IEEE MICROWAVE THEORY AND TECHNIQUES SOCIETY (MTT-S)

MTT-S HANDBOOK

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INTRODUCTION

This handbook has been prepared as a guide for the officers, standing committees chairmen and representatives of the MTT-S AdCom to other IEEE bodies. It consists of three separate items: **MTT-S Constitution, MTT-S Bylaws** and **Operating & Procedures Manual for Elected Officers and Committees**. This structure was created in October 1993 to increase the usefulness of this Handbook and eliminate redundant and conflicting information.

The **MTT-S Constitution** is the defining document of the organization and is likely to have very few modifications. Any changes require approval by the IEEE and a vote of the full Society's membership (see Article IX). The **MTT-S Bylaws** provide a more detailed guidance for the supervision and management of the general affairs of the Society. Any changes require approval by the IEEE and a notification of the Society's membership (see Section 6.0). Amendments appropriate for these documents shall be limited to those generic of Society membership concerns.

The **Operating & Procedures Manual for Elected Officers and Committees** provides detailed guidance to the Officers and Committees of the Society. It provides guidance from past office holders to present and future office holders on responsibilities, procedures, duties and timelines of the office. In addition, this is a form of corporate memory. This manual will require revision as responsibilities change and more efficient procedures develop. Office holders are therefore requested to recommend changes and additions to the various sections of the manual. These should be submitted to the Chairman of the Bylaws and Procedures Committee who will, at such time as he believes desirable, edit the recommendations and incorporate them into the manual. After distributing the revised document to the AdCom, the re-certification of this manual will be an agenda item at the next AdCom meeting.

Aditya Gupta, November 1993
John Barr, August 1994
Doug Teeter, June 1996
Doug Teeter, September 1999

IEEE MICROWAVE THEORY AND TECHNIQUES SOCIETY (MTT-S)

CONSTITUTION

ARTICLE I: NAME AND OBJECT

Section 1. This organization shall be known as the Microwave Theory and Techniques Society of the Institute of Electrical and Electronics Engineers, Incorporated, hereafter referred to as the Society.

Section 2. Its object shall be scientific, literary, and educational in character. The Society shall strive for the advancement of the theory and practice of electronics, allied branches of engineering, and of the allied arts and sciences, and the maintenance of high professional standards among its members, all in consonance with the Constitution and Bylaws of the IEEE and with special attention to such aims within the field of interest of the Society as are hereinafter defined.

Section 3. The Society shall aid in promoting close cooperation and exchange of technical information among its members, the members of the IEEE, and of the profession, and to this end shall hold meetings for the presentation of papers and their discussion, and through its committees shall study and provide for the needs of its members.

ARTICLE II: MEMBERSHIP

Section 1. The members of the Society shall consist only of members of the IEEE in any grade, including students, having an interest in any phase of the field of interest of the Society who apply for membership in accordance with IEEE practice and comply with the Constitution and Bylaws of the Society.

Section 2. Affiliates may participate in Society activities as provided by the IEEE Bylaws and subject to the applicable IEEE rules and regulations and any additional limitations imposed by the Society Bylaws.

Section 3. A Society Affiliate cannot serve in an elective office in the Society or in a Chapter of the Society nor vote for candidates for these offices. An affiliate can serve in any appointive office in the Society or a Chapter of the Society, except the office of Secretary.

Section 4. 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 of IEEE member charges, and to receive any award bestowed upon him or her by the Society.

Section 5. 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.

ARTICLE III: FIELD OF INTEREST

Section 1a. The Field of Interest of the Society shall be Microwave Theory, Techniques and Applications, as they relate to components, devices, circuits, and systems involving the generation, modulation, demodulation, control, transmission, and detection of microwave signals. It shall include scientific, technical, and industrial, activities, subject to timely modifications approved by the IEEE TAB.

Section 1b. Microwave Theory and Techniques relates to electromagnetic waves usually in the frequency region between 0.2 - 1000 GHz; other spectral regions and wave types are included within the scope of the Society whenever basic microwave theory and techniques can yield useful results. Generally, this occurs in the theory of wave propagation in structures with dimensions comparable to a wavelength, and in the related techniques for analysis and design. Examples are optical waves in suitably scaled structures, as well as the application of acoustic and magnetic domain waves to microwave systems.

Section 1c. Considerable overlap exists with several other Societies. Specific areas are electron tubes and semiconductor devices for the Society on Electron Devices; radiating elements and propagation for the Society on Antennas and Propagation; and acoustical waves for the Society on Ultrasonics, Ferroelectrics and Frequency Control. In each case, activities in areas of common interest shall be coordinated to assure a constructive and mutually satisfactory result.

Section 2. The Field of Interest of the Society may be enlarged, reduced, or shifted moderately as the needs of the occasion indicate with the

provision that, if it overlaps the field of interest of another Society to the extent that interference occurs, the IEEE TAB may draw up more exact lines of demarcation, and that, if some other Society wishes to enlarge its field to the disadvantage of the Society, that this Society will reasonably and in good faith consider the proposals and abide by any decision of the IEEE TAB.

ARTICLE IV: CHAPTERS

Section 1. A sub-society may be formed and operated on any plan not inconsistent with the powers of the Administrative Committee of this Society. A sub-society formed in a Section shall be known as a Chapter. A Chapter may assist the Administrative Committee of this Society in the management of the Society's Annual Meeting or Symposium held in the Section in which the Chapter is located. The Chapter shall be responsible for coordinating with the Section on such major meetings or symposia. A Chapter may promote meetings of the Section in the field of interest of this Society under the control and supervision of the officers of the Section in which the Chapter is located.

ARTICLE V: FINANCIAL SUPPORT

Section 1. The Society may levy fees on its members and Affiliates for publication and other purposes. Society membership and Society affiliation may be maintained only by regular payment of the Society fee. Any Society member or Affiliate who is delinquent in paying the Society fee for three (3) months shall be dropped from Society membership or affiliation. (The fee for certain categories of special members as established in the Bylaws shall be paid by the Society).

Section 2. The Society may make registration charges at its Society meetings, symposia, conferences, conventions, etc. The registration fee for the non-IEEE members shall be higher than for IEEE members and Society Affiliates.

Section 3. The Society shall not make registration charges at a meeting, conference, or convention which it operates as part of a Sectional, Regional, or Institute meeting, conference, or convention.

Section 4. The Society may raise revenues by other means, such as advertising, shows, requests for contributions, etc., provided such means do not conflict with policies established by the IEEE or do not encroach on prior established revenue fields of other IEEE organizations. The Society must receive from the IEEE General Manager an opinion that a proposed method of raising revenue is non-conflicting and not against IEEE policy before embarking on the proposed plans.

ARTICLE VI: OFFICERS AND MANAGEMENT

Section 1. The Society shall be managed by an Administrative Committee consisting of not less than 18 and not more than 24 elected members of the Society plus additional ex-officio members as provided in the Bylaws. Elected members shall be of at least Member grade.

Section 2. The terms of office of the elected members of the Administrative Committee shall be three years, one-third of the members being elected each year.

Section 3. The current Administrative Committee shall annually elect one of the members of the following year's Administrative Committee as President, and another as Vice-President, whose terms shall be for one year. These officers shall be of at least IEEE Senior Member rank.

Section 4. The Incoming President shall appoint a Secretary for a one-year term, whose selection is subject to approval by the Administrative Committee as specified in the Bylaws. This officer need not be an elected member of the Administrative Committee.

Section 5. The President, under direction of the Administrative Committee, shall have general supervision of the Society. The President shall preside at meetings of the Administrative Committee, at any general meeting of the Society, and have such other powers, and perform such other duties as may be provided in the Bylaws, or as may be delegated to him/her by

vote of the Administrative Committee. In his/her absence or incapacity, his/her duties shall be performed by the Vice-President.

Section 6. The Administrative Committee may utilize the services of IEEE Headquarters as bursar, in which case funds will be handled under rules established by the IEEE General Manager. If not, the Treasurer shall receive and deposit all monies in his/her name as such officer of the Society in such depository as shall be named by the Administrative Committee, withdrawable on his/her or the President's sole signature. The Treasurer shall make only such disbursements as shall be ordered by the Administrative Committee. He/She also shall be responsible for bringing to the attention of the Administrative Committee all relevant facts bearing on the Society finances and for aiding the President in preparation of the annual estimated budget.

