

IEEE / DEIS
Dielectrics and Electrical Insulation Society

Bylaws

September 2012

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BYLAWS

Dielectrics and Electrical Insulation Society (DEIS)

1. These Bylaws provide detailed guidance for the supervision and management of the DEIS affairs, in accordance with the Society's Constitution. Amendments may be made by means of the procedures described in Article VIII, Section 2, of the Constitution:

“Suitable Bylaws, and revisions thereto, may be adopted by a two-thirds vote of the AdCom present at a meeting, provided that notice of the proposed Bylaw, or revision has been sent to each member of AdCom at least twenty days prior to such meeting. A Bylaw, or revision, may be adopted by a two-thirds vote at AdCom, handled by correspondence, in accordance with the discussion and voting periods specified in the Bylaws. In either event, the proposed Bylaw, or revision shall be published in the Society's Transactions, Magazine or Newsletter (electronic or printed version). No Bylaw, or revision shall take effect until it has been published and it has been mailed to the IEEE TAB Secretary.”

The discussion period shall be 30 days, followed by a 14-day voting period for all Bylaw revisions handled by correspondence, i.e. outside a normal AdCom meeting.

2. Membership: Membership in the Dielectrics and Electrical Insulation Society shall be open to all members of IEEE, who pay the annual fee as prescribed in the Bylaws. Student members shall pay the special fee specified in IEEE Rules and Regulations.

3. Affiliates: Individuals may affiliate with DEIS, under the provisions that may be incorporated in the IEEE rules and regulations, by payment of DEIS fee plus an annual surcharge established by IEEE. The societies listed in Table I of these Bylaws are recognized by DEIS for affiliate purposes.

A Society affiliate cannot serve in elective office in the Society, or in a Chapter, or vote for candidates for these offices. A Society Affiliate can serve in any appointive office in the Society, or a Chapter of the Society. A Society Affiliate shall receive notices of all meetings sent to Society members, receive copies of publications of the Society, and may attend and participate in any functions of the Society. A Society Affiliate may receive any award bestowed by the Society. A Society Affiliate may not receive any IEEE benefits that are derived through IEEE membership except as approved by the Executive Committee of the IEEE.

4. Actions of AdCom and committees within the Society: (Ref. IEEE Bylaw I-300.4)

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

4.1 AdCom or any committee thereof may meet and act upon the vote by its members by any means of telecommunication. The normal voting requirements shall apply when action is taken by means of telecommunications equipment allowing all persons participating in the meeting to hear each other at the same time.

4.2 AdCom or any committee thereof may take action without a meeting if applicable (e.g. e-mail voting). An affirmative vote of a majority of **all** the voting members of AdCom or any committee thereof shall be required to approve the action. The results of the vote shall be confirmed promptly in writing or by electronic transmission. The writings and/or electronic transmissions shall be filed with the minutes of the proceedings of AdCom or any committee thereof. “Electronic transmission” means a form of electronic communication, such as e-mail, not directly involving the physical transmission of paper, that creates a record that may be retained, retrieved and reviewed by a recipient thereof, and that may be directly reproduced in paper form by such a recipient.

4.3 Voting: Individuals holding more than one position on AdCom or any committee thereof, shall be limited to one vote on each matter being considered by AdCom or committee. Proxy voting is **not** allowed.

5. Administrative Committee (AdCom): Article V, Section 1, of the Constitution provides that the AdCom shall consist of 18 elected members-at-large plus ex-officio voting and non-voting members. Article VII, Section 3 of the Constitution provides that a majority of the voting members of AdCom or any committee thereof shall constitute a quorum. (Ref: IEEE Bylaw I-300.5)

5.1 Ex-officio members are members by virtue of their office. These are: The immediate past-President (Constitution Article VII, Section 3), the current President, Administrative Vice-President, Technical Vice-President, Secretary, and Treasurer. Such ex-officio members shall have full voting privileges. When such a member ceases to hold office his or her membership on AdCom terminates automatically.

