs of Technology Committees*

Chairs of Technology Committees, as defined elsewhere in these Bylaws, shall be Members ex officio of the Administrative Committee. Chairs of Technology Committees must be Members of the Society. Chairs of Technology Committees are appointed by the President for two-year terms with the advice and majority approval of the Voting Members of the Administrative Committee. Chairs of Technology Committees may be appointed for further terms without limit.

3.3.4 *Editors*

The Editor of the Newsletter, the Editor of the Electronic Newsletter, the Webmaster, and the Associate Editors of the Journal, as defined elsewhere in these Bylaws, must be Members of the Society and shall be Members ex officio of the Administrative Committee.

3.3.5 *Chairs of Chapters*

Members of the Society who are Chairs of Chapters, including Joint Chapters, shall be Members ex officio of the Administrative Committee.

3.3.6 *Co-Chairs of Joint Committees*

With the advice and majority approval of the Voting Members of the Administrative Committee, the President may appoint a Member of the Society to Chair or Co-Chair a Joint Committee, defined elsewhere in these Bylaws. Such Chair or Co-Chair shall be a Member ex officio of the Administrative Committee.

3.3.7 *Presidents or Chairs of IEEE Technical Councils*

Members of the Society who are Presidents or Chairs of IEEE Technical Councils to which the Society belongs shall be Members ex officio of the Administrative Committee.

3.3.8 *IEEE Officials*

The Managing Director of IEEE Technical Activities shall be a Member ex officio of the Administrative Committee.

3.4 Quorum

A majority of the voting members of the AdCom or any committee thereof shall constitute a quorum. The vote of a majority of the votes of the members present and entitled to vote, at the time of vote, provided a quorum is present, shall be the act of the AdCom or any committee thereof.

3.5 Notice of Meeting

Except in an emergency, no meeting of the Administrative Committee, whether conducted face-to-face or by other means, shall be held for the purpose of transacting business unless each member shall have been notified of the time and place of such meeting at least 30 calendar days before the scheduled date of the meeting. An emergency meeting of the Administrative Committee may be called by the President with a minimum of 5 calendar days notice. An emergency meeting shall have one business item.

4 EXECUTIVE COMMITTEE

4.1 Membership

The Executive Committee of the Society shall comprise the elected Officers of the Society.

4.2 Quorum

A majority of the Officers of the Society shall constitute a quorum for the conduct of all business. Unless otherwise stipulated in the Constitution or Bylaws of the Society, a majority affirmative vote of those voting shall be sufficient to approve a matter before the Executive Committee.

5 COMMITTEES

The Administrative Committee may establish Standing, Operational, and ad hoc Committees, as well as Subcommittees and Technology Committees. The President may establish ad hoc Committees. The President shall be a member ex officio of all Committees except the Nominations and Appointments Committee, the Awards Committee, the Fellow Evaluation Committee and related Committees.

5.1 Standing Committees

The Standing Committees of the Society shall be as listed and described in these Bylaws. Their functions, responsibilities, and membership shall be specified in the Policies and Procedures of the Society.

5.1.1 *Finance Committee*

The Finance Committee shall be under the oversight of the Treasurer.

5.1.2 *Nominations and Appointments Committee*

The Nominations and Appointments Committee shall be chaired by the Past President. The Nominations and Appointments Committee procedures are documented in the Society's Constitution.

5.1.3 *Governance Committee*

The Governance Committee shall be chaired by the Executive Vice President.

5.1.4 *Strategic Planning Committee*

The Strategic Planning Committee shall be under the oversight of the Executive Vice President.

5.1.5 *Fellow Evaluation Committee*

The Fellow Evaluation Committee and related committees shall be under the oversight of the President. The membership requirements, demographic recommendations, and responsibilities of the Fellow Evaluation Committee, including term limits of committee members, shall be as described in the IEEE Fellow Committee Operations Manual.

5.1.6 *Standards Committee*

The Standards Committee shall be under the oversight of the President.

5.2 **Operational Committees**

The functions, responsibilities, and membership of operational committees shall be specified in the Policies and Procedures of the Society.