Section 7. The Secretary shall be responsible for recording the minutes of all meetings of the Administrative Committee and general meetings of the Society, for maintaining Society files and records, for assisting the President in the preparation of Administrative Committee meeting agendas, for submitting copies of agendas and minutes to IEEE Headquarters, and for performing other duties as may be required by the President, the Administrative Committee or the Society Bylaws.

Section 8. The President, as soon as expedient after election, shall appoint the standing committees provided by the Bylaws. Other Committees may be authorized by vote of the Administrative Committee and shall be appointed by the President. Members appointed shall serve until their successors are appointed or the committee dissolved.

Section 9. The President, as a member of the IEEE TAB, when notified of a meeting of said committee, is entitled to representation of the Society at such meeting by himself/herself, by a delegate, or by letter.

Section 10. The newly elected President, Vice-President, and members of the Administrative Committee shall assume office on the first day of January following the election, unless a different time is provided in the Bylaws.

Section 11. Neither the Microwave Theory and Techniques 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

Section 12. Monies held by or for the Society legally belong to the IEEE, and such monies shall not be expended for purposes known to be inimical to the interests of the IEEE.

ARTICLE VII: NOMINATION & ELECTION OF ADMINISTRATIVE COMMITTEE

Section 1. Nominating procedures as prescribed in the Bylaws shall include provision for nomination by petition.

Section 2. Election procedures are prescribed in the ByLaws. The names of the newly elected members shall be transmitted to the Secretary of the IEEE Technical Activities Board. Unless disapproval of such elected members is received within 60 days of such transmittal, the elections shall become final.

Section 3. Within-term vacancies of the Administrative Committee shall be filled by elections for the unexpired terms by the remainder of the elected members of the Committee and the three (3) Past Presidents of the Administrative Committee.

ARTICLE VIII: MEETINGS

Section 1. The Society may hold technical meetings, such as conferences, symposia, or conventions either alone or in cooperation with Sections, Regions, Convention Committees of the IEEE, or other technical organizations subject to IEEE rules and regulations. The Society shall sponsor at least one technical meeting of major scope each year, which may be held during the International Convention, during some other IEEE meeting, or as a separate conference.

Section 2. Technical meetings of the Society shall be open on an equal basis to all members of the IEEE and to Society Affiliates. Special provisions may be made for IEEE student members.

The Society shall not sponsor classified meetings. However, a classified meeting, sponsored by another organization, may be held in conjunction with a Society technical meeting, and publicity on such a meeting may be included in Society mailings provided it is made perfectly clear that the classified meeting is not sponsored by the IEEE or the Society.

Section 3. Meetings of the Administrative Committee shall be held at such times as are found necessary. Meetings of the Administrative Committee may be called by the President at his/her own discretion, or upon request by two other members of the Committee.

Section 4. One third of the elected members of the Administrative Committee shall constitute a quorum. No meeting of the Administrative Committee may be held unless a quorum is present.

Section 5. A majority vote of those elected and ex-officio members of the Administrative Committee attending a meeting shall be necessary in the conduct of its business except as otherwise provided in this Constitution or the Bylaws.

Section 6. Business of the Administrative Committee may be handled by informal meetings, correspondence, telephone, telegraph, or electronic means where, in the opinion of the President, matters requiring action can be adequately handled in that manner. A majority vote of the members of the Committee is necessary for approval of actions handled in that manner. The Secretary shall prepare minutes of the action including a record of the individual votes.

ARTICLE IX: AMENDMENTS

Section 1. Amendments to this Constitution may be initiated by petition submitted by 25 members of the Society, or by action of the Administrative Committee. The Administrative Committee may take action on any proposed amendment 3 weeks after the full proposal has been transmitted to all Administrative Committee members. At least 2/3 of voting Administrative Committee members must approve such a proposed amendment. Membership petitioned amendments or Administrative Committee approved amendments must be submitted to the IEEE TAB and to the Executive Committee of the IEEE for approval. After such approval, the proposed amendment shall be publicized in a Society publication, or by letter to all members, with notice that it goes into effect unless 10 percent of the Society members object within 30 days. If such objections are received, a copy of the proposed amendment shall be mailed 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 Headquarters. Approval of the amendment by at least two-thirds of those voting shall be necessary for its enactment.

Section 2. Suitable Bylaws or changes in the Bylaws to this Constitution may be adopted by a two-thirds vote of the Administrative Committee present in meeting assembled provided a quorum is present and that notice of the proposed Bylaw or change in the Bylaw has been sent to each member of the Administrative Committee at least three weeks prior to such meeting by first class mail, express delivery service, electronic mail, or posted on a website accessible to each member in conjunction with a notice sent by one of the aforementioned methods.. No Bylaw shall take effect until 30 days after it has been publicized to all members of the Society and a copy has been mailed to the IEEE TAB office.

ARTICLE X: PUBLICATIONS

Section 1. Publications of any material may be entirely or partly by means of the Proceedings of the IEEE by meeting the standards, and to the extent that it is equitable to other fields of interest.

Section 2. The Society shall publish an IEEE Transactions on Microwave Theory and

Techniques at least four times a year. The Society will also provide, at convenient intervals, a publication which includes general Society news and information to all its members. The Society may also join with other Societies to publish such Journals as may be approved by the Administrative Committee.

IEEE MICROWAVE THEORY AND TECHNIQUES SOCIETY (MTT-S)

BYLAWS

SECTION 1.0 OBJECTIVE

These Bylaws provide detailed guidance for the supervision and management of the affairs of the IEEE Microwave Theory and Techniques Society (MTT-S), hereafter referred to as "the Society," in accordance with the Society Constitution.

SECTION 2.0 SOCIETY MEMBERSHIP

2.1 ELIGIBILITY - All IEEE members shall be eligible for membership in the Society upon payment of the annual fee as prescribed in the Procedures Manual.

2.2 AFFILIATES - Individuals who are not members of the IEEE but who are members of other Professional and/or Technical Societies approved by the IEEE may be accepted as affiliates in the MTT-S with application and appropriate payment of annual fees.

2.3 CHAPTERS - The Society may approve the formation of Chapters within the Section in which the Chapter is located to promote the technical interests of the Society. Chapters may assist the Administrative Committee in the management of the Society's Symposium held in the region in which the Chapter is located.

SECTION 3.0 ADMINISTRATIVE COMMITTEE

3.1 In accordance with Article VI of the Constitution the Society shall be managed by an Administrative Committee consisting of no less than 18 and no more than 24 elected members plus additional Ex-Officio Members as provided in these Bylaws. At present, no more than 21 elected members of the Administrative Committee are required, and the Administrative Committee reserves the right to adjust the membership from the minimum of 18 to the maximum of 24.

3.2 OFFICERS

3.2.1 PRESIDENT - The President shall have general supervision of the affairs of the Society. The President shall preside at meetings of the Administrative Committee and at general meetings of the Society and have such other powers and perform such other duties as may be provided in the Society Bylaws, or may be delegated to him by vote of the Administrative Committee. The President shall be an ex-officio member of all committees of the Society.

3.2.2 VICE PRESIDENT - The Vice-President shall perform the duties of the President in the President's absence or incapacity. In addition the Vice-President shall perform duties as provided in the Society Bylaws or delegated by the President or by vote of the Administrative Committee.

3.2.3 SECRETARY - The Secretary shall be responsible for keeping and distributing minutes of meetings of the Administrative Committee, general meetings of the Society and for other events as called on by the President or the Administrative Committee. The Secretary shall perform such other duties as may be provided in the Society Bylaws.

3.2.4 TREASURER - The Treasurer shall be responsible for keeping the financial records of the Society and reporting the financial status to the Administrative Committee at regularly called meetings and at other times as requested by the President or the Administrative Committee. The Treasurer shall perform such other duties as may be provided in the Society Bylaws.

3.3 MEMBERSHIP

3.3.1 ELECTED MEMBERS of the Administrative Committee must be members of the Society and of, at least, Member grade in the IEEE. Elected Members have full rights and voting privileges on all matters before the Administrative Committee as defined in the Constitution and these Bylaws.

3.3.2 EX-OFFICIO MEMBERS shall serve on the Administrative Committee as provided by these Bylaws. Ex-Officio Members have all discussion and voting privileges in matters before the Administrative Committee, except that no vote may be cast to elect members to the Administrative Committee nor to elect the President nor Vice-President of the Society. Ex-Officio members are not included in a quorum count. Ex-Officio members may serve on or chair standing and ad hoc committees.