5.2 Ex-officio non-voting members are all previously retired past Presidents of the Society, the Editor-in-Chief of the Transactions, the Co-editors-in-Chief of the Magazine, and the Emeritii Editors-in-Chief of both the Transactions and the Magazine. A President who resigns during the term of office immediately becomes a non-voting member of AdCom. The Chairs of all Administrative and Technical Committees are non-voting members of AdCom unless they receive voting privileges by virtue of also being an ex-officio voting member or a member-at-large.

5.3 Provided that a quorum is present at a meeting, a majority vote of the voting members attending an AdCom meeting shall be sufficient for the conduct of its business, including elections. The President may vote in secret ballots. The President must vote to break a tie. The President's vote will determine the outcome in all such instances.

5.4 In order to ensure a continuously active AdCom, elected AdCom members who miss three consecutive meetings may be dropped from membership on the AdCom, by the majority vote at one of the scheduled AdCom meetings. Such vacancies shall be filled by appointments for the unexpired terms, by the President with the consent of the AdCom. Any AdCom member who is appointed as a replacement is still eligible to be elected to AdCom for two terms. It will be the responsibility of the Secretary to inform the Administrative Vice President as to the names of these absentee members. The Administrative Vice President shall then notify such members of pending action on their AdCom membership.

5.5 Up to two Corresponding Members of AdCom may be nominated by the President and appointed by AdCom, to serve for the usual three year period. Two consecutive full terms are permitted for Corresponding Members, with eligibility restoration after a lapse of one year. These Corresponding Members must be current members of the Society, but they have no geographic residency restrictions. They have the same privileges as members-at-large, but they are non-voting. Section 5.4 does not apply to Corresponding Members.

5.6 Robert's Rules of Order (Revised) shall govern conduct of AdCom meetings on all matters not otherwise specified in these Bylaws or the Constitution.

6. Nomination of AdCom: (ref: IEEE Bylaw I-308.1) On or before March 1st of each year, the Society President shall appoint the Chair of the Nominations and Appointments (N&A) Committee. If possible, the Chair of the N&A Committee shall be either the past past-President or immediate past-President of the Society. With extenuating circumstances, a different individual may be appointed to this position. In the event of the incapacity or conflict of interest of the Chair, the most recent past-Chair of the N&A Committee shall be the Chair of the N&A Committee. In addition to the Chair, the President shall appoint four committee members from the Society, with the approval of AdCom. No more than two of the members (excluding the Chair) of the N&A Committee may be voting AdCom members. *Beginning in 2010*, at least one of the voting AdCom members on the N&A Committee shall have been elected by the membership of the society. A member of a N&A Committee may be nominated and run for a position for which such member's respective N&A Committee is responsible for making nominations only on the following conditions: (i) the nomination is not made by a member of the same N&A Committee and (ii) the member resigns from the N&A Committee prior to its first meeting of the year in which the nomination shall be made.

(Note: The following definitions are provided, for clarification: If the person is selected by the Governing Body, i.e. AdCom, then that person has been "appointed". If the person is selected by the total membership of the Society, then that person has been "elected".)

6.1 The Society President may issue guidelines each year to the Chair of the N&A Committee to ensure an orderly progression and completion of the election and appointment procedures.

6.2 The Chair of the N&A Committee, in consultation with the Secretary, is responsible for seeking nominations for all vacancies due to be filled in a given year. The nominations to fill vacancies should be sought using electronic communications, printed communications, or an announcement in the Society publication(s). Any bona-fide member of the Society may self-nominate or be nominated by another member of the Society. Chairs of the N&A Committee shall not be eligible to be elected or appointed to AdCom during their term of service.

6.3 In accordance with IEEE Bylaws, the duties of the N&A Committee shall include the submission of nominations for the office of Divisional Director to the Divisional Nominations Committee, and the annual solicitation of names of potential candidates to be considered by the IEEE Nominations and Appointments Committee, for service on Institute Committees and Boards.

Election of AdCom members-at-Large:

6.4 The Chair of the N&A Committee, in consultation with the committee members, should prepare and present a slate of candidates with credentials for presentation of the membership of the society for election as members-at-large of AdCom. All nominations must go through the N&A Committee, with a deadline for submission of the slate of candidates to the membership of no later than **28** days prior to the election date. (As the ballots will be sent and returned by postal mail, a period of 14 weeks will be allowed between the submission of the slate of candidates by the N&A Committee, and the report of the results of the election by the TAB secretary.)