5.3 **Ad hoc Committees**

Ad hoc Committees shall be under the oversight of specified Officers of the Society. Ad hoc Committees shall have specific objectives and specified tenures. The tenure of an ad hoc Committee shall not exceed two years, renewable at the discretion of the Administrative Committee.

5.4 **Subcommittees**

Subcommittees shall have specified objectives and be under the oversight of specified Committee Chairs. Members of Subcommittees shall be appointed by the parent Committee Chair and confirmed by the Administrative Committee. Members of Subcommittees shall be Members of the Society.

5.5 **Technology Committees**

Technology Committees shall be under the oversight of the Vice President for Technical Activities. Their functions, responsibilities, and membership shall be specified in the Policies and Procedures of the Society. The Technology Committees shall support the meetings and publications of the Society.

6 **OFFICERS**

6.1 **Nomination Procedures**

6.1.1 *Candidate Slate Preparation*

The Nominations and Appointments Committee shall prepare a slate of candidates for the offices for which elections are to be held, and distribute the slate to the Administrative Committee at least 30 calendar days before the election.

6.1.2 *Nominations from the Floor*

Except for the Office of President, nomination from the floor by voting members of the Administrative Committee at the time of the officers' election is allowed for candidates who are not included in the slate of candidates prepared by the Nominations and Appointments Committee.

6.2 Election Procedures

6.2.1 *Election of Officers*

At a regular meeting of the Administrative Committee between August 1 and November 30 of each calendar year, the Voting Members of the Administrative Committee shall elect those officers whose terms begin the following January 1. The President, the Vice Presidents, the Editor-in-Chief of the IEEE Journal of Oceanic Engineering, the Treasurer, and the Secretary, shall be elected by secret ballot. The Past President shall assume their office as described elsewhere in these Bylaws.

6.2.2 *Quorum for Election of Officers*

The quorum for election of officers shall be a majority of the Voting Members of the Administrative Committee with the additional requirement that at least half of the Elected Members of the Administrative Committee must be present.

6.2.3 *Majority Required to Elect*

Officers are elected when they receive a majority vote of those Voting Members of the Administrative Committee who are present. Balloting shall be repeated as many times as necessary to obtain a majority vote for a single candidate. Vote totals shall be disclosed to the Voting Members of the Administrative Committee who are present after each ballot is taken.

6.3 Time of Taking Office

Each officer shall continue to serve until his or her successor takes office.

6.4 President

6.4.1 *Qualifications*

A candidate for the Office of President of the Society shall be a member in good standing of the Society and shall have achieved a minimum IEEE Member Grade of Senior Member in the IEEE. Further, at the time of election a candidate must be an Elected Member of the Administrative Committee, or a current or past Officer of the Society who has been an Elected Member of the Administrative Committee.

6.4.2 *Term of Office*

The President shall serve a two-year term of office. The term shall begin on January 1 of odd numbered years and end on December 31 of the subsequent even-numbered year.

6.4.3 *Powers and Duties*

The President is an Officer of the Society and thus a member of the Executive and Administrative Committees of the Society. The President shall be the Chief Executive Officer of the Society and shall, under the supervision of the Administrative Committee, be responsible for the proper conduct of the affairs of the Society. The President shall preside at meetings of the Administrative Committee, the Executive Committee, and the Society as a whole. The voting rights of the President are documented in the Constitution. With the advice and consent of the Administrative Committee and as provided in the

Constitution and Bylaws of the Society, the President shall make appointments to those positions necessary for the functioning of the Society.

6.4.4 *IEEE Technical Activities Board*

The President is an ex officio member of the IEEE Technical Activities Board. With the advice and majority approval of the Administrative Committee, the President shall appoint one of the Officers of the Society as an alternate representative to the IEEE Technical Activities Board. The President or the duly approved alternate representative of the Society shall attend all meetings of the IEEE Technical Activities Board, in accordance with the Technical Activities Board Operations Manual.

6.4.5 *Succession in Office*

If the President is unable to complete his or her term of office, the Executive Vice President shall, without relinquishing his or her duties as Executive Vice President, succeed immediately to the office of President of the Society and shall be invested with the powers and duties of that office. If the remainder of the President's term is more than 120 calendar days, the Chair of the Nominations and Appointments Committee shall call for nominations for President and prepare a slate of candidates for election by the Administrative Committee at least 30 days prior to a meeting of the Administrative Committee to include vetting of candidates. The newly elected President shall be invested with the powers and duties of that Office for the remainder of his or her predecessor's term of office. This partial term shall not be considered in determining eligibility to be a candidate for the Office of [President](#).