3.3.2.1 HONORARY LIFE MEMBERS of the Society have all the rights of Ex-Officio Members of the Administrative Committee.

3.3.2.2 PAST PRESIDENTS of the Society shall be Ex-Officio members and have full rights and voting privileges of Elected members of the Administrative Committee for three years following their term of office as President, provided that membership in good standing is maintained in the Society and the IEEE. Any remaining years of a Past President's elective term will be vacated and be filled as a within-term vacancy in accordance with Section 4.0 of these Bylaws. Past Presidents will be ineligible for re-election to the Administrative Committee for three years after their terms as President.

3.3.2.3 THE EDITORS of the Archival Technical Journals published by the Society, if not Elected Members of the Administrative Committee, shall be Ex-Officio Members of the Administrative Committee during their tenures in those offices. These Editors must be Members of the Society and of the IEEE.

3.3.2.4 ADDITIONAL EX-OFFICIO MEMBERS may be designated by the President for the duration of his or her term. Such Ex-Officio members must chair a Standing or Ad Hoc Committee, or be functioning in a similarly substantial role for the Society, and their appointments to such a substantial role must be approved by the Administrative Committee. There may be no more than 3 Ex-Officio Members of the Administrative Committee, beyond those provided for elsewhere in these ByLaws.

3.3.3 NON-VOTING MEMBERS of the Administrative Committee may participate in discussions of all matters before the Administrative Committee but do not have a vote on any Administrative Committee business. Non-Voting members shall receive notification of meetings and copies of the minutes of meetings. Non-Voting members who chair standing or ad hoc committees may bring motions to the floor at meetings of the Administrative Committee.

3.3.3.1 If not an Elected or Ex-Officio Member of the Administrative Committee, the following shall be Non-Voting Members during their tenure in office:

- Secretary of the Administrative Committee
- MTT-S Chapter Chairs
- Chairs of Standing Committees
- Chairs of Ad Hoc Committees
- Designated representatives to other IEEE Entities
- Members of Advisory Committees of the Administrative Committee

SECTION 4.0 NOMINATION, ELECTION AND APPOINTMENT OF ADMINISTRATIVE COMMITTEE MEMBERS, OFFICERS AND COMMITTEES

4.1 NOMINATIONS

4.1.1 On or before February 1 of each year, the President of the Society shall appoint the Nominations and Appointments Committee in accordance with Section 4.3.3 of these Bylaws which shall be constituted in accordance with Section 5.2.12 of these Bylaws.

4.1.2 MEMBERSHIP NOMINATIONS

4.1.2.1 Each year prior to elections by Society membership, the Nominations and Appointments Committee shall select a

slate of, at least, two members of the Society holding IEEE Member rank or above for each vacancy in the Elected membership which will occur on the Administrative Committee on the following January 1. Additional nominations may be made by members of the Administrative Committee or by petition signed by at least 25 members of the Society. The nominees or potential nominees must be contacted prior to the election to ascertain that they will actively participate if elected.

4.1.2.1.1 For elections by the Society membership, two nominees must be selected for each vacancy, in addition to petition candidates.

4.1.2.1.2 All nominated candidates not elected by the Society membership shall be included among the candidates at the Fall Meeting, excepting candidates who withdraw or are unable to serve.

4.1.2.2 The Chair of the Nominations and Appointments Committee shall cause to be published and distributed to the entire Society membership a timely call for nominations in a publication provided to all members of the Society.

4.1.3 PRESIDENT AND VICE-PRESIDENT NOMINATIONS - Each year, before the Fall Meeting of the Administrative Committee, the Chair of the Nominations and Appointments Committee shall solicit nominees for the offices of President and Vice President from each voting member of the Administrative Committee. Each nominee shall be, at least, IEEE Senior Member rank. The nominees shall be contacted by the Nominations and Appointments Chair prior to the Fall Meeting to ascertain that they will actively participate, if elected.

4.1.4 DIVISIONAL DIRECTOR - Every two years, for purposes of election to office commencing on odd years, the Nominations and Appointments Committee shall recommend to the President up to two Senior Members or Fellows from the Society representing a consensus of the Administrative Committee as candidates for Division Director and shall ascertain their desire to serve. Candidate(s) name(s) will be forwarded by February 1 to the Divisional Director or the Division Nominations Committee.

4.1.5 OTHER IEEE NOMINATIONS - The Nominations and Appointments Committee shall recommend to the Society President candidates for Institute or TAB positions as requested.

4.2 ELECTIONS – The Administrative Committee shall be elected in two groups: 1) 3 members elected by the membership of the Society and 2) 18 member elected by the Administrative Committee. Each year one third of each group shall be elected.

4.2.1 ELECTION BY SOCIETY MEMBERS – The Nominations Committee shall submit the names of all candidates to an impartial party, not subsidiary to the Society or controlled by any of its members, to hold an election by ballot. Each member of the Society is eligible to cast a single vote for each open position. Results must be complete and reported to the President and Secretary prior to the Fall Meeting.

4.2.2 ELECTION BY THE ADMINISTRATIVE COMMITTEE
The Administrative Committee shall hold elections at a meeting held in the Fall each year called the Fall Meeting. A quorum in accordance with Article VIII, Section 4 of the Constitution must be present. All Elected Members and the three immediate Past Presidents are eligible to vote, except candidates for election. A majority vote is required for election. The names of the newly Elected Members shall be transmitted to the Staff Secretary of the Technical Activities Board. Unless disapproval of such Elected Members is received within 60 days of each transmittal, the elections shall become final.

4.2.3 CONTINGENT ELECTIONS - The Administrative Committee may make contingent elections to be effective in case an Elected Member fails to accept the office or a disapproval is received from TAB.

4.2.4 PRESIDENT AND VICE PRESIDENT - At the Fall Meeting, the Administrative Committee shall elect as its President one of the Elected Members and as its Vice President one of the Elected Members, both of the following year's Administrative Committee for the year beginning on the succeeding January 1.

4.2.5 WITHIN-TERM VACANCIES - Within-term vacancies on the Administrative Committee shall be filled by elections for the unexpired terms by the remainder of the Elected Members of the Administrative Committee and the three (3) most recent Past Presidents.

4.3 APPOINTMENTS

4.3.1 SECRETARY - The President-Elect, upon receiving notice of election as President, shall submit to the Administrative Committee the name of a proposed Secretary for appointment, who must be a member of the Society. If a majority of the members of the Administrative Committee do not object within 30 days by oral or written announcement to the Administrative Committee, the appointment becomes final. If a majority of the members object, new name(s) must be submitted. The incumbent Secretary shall remain in office until a successor takes office.

4.3.2 TREASURER - The President-Elect, upon receiving notice of election as President, shall submit to the Administrative Committee the name of a proposed Treasurer for appointment, who must be an Elected Member of the Administrative Committee. If a majority of the members of the Administrative Committee do not object within 30 days by oral or written announcement to the Administrative Committee, the appointment becomes final. If a majority of the members object, new name(s) must be submitted. The incumbent Treasurer shall remain in office until a successor takes office.

4.3.3 STANDING COMMITTEES - Standing Committees shall be appointed by the President as soon as possible after election as President. Such committees shall hold office for one year coincident with the term of the appointing President except as otherwise noted in these Bylaws. It is discretionary with the President to appoint any part or all of the Standing Committee, or to appoint the Chair only of each committee and request the latter to appoint additional committee members.

4.3.4 AD HOC COMMITTEES - The President shall create Ad Hoc Committees when, in the President's judgment, such committees are required.

SECTION 5.0 ADMINISTRATION

5.1 ADMINISTRATIVE COMMITTEE MEETINGS

5.1.1 MEETING NOTICES - Meetings of the Administrative Committee shall be held for the purpose of transacting business provided each Administrative Committee member shall have been sent notice of the time and place of such meeting, at least, 20 days prior to the scheduled date of the meeting.

5.1.2 QUORUM - A quorum of the Administrative Committee in accordance with Article VIII, Section 4 of the Constitution must be present to conduct business. If less than a quorum is present at a duly called meeting, tentative actions may be taken which will become effective upon subsequent ratification, either at a subsequent meeting, by mail or by electronic contact by a sufficient number of members to constitute a majority of the voting members of the Administrative Committee

5.1.3 ORDER OF BUSINESS - Robert's Rules of Order shall govern conduct of Administrative Committee business in all matters not otherwise specified in the Constitution or these Bylaws.