6.5 Petition signature requirements: ([Ref: IEEE Bylaw I-308.16 and IEEE Policy 13.8.3](#))

For each elective office of the Society, individual voting members eligible to vote in such election may nominate candidates either by written petition or by majority vote at a nomination meeting of the Society provided that such nominations are made at least **28** days before the date of the election. The number of signatures shall be determined in accordance with IEEE Bylaws as follows. As the electorate in DEIS is less than 30,000 voting members, signatures shall be required from 2% of the eligible voters. The number of signatures required on the petition shall depend on the number of eligible society voters, as listed in the official IEEE membership records at the end of the year preceding the election.

6.5.1 Members shall be notified of all duly made nominations prior to the election. Prior to submission of a nomination petition, the petitioner shall have determined that the nominee named in the petition is willing to serve, if elected; evidence of such willingness to serve shall be submitted with the petition.

6.5.2 Signatures can be submitted electronically through the official IEEE society annual election website, or by signing and mailing a paper petition. The name of each member signing the paper petition shall be clearly printed or typed. For identification purposes of signatures on paper petitions, membership numbers or addresses as listed in the official IEEE membership records shall be included. Only original signatures submitted electronically through the IEEE society annual elections website or original signatures on paper petitions shall be accepted. Facsimiles, or other copies of the original signature, shall not be accepted.

6.6 The election of the members-at-large shall take place after July 1 of each calendar year. If an elected member fails to accept the office, or a disapproval is received from Headquarters the remaining candidate with the most votes shall be elected, or if there are no remaining candidates the President shall fill the position by appointment with the consent of AdCom.

6.7 If an AdCom member becomes an appointed officer (i.e. President, Administrative Vice President, or Technical Vice President) that individual also becomes an ex-officio voting member of AdCom and cannot simultaneously serve as a member-at-large. This individual must resign as a member-at-large resulting in a vacancy to be filled. Since the process for appointing the Society officers precedes the completion of the process for electing the members-at-large, the vacancy should be filled during the election since there will usually be more than a sufficient number of member-at-large candidates on the slate. Such a vacancy would be filled by the remaining candidate on the slate with the highest number of votes. If member-at-large vacancies still exist, they can be filled by Presidential appointment, for the remainder of the term, with the consent of AdCom.

6.8 The official results of the election of the members-at-large will be provided by the TAB secretary. The term of newly elected members to AdCom shall be for three years, commencing on January 1st of the year immediately following the election. Two consecutive full terms are permitted, with eligibility restored after a lapse of one year.

7. Nomination and Appointment of Society Officers: The N&A Committee shall also be responsible for annually seeking and submitting nominations for President, Administrative Vice-President, and Technical Vice-President to AdCom. The appointment of the officers will be by simple majority of votes of the members of AdCom, in accordance with the “Actions of AdCom and committees within the Society” section of these Bylaws. If a simple majority is not obtained, the candidate with the least votes shall be eliminated, and the process continued until a simple majority is obtained. The appointment of Society officers shall precede the completion of the process for electing the members-at-large.

7.1 The Chair of the N&A Committee, in consultation with the committee members, should prepare and present a slate of candidates with credentials to AdCom for positions as officers of the Society. All nominations must go through the N&A Committee, with a deadline for submission of the slate of candidates to AdCom of no later than 20 days prior to the meeting date at which the appointments will be made.

7.2 Nomination petitions for the officers appointed by AdCom require signatures from at least 22% of the voting members of AdCom. The petition must be submitted to the N&A Committee, together with the biography and position statement of the candidate no later than ten days prior to the AdCom meeting at which the appointment is to be made. (Ref: IEEE Bylaws I-203.1)

7.3 The AdCom shall hold a meeting after July 1 of each calendar year at which the officers of AdCom will be appointed. AdCom may conduct subsequent appointments in case an appointed member fails to accept the office, or disapproval is received from Headquarters. The process for electing AdCom members-at-large shall be completed following the appointment of Society officers. The appointments shall become official when the incumbent President submits the names of the appointed officers to the TAB secretary at IEEE Headquarters.