6.5 Past President

6.5.1 *Qualifications*

Upon completing his or her final term of office, the President shall become the Past President.

6.5.2 *Term of Office*

The Past President shall serve until the sitting President completes his or her final term as President.

6.5.3 *Filling Within-Term Vacancies*

If a Past President is unable to complete his or her term of office, a new person may be selected for the remainder of the current term from the pool of members who have sat as Past President prior to the current term. In the event that no Past President is able or willing to be appointed, another person may be appointed to the Past President position, providing that person has previously served on the Society's Executive Committee.

The vacancy of the position of Past President shall be communicated to the Administrative Committee, and the position of Past President may be filled by appointment by the President no later than 90 days following the notification of vacancy of the position.

This partial term shall not be considered in determining eligibility to be a candidate for another Executive Committee position.

6.5.4 *Powers and Duties*

The Past President is an Officer of the Society and thus a member of the Executive and Administrative Committees of the Society. The Past President shall chair the Nominations and Appointments Committee except in cases of incapacity or conflict of interest, shall chair the Awards Committee, shall chair the Offshore Technology Conference Committee, and shall fulfill such other duties as the President

may assign.

6.6 Vice Presidents

6.6.1 Qualifications

A candidate for Vice President of the Society shall be a member in good standing of the Society and shall have achieved Senior Member grade or higher in the IEEE. Further, at the time of election a candidate must be an Elected Member of the Administrative Committee, or a current or past Officer of the Society who has been an Elected Member of the Administrative Committee.

6.6.2 Term of Office

Vice Presidents shall serve a two-year term of office. No more than two consecutive terms may be served consecutively. The terms of office of the Executive Vice President, the Vice President for Technical Activities and the Vice President for OCEANS shall begin on January 1 of odd-numbered years and end on December 31 of the subsequent even-numbered year. The terms of office of the Vice President for Professional Activities and the Vice President for Workshops and Symposia shall begin on January 1 of even-numbered years and end on December 31 of the subsequent odd-numbered year.

6.6.3 Filling Within-Term Vacancies of Vice Presidents

If a Vice President is unable to complete his or her term of office, a new Vice President shall be elected at the next meeting of the Administrative Committee and shall serve for the remainder of his or her predecessor's term of office. This partial term shall not be considered in determining eligibility to be a candidate for Vice President.

6.6.4 Powers and Duties

Vice Presidents are Officers of the Society and thus members of the Executive and Administrative Committees of the Society. They shall direct and supervise those Society activities within their purview as defined in these Bylaws and in the Policies and Procedures of the Society.

Vice Presidents are ex officio members of all committees under their authority. They shall report on the activities, accomplishments, membership, and recommendations of all committees under their authority at each regular meeting of the Administrative Committee.

Vice Presidents are responsible for preparing a budget for activities within their purview as required to support the Treasurer in the annual preparation of the Society's budget. They are responsible for monitoring the financial performance of activities within their purview and for making adjustments as needed to adhere to the approved Society budget. They shall provide expenditure information to the Treasurer for budget control purposes.

6.6.5 Executive Vice President

The Executive Vice President shall support the President of the Society in all their duties, and chair the Strategic Planning Committee and the Governance Committee.

The Executive Vice President shall fill within-term vacancies of the office of President as specified in these Bylaws. While serving as interim President, should the Executive Vice President be elected President, a new Executive Vice President shall be elected consecutively with the election of the President, or at the next meeting of the Administrative Committee, and shall serve for the remainder of his or her predecessor's term of office. This partial term shall not be considered in determining eligibility to be a candidate for the Office of Executive Vice President.

6.6.6 *Vice President for Technical Activities*

As provided in these Bylaws and in the Policies and Procedures of the Society, the Vice President for Technical Activities shall oversee (1) the formation and operation of the Society's Technology Committees, Chapters, and other specific committees as needed, and (2) the Society's Distinguished Lecturer program.