5.2 STANDING COMMITTEES

5.2.1 MEETINGS AND SYMPOSIUM COMMITTEE - The Meetings and Symposium Committee shall recommend technical meetings, symposia and conferences appropriate for Society interests to the Administrative Committee for sponsorship, cosponsorship, technical cosponsorship and cooperation. The Meetings and Symposium Committee shall establish procedures for site selection of meetings, symposia and conferences sponsored and cosponsored by the Society. These procedures when approved or revised by the Administrative Committee shall be included in the Procedures Manual. Meetings, symposia and conference chairs shall take office immediately upon approval by the Administrative Committee and continue until activities of the event for which they were appointed to manage are completed. The Meetings and Symposium Committee shall, as required, assist conference committees in planning approved meetings, symposia and conferences of the Society.

5.2.2 PUBLICATIONS COMMITTEE - The Publications Committee shall be responsible for publication and dissemination of technical information of interest to the Society. The Committee shall be responsible for the Archival Technical Journals of the Society. The Committee is also responsible for notifying the technical community of meetings, special publications and other information of interest to the Society through its publications. Editors of the Society Archival Technical Journals are recommended by the Chair of the Publications Committee and approved by the Administrative Committee. The duties of the Editors of the Society Archival Technical Journals are included in the Procedures Manual.

5.2.3 EDUCATION COMMITTEE - The Education Committee shall be responsible for the promotion and coordination of activities furthering the cause of education as it relates to the Society. The committee shall institute and administer educational-aid programs to be wholly or partially sponsored by the Society. These activities shall encompass both support of student educational activities and continuing education for the Society membership. The Committee shall obtain all necessary IEEE approvals to implement each activity.

5.2.4 OPERATIONS COMMITTEE - The Operations Committee shall be responsible for the operational conduct and advisory administration of the Society and the Administrative Committee. It shall be responsible for maintaining the Constitution, the Bylaws and the Procedures Manual; for ensuring the proper conduct of business meetings; for maintaining historical collection; for publicity and public relations activities; and for providing membership an alternate channel to the IEEE Service Center for addressing problems.

5.2.5 STANDARDS COORDINATING COMMITTEE - The Standards Coordinating Committee shall be responsible for establishing and/or reviewing IEEE Standards within the scope of interest of the Society. The Committee shall periodically upgrade existing standards and shall initiate standards in new areas when they have become sufficiently established. The Chair of the Standards Coordinating Committee shall appoint Ad Hoc Standards Committees to deal with specific areas requiring standardization.

5.2.6 LONG-RANGE PLANNING COMMITTEE - The Long-Range Planning Committee shall be responsible for review of advanced goals and policies of the Society and shall submit recommendations to the Administrative Committee.

5.2.7 TECHNICAL COORDINATING COMMITTEE - The Technical Coordinating Committee shall investigate, evaluate and, as appropriate, promulgate new and/or peripheral technologies of interest to the Society. The Technical Coordinating Committee shall appoint Technical Committees for each technology of interest to the Society and conduct special and periodic technical meetings as directed by the Administrative Committee.

5.2.8 MEMBERSHIP SERVICES COMMITTEE - The Membership Services

Committee shall encourage membership in the Society and shall maintain records of Society membership. The Committee is responsible for promotion of the Society's interests through the formation of new Society Chapters, maintaining supporting liaison with existing Society Chapters and promulgating activities which encourage membership in the Society. The Membership Services Committee shall disseminate publicity and information of interest on the IEEE and the Society to the Chapters and to the Society membership.

5.2.9 AWARDS COMMITTEE - The Awards Committee shall recommend candidates to the Administrative Committee for Society awards and recognitions as documented in the Procedures Manual and shall cooperate with the IEEE in recommending members of the Society for IEEE awards. The term of the Awards Committee Chair shall normally begin on October 1 of the year in which that Chair is appointed. The term of office shall normally be more than one year. The Chair should be a Past President of the Society and shall hold the grade of Fellow of the IEEE.

5.2.10 BUDGET COMMITTEE - The Budget Committee shall be responsible for creating the Society budget for the following year, reporting the budget to and seeking approval of the Administrative Committee, monitoring the financial operations of the Society in the current year and recommending priorities and guidelines on income and expenditures. The Committee shall receive all requests for discretionary expenditures and recommend approval or disapproval to the Administrative Committee, based on analysis of the impact on the budget.

5.2.11 TRANSNATIONAL COMMITTEE - The Transnational Committee shall be responsible for promoting non-US international activities. The Committee shall address specific needs of the non-US membership, and assure that this part of the membership is adequately represented in all facets of the Society. The Transnational Committee shall report on and recommend those non-US activities considered beneficial to the Society.

5.2.12 NOMINATIONS AND APPOINTMENTS COMMITTEE - This Committee shall suggest candidates for Members and Officers of the Administrative Committee in accordance with Sections 3.0 and 4.0 of these Bylaws and shall be responsible for recommending to the Administrative Committee nominees for all IEEE positions for which the Society can nominate. The Committee shall assist and provide nominations to the President and President-Elect names of individuals for appointment to positions and on committees. The Chair shall be a Past President or an Honorary Life Member of the Society not serving as an Elected Member of the Administrative Committee. Preference shall be given to an individual who will not be eligible to vote in the election.

5.3 FINANCES

5.3.1 BURSAR - The Society shall use the service of the IEEE as Bursar in accordance with the Constitution and the policies of the IEEE.

5.3.2 FEES - Each member of the Society shall be assessed a yearly fee, established by the Administrative Committee, which money will be used for the publications and activities of the Society and/or the IEEE. The fee schedule shall be recorded in the Procedures Manual.

5.3.3 - AUTHORIZATION FOR PAYMENT OF BILLS - The approval of one Administrative Committee Officer is needed in the case of bills presented to IEEE Head-quarters for payment. The approval of two Administrative Committee Officers is required for payments to any member of the Society or of the Administrative Committee. The Treasurer will be responsible for requesting all disbursements from IEEE Headquarters.

5.3.4 - OPERATING BUDGET - The Administrative Committee shall establish by a majority vote an annual operating budget for the operation of committees and activities of the Society. Requests for advances, reimbursements or payment of

bills within the limits of the established budget for any committee shall be sent by the committee Chair to the Treasurer in accordance with Paragraph 5.3.3 above.

5.3.5 - SYMPOSIUM ADVANCES - The Administrative Committee may make an advance to the Steering Committee of a Symposium of the Society in accordance with 5.3.4 of these Bylaws.

5.3.6 - SYMPOSIUM FINANCES - All financial arrangements for a Symposium or other special activity shall be in accordance with prudent management procedures, applicable IEEE policies, and any special conditions imposed by the Society. Money deposited in a Symposium or similar account shall be identified with the Society and IEEE. In the event of activities cosponsored with others, a clear and explicit statement of the financial arrangements shall be reduced to writing at the outset in a Memorandum Of Understanding (MOU).

5.4 - ADMINISTRATIVE YEAR - The administrative year of the Society shall be January 1 through December 31 of the same year.

SECTION 6.0 AMENDMENTS TO THE BY-LAWS AND PROCEDURES MANUAL

6.1 BY-LAWS - Changes to these ByLaws may be made in accordance with the Society Constitution, Article IX, Section 2.

6.2 PROCEDURES MANUAL - Suitable amendments to the Procedures Manual may be adopted by a majority vote on motion to the Administrative Committee

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IEEE MICROWAVE THEORY AND TECHNIQUES SOCIETY (MTT-S)

OPERATING & PROCEDURES MANUAL FOR ELECTED MEMBERS AND COMMITTEES

SOCIETY OFFICERS

PRESIDENT

1. Responsibilities of President:

The President chairs the Society Administrative Committee and manages Society affairs as directed by AdCom and in accordance with his powers and duties as defined in the Constitution and Bylaws. He is responsible for the protection of Society interests, and represents these interests before all IEEE boards and other IEEE bodies.

2. How Selected and Term of Office:

The President is elected by elected members of AdCom at annual (Fall) meeting for a term of one calendar year. The President must be at least a Senior Member grade IEEE member and an elected member of the MTT Administrative Committee.