7.4 The term of appointed officers shall be one year, commencing on January 1st of the year immediately following the election. After one year, the President, Administrative Vice-President and Technical Vice-President can be reaffirmed for a second year by vote of AdCom (see Article VI, Section 4 of the Constitution). After the second year, eligibility for the same office is restored after a one-year lapse.

7.5 After January 1st of each year the President shall appoint a Secretary and a Treasurer for a term of one year. These appointments are renewable at the discretion of the President, with no term limits. The President may appoint one person to fill both positions.

7.6 All officers shall continue to serve until their successors take office. At the end of an officer’s term the records shall be transferred to the successor. If the President resigns, becomes permanently incapacitated or dies in office, the Administrative Vice-President shall take over as President for the remainder of the term. Should this happen the Administrative Vice President will still be eligible to be elected as President for two terms. The President shall then appoint a new Administrative Vice-President with the consent of AdCom. Similarly, if one of the Vice-Presidents cannot continue in the office or resigns, a replacement shall also be appointed by the President with consent of AdCom. Any Vice President who is appointed as a replacement is still eligible to be elected to the same office for two terms.

7.7 The President shall supervise the affairs of the Society and shall speak for the Society on all matters not specifically delegated to others. (See Table II).

7.8 The Administrative Vice-President shall be responsible for the orderly functioning of the Society's administrative committees for Society operations. The Administrative Vice-President shall fulfill other functions as directed by the President. The Administrative Vice-President shall also fulfill the duties of the President in case of absence or incapacity.

7.9 The Technical Vice-President shall be responsible for the orderly functioning of the Society's technical committees. These committees will be organized as required to meet the objectives of the Society as set forth in Article I, Sections 2 and 3 of the Constitution.

7.10 The Treasurer shall be responsible for the preparations of the operating budget with the assistance of the Finance Committee. The Treasurer is authorized by AdCom to carry out all financial transactions consistent with the IEEE Constitution and Bylaws, after approval by AdCom or as directed by the President. The President may delegate this authority to the Vice-Presidents.

7.11 The Secretary shall be responsible for keeping the records of AdCom activities, including the preparation and distribution of meeting minutes, reports, notices, or such documents as directed by the President and AdCom.

8. Administrative Committees for Society Operations: Each administrative committee functions in a specific area with its scope approved by AdCom. Special or ad hoc committees may be created by AdCom. For each such case AdCom shall specify the charge of the committee including the period of the completion of the task, number of members the committee shall have and how the members are to be selected, and the terms of the members if different from the life of the committee. The Administrative Vice-President shall coordinate the activities of the administrative committees for Society operations, and special ad hoc committees.

8.1 Appointments: The Chairs of the administrative committees shall be appointed by the President, based on the recommendation of the Administrative Vice-President, with the advice and consent of AdCom. The Chairs shall appoint the members of their respective administrative committees, after approval by the Administrative Vice-President. Except as otherwise specified in these Bylaws, the President has the authority to appoint any number of members to an administrative committee. The various administrative committees are specified in the Operations Manual.

8.2 Membership: All members of DEIS are eligible for membership on all administrative committees. Affiliates may be appointed to membership provided such affiliates meet and abide by the requirements as set forth in Section 3 of these Bylaws. Non-members of IEEE or DEIS may also be invited to participate in administrative committee work to provide particular expertise or balance, as non-voting, invited participants. The voting members of an administrative committee are those who by attendance or correspondence at least once a year maintain continuous activity in the work of the committee. Guest speakers or those who participate only occasionally are considered non-voting guests.

8.3 The term of office of an administrative committee Chair is nominally for one year or until a successor is appointed. The terms of membership for the administrative committee members shall be for one year, renewable by the respective administrative committee Chair, with approval from the Administrative Vice-President.

8.4 Special or ad hoc committees shall be automatically dissolved after two years unless the AdCom sets an expiration date, which is less than two years.

9. Technical Committees: Each technical committee functions in a specific technical area with its scope ~~to be~~ approved by the AdCom. As needed, AdCom has the privilege to institute new technical committees, change the scope of various committees, merge committees (in case of sufficient overlap in the scope of their technical areas) or eliminate committees (if the committee's scope is deemed to have lost its utility to the technical community or the

committee has been inactive for more than two years). The Technical Vice-President shall coordinate the activities of the technical committees.