6.6.7 *Vice President for Workshops and Symposia*

The Vice President for Workshops and Symposia shall foster contacts with members of the Society and others in the profession throughout the world who may be interested in conducting technical meetings for the Society. He or she shall promote and seek opportunities for new conferences, symposia, and workshops; identify venues and supporting facilities; seek strong leadership and supporting organizations; and encourage development of suitable proposals and preliminary budgets for the conduct of such meetings.

The Vice President for Workshops and Symposia shall oversee the formation, operation, and closure of OES-sponsored workshops, symposia, and conferences other than OCEANS.

6.6.8 *Vice President for OCEANS*

The Vice President for OCEANS shall oversee the formation, operation, and closure of all OCEANS conferences.

The Vice President for OCEANS shall support the OCEANS Conference Committees in all matters, including provision of advice on the development of the technical program, publications, tutorials, exhibits, local arrangements, student activities, conference website, publicity, finance, administration, and management of the conferences.

6.6.9 *Vice President for Professional Activities*

The Vice President for Professional Activities shall be responsible for:

- Promoting the necessary activities, including governmental, legislative, and administrative action, to enhance the professional, social, economic and ethical status of the engineering profession in general and oceanic engineering in particular, and to enhance the economic status of the electrical and electronics industry, with particular emphasis on oceanic engineering and related disciplines.
- Promoting the growth of membership and the enhancement of the benefits of membership, including the development of opportunities to serve the profession, the IEEE, and the Society.
- In cooperation with educators and educational institutions, developing student activities that will support and promote students of oceanic engineering and related disciplines in their chosen fields of study and that will provide appropriate recognition for the students.
- Fostering and supporting continuing education of members of the profession.
- Promoting activities in association with national and multi-national professional organizations that will further the aims of the IEEE and the Society.
- Guiding the non-peer-reviewed publications of the Society and recruiting their editors who shall maintain high quality, timely publications that provide appropriate coverage of the Field of Interest of the Society. These publications include magazines, newsletters, Internet web sites, and other communications. He or she shall review annually the need for new publications or the

discontinuance of existing publications.

6.7 Editor-in-Chief of the IEEE Journal of Oceanic Engineering

6.7.1 Qualifications

The Editor-in-Chief shall be a Member in good standing of the Society who has served at least one term as an Associate Editor of the Journal or has served as the Guest Editor for a Special Issue of the Journal.

6.7.2 Term of Office

The Editor-in-Chief shall serve a three-year term of office. No more than two terms may be served consecutively. The term shall begin on January 1 of the second year following the election. In the event that the incumbent Editor-in-Chief is not re-elected, then in the first year following the election, the Editor-in-Chief Elect shall serve an apprenticeship under the Editor-in-Chief.

6.7.3 Powers and Duties

The Editor-in-Chief is an Officer of the Society and thus a member of the Executive and Administrative Committees of the Society. The Editor-in-Chief shall be responsible for implementing the peer-reviewed publication program defined by the Administrative Committee in accordance with IEEE rules and regulations. The Editor-in-Chief shall be responsible for:

- Appointing Associate Editors of the IEEE Journal of Oceanic Engineering and appointing Guest Editors for Special Issues of the IEEE Journal of Oceanic Engineering.
- Making final publication decisions on all manuscripts submitted for publication in the Journal and coordinating publication of the IEEE Journal of Oceanic Engineering with IEEE Publications Staff.
- Guiding editorial activities to maintain a high quality, timely, peer-reviewed publication that provides coverage of the Field of Interest of the Society. The Editor-in-Chief shall endeavor to publish the budgeted number of pages each year, subject to the variations permitted by the IEEE.
- Preparing and presenting an annual activity report to the Administrative Committee.
- Reviewing annually the need for new peer-reviewed publications or for the discontinuance of existing peer-reviewed publications and reporting these reviews to the Administrative Committee.
- Preparing a budget for the IEEE Journal of Oceanic Engineering as required to support the Treasurer in the annual preparation of the Society's budget.
- Monitoring the expenditures of IEEE Journal of Oceanic Engineering and making adjustments as needed to adhere to the approved Society budget. He or she shall provide expenditure information to the Treasurer for budget control purposes.