3. Duties of President:

- Appoint Chairmen of Standing and AdHoc Committees, and MTT Representatives to other IEEE bodies, as required.
- Prepare agenda (jointly with Secretary), and preside over three regular and any special Administrative Committee meetings during the calendar year.
- Represent MTT in communications with IEEE TAB, RAB and the Division IV Director, as well as with Presidents of other Societies.
- Preside during opening ceremony and Awards Banquet at MTT-S International Microwave Symposium.
- Assemble a year-end President's Report for TAB Chairman
- Write President's column for MTT-S Newsletter and Foreword for MTT-S Committee Directory.
- Voting member of TAB (see TAB description).
- Deliver roster of Society positions to IEEE Headquarters at beginning of term.
- Attend Society/Council President's Forum.
- Approve formation of new chapters
- Represent MTT in relations with European Microwave Conference.

4. References:
Constitution: VI.3,5,8,9,10; VII.3
Bylaws: 3.2.1,2; 4.1.3,4; 4.2.2; 4.3.1,2,3,4
IEEE Bylaws: 502.4

PRESIDENT

ITEMS	D	J	F	M	A	M	J	J	A	S	O	N
Attend Society Officer Orientation (NJ)		Δ										
AdCom Meeting		Δ					Δ				Δ	
"State-of-Society" Report	Δ-----Δ											
Committee Appointments											Δ-----Δ	
Prepare Agenda	Δ					Δ				Δ		
Attend TAB Meetings	Δ				Δ				Δ			
Write President Column			Δ				Δ					Δ
Year End TAB Report	Δ											

(H. Howe: 12/86)
(P. Staecker: 1/93)

VICE-PRESIDENT

1. Responsibilities of Vice President:

The Vice-President supports the goals and objectives of the Society and assists the President in these activities. He chairs the Budget Committee. Historically, the Vice-President, in his activities, is serving an apprenticeship to the position of President.

2. How Selected and Term of Office:

The Vice-President is elected by elected members of AdCom at the annual (Fall) meeting for a term of one calendar year. Nominations are as per section 4.1.3 of the Bylaws. The Vice-President must be at least a Senior Member grade IEEE member and an elected member of the MTT Administrative Committee.

3. Duties of Vice-President:

- Assist President in the performance of his duties.
- Perform the duties of the President in his absence or incapacity.
- Attend IEEE TAB meetings with President.
- Chair Budget Committee
- Update MTT-S FACT SHEET and Self Assessment questionnaire annually and prepare summary for January AdCom meeting of following year ("State-of-Society" report). Maintain this report such that it is comprehensive and appropriate for submission to the TAB Society Review Council in those years when the MTT-Society is being reviewed.
- Prepare reports on AdCom activities for publication in the **Newsletter**. An example of such a report is the "AdCom Meetings Highlights" article published in the MTT-S Newsletters in 1992 and 1993.

4. References:

Constitution: VI.3,5,10
Bylaws: 3.2.2; 4.1.3

(R. Moore: 11/92)
(P. Staecker: 1/93)
(J. Crescenzi: 7/93)

SECRETARY

1. Responsibilities of the Secretary:

The MTT-S AdCom Secretary is responsible for intra- and inter-Society correspondence, AdCom minutes and rosters, etc.

2. How Selected and Term of Office:

The Secretary is appointed for one calendar year by the President-Elect. The Secretary need not be an elected member of AdCom but must be a member of the Society.

3. Duties of the Secretary:

- Distribute notices of meetings, handle correspondence and other assignments as directed by AdCom and the President.
- Notify IEEE of meetings to ensure inclusion on IEEE Administrative Meetings Calendar.
- Assist the President in the preparation of AdCom meeting agendas.
- Count votes during AdCom meetings and to otherwise assist the President in the operations of the meetings.
- Compile a list of AdCom meeting attendees for distribution with the minutes.
- Distribute proposed Bylaws Amendments in advance of AdCom meetings.
- Maintain an up-to-date AdCom Committee Organization roster.
- Have available, during AdCom meetings, the minutes for the previous AdCom meeting.
- Transfer to his successor all documents and hardware at the end of his term in office.
- Distribute Society letterheads, as required, to all Chairmen and Secretaries of their committees.
- Coordinate meeting place arrangements (room, meals, refreshments, audio visual requirements) with local host (usually a Symposium Chairman or Local Arrangements Chairman).
- Maintain accurate AdCom mailing lists and AdCom E-mail directory.
- Prepare and write the minutes of all AdCom meetings during his term and arrange for printing and timely distribution. An audio tape is generally made of AdCom meetings to aid in the preparation of the minutes.
- Compile a list of Action Items from AdCom meetings and distribute these upon approval by the President.
- Coordinate electronic motions as directed by AdCom and the President.

4. References:

Constitution: II.3; VI.4, 7; VIII.6
Bylaws: 3.2.3; 3.3.3.1; 4.3.1
IEEE Bylaws: 502.4, 502.14

SECRETARY

Items	D	J	F	M	A	M	J	J	A	S	O	N
AdCom Meeting		Δ					Δ				Δ	
Meeting Notice (and Reply Request)	Δ				Δ				Δ			
Distribute Minutes			Δ					Δ				Δ

(K. Agarwal: 12/86)
(M. Schindler: 7/93)
(M. Delisio: 8/99)

TREASURER

1. Responsibilities of the Treasurer:

The Treasurer is responsible for preparing an annual budget, for receiving requests for disbursement of MTT-S funds, for receiving said disbursement from IEEE Headquarters, and for preparing reports for the Administrative Committee. The Treasurer is an ex officio member of the Budget Committee.

2. How Selected and Term of Office:

The Treasurer must be an elected member of AdCom, and is appointed by the President-Elect for a term of one calendar year.

3. Duties of Treasurer:

- Formulate Society's annual budget.
- Attend one TAB Finance meeting per year at IEEE Headquarters.
- Prepare financial reports for MTT-S Administrative Committee.
- Approve payment for authorized requests. Forward permission to pay to IEEE Headquarters.
- Transfer to his successor all documents at the end of his term of office.

4. References:

Constitution: VI.6
Bylaws: 3.2.4; 4.3.2; 5.3.3,4
IEEE Bylaws: 502.4, 502.7, 502.14

ITEMS	J	F	M	A	M	J	J	A	S	O	N	D
AdCom Meeting	Δ					Δ				Δ		
Budget Committee Meetings	Δ		Δ			Δ				Δ		
Prepare Budget											Δ	
Submit Budget to IEEE						Δ						
TAB Finance Meeting		Δ										
Receive Bills	AS REQUESTED											
Request Disbursement	AS REQUESTED											
Prepare Financial Reports	Δ					Δ				Δ		
Renew Contracts / Purchase Orders												Δ

(S. March: 12/86)
(D. Swanson: 8/94)

PRESIDENT'S ADVISORY COMMITTEE

1. Responsibilities of Members of the President's Advisory Committee:

The President's Advisory Committee members shall be available individually and collectively to work on specific projects important to the Society as identified by the President. The members are not required, but are encouraged to attend AdCom meetings. Projects can involve long range planning activities, helping the Vice President in this task, evaluation of the different committees of the Society, and assistance in forming new ones, drawing from their past AdCom experience.

2. How Selected and Term of Office:

The President's Advisory Committee is made up of Past Presidents of the Society, appointed by the President for a term of one calendar year.

3. Duties of Members of the President's Advisory Committee.

There are no specific duties of this committee. Available individually and collectively to provide advice on specific issues important to the Society as identified by Society President

4 References:

Bylaws: 3.3.3.1

(S. Adam 12/86)
(S. Adam 6/93)

PAST PRESIDENTS' COUNCIL

1. Responsibilities of Members of the Past President's Council:

This body represents the corporate memory of and for the Administrative Committee of Microwave Theory and Techniques Society.

2. How Selected and Term of Office:

Chairman: Normally the serving Vice Chairman assumes Chairmanship. If he/she is not available, then the three immediate Past Presidents recommend a candidate. Appointed by Society President. Chairman normally serves for three years.

Vice-Chair: Recommended by the three immediate Past Presidents. Appointed by Society President. Vice Chairman normally serves for three years.

Council membership is available to all Past Presidents of the AdCom. Due to voluntary nature of this council, active participation is prerequisite to membership.

3. Duties

Undertake special assignments including reviews of MTT committees upon requested by Society President.