9.1 Appointments: The Chairs of technical committees shall be appointed by the President, based on the recommendation of the Technical Vice-President, with advice and consent of AdCom. The Chairs shall appoint the members of their respective technical committees, after approval by the Technical Vice-President. The President has the authority to appoint any number of members to a technical committee except as restricted by the rules of the IEEE Standards Association. The various technical committees are specified in the Operations Manual.

9.2 Membership: All members of DEIS are eligible for membership on all technical committees. Affiliates may be appointed to membership provided such affiliates meet and abide by the requirements as set forth in Section 3 of these Bylaws. Non-members of IEEE or DEIS may also be invited to participate in technical committee work to provide particular expertise or balance, as invited guests. Such invited guests may vote on items concerning only the specific work of the committee. The voting members and invited guests of a technical committee are those who by attendance or correspondence at least once a year maintain continuous activity in the work of the committee. Those who wish to participate only occasionally are considered non-voting guests.

9.3 The term of office of a technical committee Chair is nominally for one year or until a successor is appointed. The terms of membership for technical committee members shall be for one year, renewable by the respective technical committee Chair, with approval from the Technical Vice-President.

9.4 Functions: Each Technical Committee shall promote activities in its designated field(s) and shall provide the expert knowledge and assistance to:

a. Coordinate activity concerned with global development, evaluation and standards of electrical insulating materials and systems. Establish and maintain liaison with other technical groups or committees outside DEIS.

b. Organize and operate sessions at meetings of IEEE at all levels and at meetings of other organizations with which DEIS wishes to cooperate, in accordance with the rules in effect at such meetings.

c. Communicate developments in insulating materials and test methods by publications, sessions, workshops and discussions.

d. Generate and develop appropriate Guides, Recommended Practices and Standards for insulating materials and systems through working groups appointed by the appropriate technical committee Chair. The working group should be broadly representative of all interests involved in accordance with Article I, Section 2; and Article III, Section 1 of the Constitution and Section 9.2 of these Bylaws. Such Guides, Recommended Practices and Standards shall be developed according to the requirements of the IEEE Standards-Association.

e. Generate technical reports within its scope.

f. Arrange for publishing pertinent papers in IEEE publications through appropriate editors.

g. Support dielectric and electrical insulation research and education ~~by~~ through participation and fellowships.

9.5 Operations: The operation of each technical committee shall be in accordance with the applicable IEEE Rules and Regulations, including any provisions of these Bylaws. The DEIS Technical Vice-President shall coordinate the activities of the technical committees.

9.6 Standards/Guides: Before starting any developmental work on a Standard, Recommended Practice or Guide, the appropriate technical committee Chair shall contact the IEEE Standards Association for advice and guidance on the relevant procedures. The technical committee Chair shall also seek AdCom approval for initiating the development of a Standard, Recommended Practice or a Guide. After appropriate committee work and affirmative straw ballot, the proposed Standard, Recommended Practice or Guide is to be submitted to the DEIS Standards Liaison

Representative. This individual will initiate the formal ballot using the current operating procedures and process that have been approved through the IEEE Standards Association and are addressed in the Society's Operations Manual.

10. Responsibility and Authority of Committee Chairs: Each individual committee chair is responsible for the business, objectives and goals of the committee. The Chair will carry out the duties as charged by the AdCom in the organization and management of ~~his~~ the committee. The Chair is responsible for the content and dissemination of any document prepared by the committee. No Chair may publish, quote, or in any way commit DEIS or IEEE in matters of policy, performance, finance or possible controversial subjects, whether industrial, technical, civilian, government or military, without the express approval of the AdCom. Should any committee need funding to carry out its approved objectives, a request for funding should be presented by the Chair to the appropriate Vice-President. In turn, such budgetary requests must be approved by AdCom. An affirmative vote handled by correspondence, or at a regularly scheduled meeting, is required for approval of any committee business. After completion, the Chair must provide a complete report, with details and receipts (if applicable), to the Treasurer, to be included in the regular financial statement of the Society.