6.7.4 Filling Within-Term Vacancies of the Editor-in-Chief

If the Editor-in-Chief is unable to complete his or her term of office and an Editor-in-Chief Elect has been elected, the Editor-in-Chief Elect shall become the Editor-in-Chief and shall serve for the remainder of his or her predecessor's term of office. If the Editor-in-Chief is unable to complete his or her term of office and no Editor-in-Chief Elect has been elected, a new Editor-in-Chief shall be elected at the next meeting of the Administrative Committee and shall serve for the remainder of his or her predecessor's term of office. These partial terms shall not be considered in determining eligibility to be a candidate for Editor-in-Chief.

6.8 Treasurer

6.8.1 Qualifications

A candidate for Treasurer of the Society shall be a member in good standing of the Society and shall have achieved Member grade or higher in the IEEE. Further, at the time of election a candidate must be an elected member of the Administrative Committee, or a current or past Officer of the Society who has been an Elected Member of the Administrative Committee.

6.8.2 Term of Office

The Treasurer shall serve a three-year term of office. No more than two terms may be served consecutively. The term shall begin on January 1 of the second year following the election. In the event that the incumbent treasurer is not re-elected, then in the first year following the election the Treasurer Elect shall serve an apprenticeship under the Treasurer.

6.8.3 Powers and Duties

The Treasurer is an Officer of the Society and thus a member of the Executive and Administrative Committees of the Society. The Treasurer is the Chief Financial Officer of the Society and shall be responsible for:

- Maintaining the financial records of the Society and overseeing the financial operations of the Society and its activities.
- Preparing and distributing budgets, reports, notices, and other documents required by the President and the Administrative Committee, and ensuring that these documents are prepared on a schedule that accommodates the requirements of the IEEE.
- Preparing annually a categorized and itemized report of income and expenditures for the past year and expected income and expenditures for the coming year.
- Preparing an interim report for each meeting of the Administrative and Executive Committees showing income and expenditures for the year to date compared to the budget. These reports shall show sufficient detail to be used by the Officers and Committee Chairs of the Society in managing their activities.

6.8.4 Disbursement of Funds

Disbursement of funds against previously budgeted accounts may be made by the Treasurer without further approval by the IEEE, but subject to approval as noted below, provided that the total approved expenditures budgeted in any major category (e.g., meetings, publications) are not exceeded thereby. Individual disbursements up to \$1,000 may be made by the Treasurer in the proper conduct of Society business without additional approval. Disbursements in excess of those budgeted of more than \$1,000 but not more than \$5,000 require the approval of the President. Disbursements beyond those budgeted of more than \$5,000 require approval of the Administrative Committee.

6.8.5 Filling Within-Term Vacancies of the Treasurer

If the Treasurer is unable to complete his or her term of office, and a Treasurer Elect has been elected, the Treasurer Elect shall become the Treasurer and shall serve for the remainder of his or her predecessor's term of office. If the Treasurer is unable to complete his or her term of office and no Treasurer Elect has been elected, a new Treasurer shall be elected at the next meeting of the

Administrative Committee and shall serve for the remainder of his or her predecessor's term of office. This partial term shall not be considered in determining eligibility to be a candidate for Treasurer.

6.9 Secretary

6.9.1 Qualifications

A candidate for Secretary of the Society shall be a member in good standing of the Society and shall have achieved Member grade or higher in the IEEE. Further, at the time of election a candidate must be an elected member of the Administrative Committee, or a current or past Officer of the Society who has been an Elected Member of the Administrative Committee.

6.9.2 Term of Office

The Secretary shall serve a two-year term of office. No more than two terms may be served consecutively. The term shall begin on January 1 of odd- numbered years and end on December 31 of the subsequent even-numbered year.

6.9.3 Powers and Duties

The Secretary is an Officer of the Society and thus a member of the Executive and Administrative Committees of the Society. The Secretary shall be responsible for:

- Keeping the records of the Society with the exception of financial records.
- Sending out notices as directed by the Executive and Administrative Committees and as described in the Constitution and Bylaws of the Society.
- Preparing the agenda for, and recording the minutes of, all meetings of the Executive and Administrative Committees and of general meetings of the Society.
- Preparing and distributing the reports of the Society with the exception of the financial reports.