(T. Itoh: 8/94)

ADCOM COMMITTEES ORGANIZATION

AWARDS

1. Responsibilities of Awards Committee Chairman:

The Chairman of the Awards Committee is responsible for all aspects of the recommendation for AdCom (AdCom & Institute) approval of candidates for the awards given by the Microwave Theory and Techniques Society (IEEE). These include all MTT-Society Awards listed below, the MTT-S Honor Roll, and IEEE Fellows[1], Medals, and Technical Field Awards. Two Awards Subcommittees, Fellow Nomination and Microwave Prize operate on an advise and consent basis to the Chair.

2. How Selected and Term of Office:

The President of AdCom selects the Chairman of the Awards Committee. The term of office is usually three years. He is a Fellow of IEEE and is usually a Past President.

3. Duties of Awards Committee Chairman:

- Selects the various committee members to assist in the evaluation and recommendation of candidates for the various awards mentioned above.
    - Solicits nominations from IEEE membership for each of the awards, collects nomination and other supporting materials on the candidates, and coordinates the evaluation process of these candidates to determine the final recommendations for each award.
    - Presents the recommended candidates to the Administrative Committee for approval.
    - Reports periodically to AdCom on the activity status of the various award committees.
- Corresponds with the IEEE to have the appropriate plaques and certificates prepared and to obtain the checks for the cash awards.
- Prepares the material on awards for the Advanced Program of the annual Symposium and biographical information on the awardees for the Symposium Digest. Assists the President of the Society in the preparation of the information presented at the Symposium banquet to honor each award recipient.
- Reviews awards every five years for revision or deletion. Review can be on a rotating basis.
- Submits and provides follow-up as needed to obtain awards approval by IEEE TAB.
- Writes an annual article for publication in the Symposium Issue of the **IEEE Transactions on Microwave Theory and Techniques** featuring the award recipients.
- Contributes articles on awards to the **MTT-S Newsletter**.
- Serves as the focal point for collecting new award proposals to be considered by the Administrative Committee. The Awards Committee will provide follow through to obtain appropriate IEEE Institute approval(s) of any awards approved by the Administrative Committee.

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[1] Because Fellow nominations originate independently and efficiently from the membership, the Awards Committee is responsible only for the evaluation process for Fellows.

4. References: Bylaws: 5.2.9

Awards Committee Calendar

ITEMS	J	F	M	A	M	J	J	A	S	O	N	D
Fellow Evaluations:												
Select Committee			Δ									
Receive Nominations					Δ							
Selection Evaluations						Δ						
IEEE Deadline						Δ						
Fellows Announced												Δ
Microwave Prize Award:												
Select Committee		Δ										
1st Iteration			Δ									
2nd Iteration (submit to Awards Chair July 1)					Δ-----Δ							
AdCom Approval						Δ						
IEEE Prize Paper Awards (Nomination Deadline)							Δ					
IEEE Major Medals (Nomination Deadline)							Δ					
IEEE Field Awards (Nomination Deadline)	Δ											
MTT-S Awards												
Select Committee				Δ----------Δ								
Nominations								Δ				
Evaluations and Selections										Δ		
AdCom Approval										Δ		
Prepared Written Material:												
Advanced Program		Δ										
Symposium Digest			Δ									
Symposium Banquet					Δ							
Special Issues Transactions							Δ					
Newsletter		Δ					Δ				Δ	
Annual (Fall) Meeting Award Approvals											Δ	

(R. Moore: 9/92)
(P.W. Staecker: 8/99)

5. MTT-Society Awards

HONORARY LIFE MEMBER - Nomination for Honorary Life Member of the Society may be made by any member of the Administrative Committee, or by a petition signed by, at least, 50 members of the Society. A two-thirds secret vote by all of the Elected Members of the Administrative Committee will be required to elect an Honorary Life Member. In the absence of a sufficient number of Elected Members of the Administrative Committee at a regular meeting, election of Honorary Life Member may be conducted by mail ballot.

- ELIGIBILITY - The position of Honorary Life Member may be bestowed upon an outstanding member of the profession who fulfills the following minimum requirements:
  - The candidate's contributions, technical or otherwise, shall have made an important impact in the field of interest of the Society.
  - The Candidate shall have performed outstanding service to the profession and to the Society.
  - The candidate shall have shown national and international prominence.
  - The Candidate shall have been an Elected Member of the Administrative Committee, a member of the Society for, at least, 10 years and shall be a Fellow of the IEEE.
  - The candidate is expected to continue to contribute to the Society and participate in its activities as an individual contributor, an advisor, and/or by serving on Society Ad Hoc and Standing Committees.

- AWARD - Society fees for Honorary Life Members shall be paid from the Society Treasury. The Secretary shall arrange for this with IEEE Headquarters. The award shall consist of a suitable plaque and a feature publication in the IEEE Transactions on Microwave Theory and Techniques.

MICROWAVE CAREER AWARD

- DESCRIPTION: To recognize a career of meritorious achievement and outstanding technical contribution by an individual in the field of microwave theory and techniques.

- NOMINATION: Any Member of the Society may submit nominations for the award. The Awards Committee shall evaluate and recommend candidate(s) to the Administrative Committee at its Fall Meeting as per 3, above.

- PRIZE: $5,000.00, Plaque, and Certificate. Travel Support of up to $1,000.00 is granted on a need basis for travel to the presentation ceremony. Complementary room and registration is provided.

- ELIGIBILITY: Must be a member of IEEE when nominated.

- BASIS FOR JUDGING: Publication in technical journals, presentation of lectures, contributions to the advancement of microwave technology, and other technical contributions considered in conjunction with any or all of these areas of contribution

- PRESENTATION: At the annual IEEE MTT-S International Microwave Symposium.

DISTINGUISHED SERVICE AWARD

- DESCRIPTION: to recognize an individual who has given outstanding service for the benefit and advancement of the Microwave Theory and Techniques Society.

- NOMINATION: Any Member of the Society may submit nominations for the award. The Awards Committee shall evaluate and recommend candidate(s) to the Administrative Committee at its Fall Meeting as per 3, above.

- PRIZE: Plaque, and Certificate. Travel Support of up to $1,000.00 is granted on a need basis for travel to the presentation ceremony. Complementary room and registration is provided.

- ELIGIBILITY: Must be a member of the MTT-Society when nominated.

- BASIS FOR JUDGING: The award shall be made to an individual who has given outstanding service for the benefit and advancement of the Society. Requirements are service in one or more of the following areas: the Administrative Committee, publications, meetings and symposia, Chapter leadership, committee chair, committee member, Editor, lecturer or other distinguished service. Factors that will be considered include leadership, innovation, activity, service, duration, cooperation, and breadth of participation.

- PRESENTATION: At the annual IEEE MTT-S International Microwave Symposium.

DISTINGUISHED EDUCATOR AWARD: This award was inspired by the untimely death of Prof. F. J. Rosenbaum (1937-1992), an outstanding teacher of microwave science and a dedicated Administrative Committee Member and contributor.

- DESCRIPTION: to recognize a distinguished educator in the field of microwave engineering and science who best exemplifies the special human qualities of Fred Rosenbaum who considered teaching a high calling and demonstrated his dedication to the Society through tireless service.

- NOMINATION: Any Member of the Society may submit nominations for the award. The Awards Committee shall evaluate and recommend candidate(s) to the Administrative Committee at its Fall Meeting as per 3, above.

- PRIZE: $2,500 and Plaque. Travel Support of up to $1,000.00 is granted on a need basis for travel to the presentation ceremony. Complementary room and registration is provided.

- ELIGIBILITY: Must be a member of the MTT-Society when nominated.

- BASIS FOR JUDGING: The award shall be made to an individual who is a distinguished educator, recognized, in general by an academic career. It is desirable for the candidate to have received other teaching awards. The effectiveness of the educator should be supported by a list of graduates in the field of microwave science, who have become recognized in the field. Relevant letters of support are encouraged. The candidate shall also have an outstanding record of research contributions, documented in archival journals. The candidate shall have a record of many years of service to the Society.

- PRESENTATION: At the annual IEEE MTT-S International Microwave Symposium.

MICROWAVE PIONEER AWARD

- DESCRIPTION: to recognize an individual or a team not exceeding three persons having made outstanding pioneering technical contributions that advance microwave theory and techniques and described in an archival paper published at least 20 years prior to the year of the award.