10.1 A Chair of an individual committee may, with the approval of the appropriate Vice-President, open suitable bank accounts, for handling funds needed in carrying out the business of the committee. The Chair of the individual committee will have access to these funds using appropriate signature cards at the bank. In addition, the Treasurer's name shall be on the signature cards of all accounts maintained by the individual committees in financial institutions. Since the Chair of the committee, and the Treasurer, may change from time to time, it is mandatory that incoming Chairs, and newly appointed Treasurers, take immediate steps to change the signature cards to include the name of those who will have access to the-accounts. In general, it will be the Treasurer who will be required to take the initiative to assure an orderly transition. These special accounts are subject to audit by AdCom through an auditing committee appointed by the President. A statement of account must be reported annually to AdCom.

11. Awards: DEIS may establish awards to recognize outstanding performance in the field of dielectrics and electrical insulation, and for voluntary service to Society. These awards are to be presented at a regular Society meeting or conference, or as directed by AdCom. The Awards Committee will manage such awards.

12. Chapters: Chapters may be organized on a geographical basis. (This subject is treated in the IEEE Bylaws and organizational manuals.)

13. Publications: The Society will sponsor such publications as are recommended by the Publications Committee and approved by AdCom.

13.1 The Transactions on Dielectrics and Electrical Insulation (TDEI), and the Electrical Insulation Magazine (EIM): Manuscripts must be submitted by their author(s) to the respective Editors-in-Chief, who will assign them to Associate Editors for the technical review process.

13.2 Editorial expenses shall be subject to review and approval by the Publications Committee Chair and Administrative Vice-President. The Editors-in-Chief shall be explicitly responsible for adherence to the annual publication budgets. Any increase to the annual publication budget must be approved by AdCom, with the concurrence of the Administrative Vice-President.

13.3 Search Committee for the Editors: Whenever a vacancy becomes available for an Editor-in-Chief of the Society's publications, the President shall appoint a Search Committee that will include both Vice-Presidents and no more than three other members. The membership of the Search Committee must be approved by vote of AdCom. The role of the Search Committee is further defined in the Operations Manual. The Search Committee shall recommend and the President shall appoint, with the consent of AdCom, the Editors-in-Chief of the DEIS publications, for a term not exceeding three years. This term is renewable with no limits, with the consent of AdCom.

14. Sponsored Meetings (Conferences, Symposia, Workshops, etc.): The Society shall support such Meetings in two categories: Financially (or Fully) Sponsored and Technically Sponsored.

14.1 Financially Sponsored Meetings: The Society shall have a Meetings Committee Chair, appointed by the President, who shall be responsible for the coordination of the meetings that are financially sponsored by the Society. This Chair shall help in the organization and approve all financial planning and the major financial commitments of all of the financially sponsored Society meetings. (The membership of the Meetings Committee is defined in the Operations Manual.)

14.1.1 The Meetings Committee Chair is, in turn, required to keep AdCom informed of the progress in the organization of a financially sponsored society meeting and of potential problems if they should arise. The Meetings Committee Chair, with the approval of the Meetings Committee, may change the leadership of any financially sponsored society meeting listed in the Operations Manual.

14.1.2 The organizing committee for a financially sponsored society meeting may, with approval of the DEIS Meetings Committee Chair, authorize the fiscal officer of the organizing committee to open an account to be used for the deposit and disbursement of funds related to the meeting. In each case, the Meetings Committee Chair shall be advised of the name of the bank, the anticipated size of the account, the names of account signatories, and of arrangements made for insurance and for bonding. The Meetings Committee Chair shall act to oversee the proper handling of funds and shall advise AdCom in cases where there is a possibility of substantial deviation from budget projections. The officers of a financially sponsored meeting may not sign a hotel or any other substantive contract without the prior review of the Meetings Committee Chair. Meetings jointly sponsored with other technical societies are excluded, where the AdCom and the IEEE have approved a charter of operations with those societies. Meetings that are only technically co-sponsored are also excluded.

14.2 Technically Sponsored Meetings

From time to time the DEIS may technically co-sponsor a Meeting with no financial obligation. Requests for co-sponsorship from non-profit organization are submitted to the Meetings Chair. The Meetings Committee will review and decide on the application based on the criteria below.