6.9.4 Filling Within-Term Vacancies of the Secretary

If the Secretary is unable to complete his or her term of office, a new Secretary shall be elected at the next meeting of the Administrative Committee and shall serve for the remainder of his or her predecessor's term of office. This partial term shall not be considered in determining eligibility to be a candidate for Secretary.

7 EDITORS OF SOCIETY PUBLICATIONS

7.1 Editor-in-Chief of the IEEE Journal of Oceanic Engineering.

The Editor-in-Chief is an Officer of the Society whose qualifications, term of office, manner of election, and powers and duties are defined elsewhere in these Bylaws.

7.2 Editor of the IEEE Oceanic Engineering Society Newsletter

7.2.1 Qualifications

The Newsletter Editor shall be a Member of the Society.

7.2.2 Term of Office

With the approval of the Administrative Committee, the President shall appoint the Newsletter Editor for a two-year term beginning January 1 of odd numbered years, renewable without limit.

7.2.3 *Powers and Duties*

The Newsletter Editor shall be responsible for implementing the Society's Newsletter publication program defined by the Administrative Committee in accordance with IEEE rules and regulations. The Newsletter Editor shall submit an annual budget for the Newsletter, manage the expenses to the approved budget, and present an annual activity report to the Administrative Committee. The Newsletter Editor shall be a Member ex officio of the Administrative Committee.

7.3 Editor of the IEEE Oceanic Engineering Society Electronic Newsletter

7.3.1 *Qualifications*

The Electronic Newsletter Editor shall be a Member of the Society.

7.3.2 *Term of Office*

With the approval of the Administrative Committee, the President shall appoint the Electronic Newsletter Editor for a two-year term beginning January 1 of even numbered years, renewable without limit.

7.3.3 *Powers and Duties*

The Electronic Newsletter Editor shall be responsible for implementing the Society's Electronic Newsletter publication program defined by the Administrative Committee in accordance with IEEE rules and regulations. The Electronic Newsletter Editor shall submit an annual budget for the Electronic Newsletter, manage expenses to the approved budget, and present an annual activity report to the Administrative Committee. The Electronic Newsletter Editor shall be a Member ex officio of the Administrative Committee.

7.4 Webmaster of the IEEE Oceanic Engineering Society Web Site

7.4.1 *Qualifications*

The Webmaster shall be a Member of the Society.

7.4.2 *Term of Office*

With the approval of the Administrative Committee, the President shall appoint the Webmaster for a two-year term beginning January 1 of odd numbered years, renewable without limit.

7.4.3 *Powers and Duties*

The Webmaster shall be responsible for implementing the program of Internet Presence defined by the Administrative Committee in accordance with IEEE rules and regulations. The Webmaster shall submit an annual budget for the Society Web Site, manage expenses to the approved budget, and present an annual activity report to the Administrative Committee. The Webmaster shall be a Member ex officio of the Administrative Committee.

7.5 Editor of the IEEE Oceanic Engineering Society Earthzine

7.5.1 *Qualifications*

The Editor of Earthzine shall be a Member of the Society.

7.5.2 *Term of Office*

With the approval of the Administrative Committee, the President shall appoint the Editor of Earthzine

for a two-year term beginning January 1 of odd numbered years, renewable without limit.

7.5.3 Powers and Duties

The Editor of Earthzine shall be responsible for editing and publishing the web-based magazine (webzine) Earthzine. The Editor of Earthzine shall submit an annual budget for the Earthzine, manage expenses to the approved budget, and present an annual activity report to the Administrative Committee. The Editor of Earthzine shall be a Member ex officio of the Administrative Committee.

8 TECHNICAL COUNCILS

Where it will further the interests of its members, the Society may join with other IEEE groups, Societies, or entities to form a Technical Council for the purpose of administering conferences, publications or other appropriate activities. Society membership in the Council requires an affirmative vote by at least two-thirds of the Voting Members of the Administrative Committee. Voting Members of the Administrative Committee must be notified at least 30 days in advance of the vote for the vote to be valid. The same procedure is required to initiate a withdrawal from a Technical Council.

9 POLICIES AND PROCEDURES

The Administrative Committee shall establish and may amend the Policies and Procedures of the Society.