- NOMINATION: Any Member of the Society may submit nominations for the award. The Awards Committee shall evaluate and recommend candidate(s) to the Administrative Committee at its Fall Meeting as per 3, above.

- PRIZE: $2,500, Plaque, and Certificate. Travel Support of up to $1,000.00 is granted on a need basis for travel to the presentation ceremony. Complementary room and registration is provided.

- ELIGIBILITY: Preference may be given to IEEE members

- BASIS FOR JUDGING: The award shall be made to an individual or team having made outstanding pioneering technical contributions that advance microwave theory and techniques, including novelty, timeliness, impact, significance, duration and extent of usage. Examples include development or creation of a new theory, device, component and/or technique.

- PRESENTATION: At the annual IEEE MTT-S International Microwave Symposium.

MICROWAVE APPLICATION AWARD

- DESCRIPTION: to recognize an individual or team for outstanding application of microwave theory and techniques.

- NOMINATION: Any Member of the Society may submit nominations for the award. The Awards Committee shall evaluate and recommend candidate(s) to the Administrative Committee at its Fall Meeting as per 3, above.

- PRIZE: $1,500, and Plaque. Complementary room and registration is provided.

- ELIGIBILITY: No eligibility restrictions.

- BASIS FOR JUDGING: The award shall be made to an individual or team creating a new device, component or technique, or demonstrating novel use of a device or component, or a combination of any or all of the above. Publication of a paper is not required. As a further guideline, this application shall be reduced to practice nominally 10 years before the award.

- PRESENTATION: At the annual IEEE MTT-S International Microwave Symposium.

THE MICROWAVE PRIZE

- DESCRIPTION: to recognize, on an annual basis, the most significant contribution by a published paper to the field of interest of the Microwave Theory and Techniques Society.

- NOMINATION of the recipient of the award will be the responsibility of the Microwave Prize Committee, which will make its recommendations to the Awards Committee and Administrative Committee.

- PRIZE: $1,500, and Plaque. If the paper as published has more than one author, a certificate will be presented to each author and the cash sum of $500 will be provided to each up to a total of $2500. If more than five authors are involved, the $2500 will be split equally among the authors. Complementary room and registration is provided.

- ELIGIBILITY: The paper must have been published during the period January 1 to December 31 of the year preceding the Fall Meeting of the Administrative Committee at which the award is considered.

- PRESENTATION: At the annual IEEE MTT-S International Microwave Symposium.

WALTER COX AWARD: This award is given in memory of the service and contributions of N. Walter Cox.

- DESCRIPTION: to recognize an individual who has given exemplary service to the Society in a spirit of selfless dedication and cooperation.

- NOMINATION: Any Member of the Society may submit nominations for the award. The Awards Committee shall evaluate and recommend candidate(s) to the Administrative Committee at its Fall Meeting as per 3, above.

- PRIZE: Plaque. Complementary room and registration is provided.

- ELIGIBILITY: Must be a member of the MTT-Society when nominated.

- BASIS FOR JUDGING: Exemplary voluntary service to the Society in a spirit of selfless dedication and cooperation includes service in one or more of the following areas: the Administrative Committee, Society publications, meetings and symposia, Chapter activities, committee lectures, or other distinguished service. Factors which will be considered in evaluating an individual for the award shall include: maintaining a positive and enthusiastic attitude, demonstrating courage, exhibiting a diversity of interests and capabilities, serving as a role model, and motivating and inspiring others.

- PRESENTATION: At the annual IEEE MTT-S International Microwave Symposium.

(D. N. McQuiddy 1/96)
(P.W. Staecker 8/99)

ADCOM COMMITTEES ORGANIZATION (AWARDS)

2. MTT-S AWARDS

2.1 CERTIFICATE OF RECOGNITION - A Certificate of Recognition should be presented, at the end of their term, to individuals who perform the following services to MTT-S:

ADCOM Members
IMS Chairman
IMS TPC Chairman
MMWMC Chairman
Transactions Editor (+ plaque)
Newsletter Editor
Letters Journal Editor
Patent Abstracts Editor
Asian Abstracts Editor
Distinguished Microwave Lecturer (+ plaque)

This list can be appended at the discretion of the President and/or the Chairman of the Awards Committee.

2.1.1 CERTIFICATE OF APPRECIATION - A Certificate of Appreciation should be presented, by the Chairman of Membership Services, to deserving MTT-Chapter Chairs, at the end of their term. The certificate can also be presented by the Awards Committee or the President to individuals who rendered significant service to MTT-S.

2.2 MERITORIOUS SERVICE AWARD - This recognition is not an IEEE sanctioned award but rather a MTT-S recognition which allows the President or the Awards Chairman of MTT-S to recognize the accomplishments of people who are not sitting ADCOM members and whose service is not routinely recognized through the Certificate of Recognition or Certificate of Appreciation.

Examples of such recognition are:

For Efforts in Producing an Outstanding Heinrich Hertz Centennial (1993)
Outstanding Technical Committee Chairman (MTT-6; MTT-3) (1994)

This recognition can be given at the discretion of the President and Awards Chairman of MTT-S. It is recommended that the same committee that evaluates the major awards be consulted before the selection is final. The award consists of a plaque.

(R. Knerr: 8/94)

BUDGET

1. Responsibilities of Budget Committee:

The budget committee is responsible for the review of all budgetary matters of the Microwave Theory and Techniques Society. The committee generally meets four times a year. Three of these meetings immediately precede MTT ADCOM meetings. The fourth is usually held in late March or early April. At each meeting, the committee reviews and prepares recommendations concerning all budgetary matters to be subsequently brought before the MTT ADCOM for approval. During the late March/early April meeting the society budgets, described more fully below, are reviewed, appropriate modifications recommended, and a recommendation for approval of those budgets by the MTT ADCOM prepared by the budget committee chairman.

A comprehensive budget, encompassing planned expenditures and income for the following calendar year, is prepared each year by the MTT-S Treasurer based upon information supplied by the chairperson(s) of the International Microwave Symposium, the Meetings and Symposia committee, the Membership Services Committee, the Publications Committee, the Operations Committee, the Intersocietal Relations & Planning Committee, the Education Committee, the Technical Committees, and the Transnational Committee. In addition, a projected budget for two additional calendar years, as required by IEEE Headquarters, is prepared by the MTT-S Treasurer. After careful review and appropriate modifications to the proposed budgets, the chairman of the budget committee is responsible for recommending approval of those budgets by the MTT ADCOM and for responding to any questions from ADCOM members (with the assistance of the MTT-S Treasurer) that might arise during ADCOM deliberations concerning the proposed budget. The budget committee chairman is also responsible for assuring that any modifications required by MTT ADCOM after its review of any proposed budget item and of the overall Society budgets are implemented as expeditiously as possible.

2. How Selected and Term of Office:

The Vice-President of MTT-ADCOM is the chairman of the budget committee (ex-officio). The treasurer of MTT-ADCOM and the MTT Administrator are ex-officio members of the budget committee. The rest of the budget committee should consist of the most recent Past President, and up to two additional ADCOM members appointed by the chairman. The President of the Society may also appoint members of the Society who are not Voting Members of the Administrative Committee to serve on the Budget Committee. The term of office for the chairman and all members is one calendar year.

3. Calendar of Events:

January ADCOM Meeting: Budget committee chairman issues call for budget submissions from all MTT ADCOM committees

Last Week in February: Budget submissions due to MTT-S Treasurer and Budget committee chairman from chairpersons of all committees

March: Treasurer prepares detailed proposed budget for following calendar year based upon inputs from committees. Treasurer also prepares projected budget for two additional years (i.e., for a total of three years) for forwarding to IEEE Headquarters

Last Week in March/First Week in April: Chairman convenes budget committee to review proposed budget and make necessary modifications and recommendations

May/June ADCOM meeting: Budget committee chairman makes recommendation to ADCOM for approval of the proposed budget. The complete budget is typically due to IEEE at the end of May. Key items that must be reported are page budgets, non-member fees for periodicals, and any changes in dues.

June: Budget committee chairman assures that any modifications of the budget required by ADCOM are made

September ADCOM meeting: Any additional budget items submitted are reviewed and recommendations made for approval or disapproval

4. References:

Constitution: VI-6, VI-11
Bylaws: 5.2.10,5.3.4
IEEE Bylaws: 502.7, 502.8

(E. Cohen: 8/94)

EDUCATION

1. Responsibilities of the Chairman of the Education Committee:

The Chairman of the Education Committee is responsible for coordinating and promoting all education and continuing education activities for the benefit of the Society members.