- a) The Meeting topic area is appropriate and deals with subjects in the Dielectrics and Electrical Insulation field.
- b) The Meeting does not compete geographically (within the same continent), technical field, or orientation, with an existing financially sponsored DEIS Meeting held within one year preceding or one year after the candidate.
- c) Meeting must sign a Memorandum of Understanding which gives IEEE access to the copyright for papers; the papers will be subject to the IEEE conference paper review policy; and papers must be available via IEEE Xplore.

15. Society Funds and Property: The Society may raise funds as specified in Article IV of the Constitution and in the IEEE By-laws and organizational manuals.

15.1 The annual membership fee is \$20.00 (as of 2005). Any change of this fee must be approved by AdCom.

15.2 IEEE Headquarters shall act as bursar for all Society funds except as specified herein. Billings and receipts of the annual fee shall be ~~via~~ handled through the IEEE Membership and Fiscal Departments. All other fiscal affairs shall be handled through the office of the IEEE TAB Secretary. The Treasurer of the Society shall request a financial statement from the TAB Secretary as needed but no less than once each year.

15.3 AdCom shall have the authority to provide a budget for transportation costs and basic per diem expenses, for Society interests, as long as the budget allows it and such travel funds are approved by AdCom. The individuals qualifying for funds must meet the following criteria:

- a. be a member of IEEE and of DEIS,
- b. show that travel funds are not otherwise available,

- c. must not have received more than four previous travel grants from the Society in the last 12 months,
- d. acquire a recommendation from the appropriate Technical Committee or Administrative Committee and the respective Vice-President,
- e. submit the complete travel request package (including a budget and committee recommendation) to AdCom, through the Finance Committee.

The funds must be approved by AdCom prior to departure. A simple majority is required for approval at a regularly scheduled meeting at which a quorum is present. In extraordinary situations, a ballot handled by correspondence may be used, but a two-thirds majority of AdCom is required for approval.

15.4 The Administrative Vice-President shall keep an inventory of the Society's property items and make arrangements to maintain the safety and security of such property, as well as transfer of such property if there is a change of leadership.

16. Society Business: The President and officers shall conduct the affairs of the Society subject to the advice and consent of AdCom, except where other authorization is specified. Unless other arrangements specifically have been agreed to by AdCom, all contractual agreements made by DEIS shall be signed by the President within the general guidelines of AdCom and IEEE.

16.1 The Secretary shall send notice of the time and place of an AdCom meeting to each AdCom member, at least 20 days prior to the scheduled meeting. If a duly called meeting lacks quorum, actions taken will become effective only upon subsequent ratification handled by correspondence (see Bylaws, Section 1). Minutes of AdCom meetings shall be sent to each AdCom member.

TABLE I

**List of Societies Whose Members May Affiliate With
IEEE Dielectrics and Electrical Insulation Society (DEIS)**

American Chemical Society
American Institute of Chemical Engineers
American Institute of Physics & its member societies:
 Acoustical Society of America
 American Assn. of Physics Teachers
 Optical Society of America
 American Physical Society
 Society of Rheology
American Society of Engineering Education
American Society of Mechanical Engineers
ASTM (American Society for Testing and Materials) International
The Institution of Electronic and Radio Engineers
Electrochemical Society
Institution of Engineering and Technology (Great Britain)
Institution of Radio Engineers (Australia)
Instrument Society of America
Japanese Institute of Electrical Engineers
The Institute of Physics and the Physical Society (Great Britain)
Société Française des Electroniciens et Radioelectriens (France)
Society of Plastic Engineers
Verband Deutscher Elektrotechniker E. V. (Germany)
Verband Deutscher Physikalischer Gesellschaften (Germany)
Canadian Association of Physics
Fédération Française des Société de Physique (France)
Institution of Environmental Engineers
Institution of Environmental Sciences

TABLE II

**Organization Chart of the
Dielectrics and Electrical Insulation Society (DEIS)**

President

Administrative Vice-President

Technical Vice-President

Operational Committee Chairs

Technical Committee Chairs

Secretary

Treasurer