2. How Selected and Term of Office:

The Education Committee Chairman is appointed by the President for one calendar year.

3. Duties of Education Committee Chairman:

- Attend AdCom meetings and report to AdCom on educational issues.
- Constitute various sub-committees for coordination of Undergraduate Scholarships, Graduate Fellowships, Microwave and RF Education Forum, Multimedia Microwave Modules, MTT-S Short-Courses/Tutorials, and any other education related activity of the Society.
- Conduct programs that encourage interest in microwave education, e.g. microwave paper contests, University exhibits, etc.
- Represent MTT-Society at the IEEE-Educational Activities Board Technical Activities Advisory Committee (EAB-TAAC).
- Organize and promote activities that support and stimulate microwave education, e.g. computer assisted instruction, modeling and simulation, etc.
- Provide information on Microwave education/continuing-education related issues and activities to AdCom and Society members, e.g. Newsletter, Special issues, etc.
- Act on educational issues and topics as directed by AdCom.
- Appoint subcommittee-chairmen for educational activities as needed.

(B. S. Perlman: 6/92)
(K.C. Gupta: 1/00)

ADCOM COMMITTEES ORGANIZATION (EDUCATION)

FELLOWSHIPs and SCHOLARSHIPs

Two separate Sub-Committees for Graduate Fellowships and Undergraduate Scholarship operate under the general umbrella of MTT-S Education Committee.

1. Responsibilities of Chairs of the Fellowships and Scholarships Committees:

The Fellowships and Scholarships Subcommittees shall be responsible for instituting and administering the fellowships and scholarship programs which are wholly or partially managed by the Society. The Chairs are responsible for advertising the fellowships and scholarships awarded by the MTT-S, for receiving and evaluating the completed application forms and selecting the winners of the competition to be submitted to the AdCom for final approval. The Fellowships and Scholarships Chairs will usually request the help of several (3 - 5) AdCom members or other experts to assist in the evaluation process.

2. How Selected and Term of Office:

Appointed by the Education Committee on behalf of the Society President for a one calendar year.

3. Duties of the Chairs of the Fellowships and Scholarships Committees:

- Advertise the MTT-S Graduate Fellowships and Undergraduate Scholarships in the Society's Newsletter/Magazine and other relevant MTT-S/IEEE publications.
- Send out application forms to those interested in competing for the awards.
- Receive completed application forms.
- Form a committee of qualified members to evaluate the candidates based on the application forms received.
- Determine the final candidates for awards and submit to AdCom for final approval.
- Advertise the winners in the MTT-S Newsletter/Magazine (and other IEEE publications as relevant).

(A. Gupta: 9/94)
(K.C. Gupta: 1/00)

INTERSOCIETAL LIAISON

1. Responsibilities of the Chair of the Intersocietal Liaison Committee:

The Intersocietal Liaison Committee (ISLC) Chairperson shall be responsible for coordinating and reporting on intersocietal activities that may be of interest and may impact the Society. Each individual activity will be represented by a subcommittee chair and optionally a cochair. The ISLC Chairperson shall recommend responsible subcommittee chairs to represent each subcommittee area. The ISLC Chairperson shall interface with each subcommittee Chair regularly to receive updated information on committee activities, prepare a summary report for presentation to AdCom and attend each AdCom meeting to deliver that report. The ISLC Chairperson shall review the status, efficacy and relevance of each subcommittee and its representation annually.

2. How Selected and Term of Office

Appointed by the President-Elect for a term of one calendar year.

3. Duties of the Intersocietal Liaison Committee:

Interface with, attend meetings and report on intersocietal activities of interest to MTT-S that shall include but not be limited to the IEEE US Activities Board (USAB), Technical Activities Board (TAB), other IEEE and related societies, policy boards, symposia, journals and publications and other committees. Known activities include:

Aerospace Policy
Communications and Information Policy (CCIP)
Committee on Man and Radiation (COMAR)
Components Packaging and Manufacturing Technology (CP&MT) Society
Engineering Research and Development
Energy Policy
GaAs IC Symposium
Medical Technology Policy
International Microwave Power Institute (IMPI)
Professional Activities Committee for Engineers (PACE)
Solid State Circuits Society (SSCS)
Superconductivity
IEEE Technical Activities Board (TAB)
URSI US National Committee

The ISLC shall identify issues and make recommendations where MTT-S decisions are appropriate and necessary.

4. References:

(B. Perlman: 3/96)

ADCOM COMMITTEES ORGANIZATION (INTERSOCIETAL LIAISON)

COMMITTEE ON COMMUNICATIONS AND INFORMATION POLICY (CCIP)

1. Responsibilities of the MTT-S Representative to CCIP

Represents MTT-S interests and serves as liaison to the CCIP. Concentrates on CCIP activities of primary interest to the MTT-S.

2. How Selected and Term of Office:

Appointed by MTT-S President for one calendar year.

3. Duties of the MTT-S Representative to CCIP

- Attend most of the CCIP meetings held in Washington at two-month intervals.
- Participate in the work of the Space and Spectrum Subcommittee whose activities are of primary interest to the MTT-S.
- Participate in the activities of other CCIP Subcommittees as required to best serve MTT-S interests.
- Report CCIP activity highlights to MTT-S AdCom.

ITEMS	J	F	M	A	M	J	J	A	S	O	N	D
Attend CCIP Meetings and Selected Concurrent Subcommittee Meetings	Δ		Δ		Δ		Δ		Δ		Δ	
Attend Occasional Separate Meetings of Technological Leadership Subcommittee	Δ----------Δ											
Report to MTT-S AdCom	Δ					Δ				Δ		

(F. Ivanek: 12/86)
(F. Ivanek: 9/94)

ADCOM COMMITTEES ORGANIZATION (INTERSOCIETAL LIAISON)

COMMITTEE ON MAN AND RADIATION (COMAR)

1. Responsibilities of MTT-S Representative to COMAR

The COMAR Representative is responsible for interfacing between MTT-S AdCom and COMAR. He coordinates MTT-S responses to COMAR actions and articulates MTT-Society concerns to COMAR.

2. How Selected and Term of Office:

Appointed by the President for a term of one calendar year.

3. Duties of MTT-S Representative to COMAR:

- Provides AdCom up-to-date information on COMAR activity.
- Coordinates MTT-S responses to COMAR actions.
- Articulates MTT-S concerns to COMAR for consideration.

(J. C. Lin: 12/86)
(R.C. Peterson: 7/93)

ADCOM COMMITTEES ORGANIZATION (INTERSOCIETAL LIAISON)

SUPERCONDUCTIVITY

1. Responsibilities of Intersocietal Liason: Superconductivity

2. How Selected and Term of Office:

The current members with intersocietal responsibilities are:
Dr. Martin Nisenoff, Chair, MTT-18
Dr. Arnold H. Silver

When the IEEE Superconductivity Council was formed, all IEEE societies who provided funding for this council were given two seats on the Council. One was the Chair of MTT-18 and the other was appointed either the chair of MTT-18 or by the MTT-S president. When the present Chair of MTT-18 assumed this position, Dr. Silver was already functioning in this capacity.

I have not been able to find any reference in my files of MTT-18 relating to the manner of selection or the term of office for this position.

3. Duties of Intersocietal Liason: Superconductivity:

The responsibilities of these members is to interact with other members on the IEEE Superconductivity Council to foster and encourage activities in IEEE relating to superconductivity development and applications. This involves sponsoring of special sessions, workshops, etc. at regular IEEE functions and with other professional societies as well as providing direction to the Editor of the IEEE Transactions on Applied Superconductivity, which is sponsored by the Superconductivity Council.

4. References: None

(M. Nisenoff 3/96)

ADCOM COMMITTEES ORGANIZATION (INTERSOCIETAL LIAISON)

IEEE ENERGY COMMITTEE

1. Responsibilities of MTT Representative to IEEE Energy Committee:

Serves as liaison between MTT-S AdCom and IEEE Energy Committee.

2. How Selected and Term of Office:

Appointed by the President for a term of one calendar year.

3. Duties of MTT-S Representative to IEEE Energy Committee:

- Attend meetings of IEEE Energy Committee.
- Make periodic reports to MTT-S on energy activities related to microwaves.
- Attend MTT-S AdCom meetings when possible.

(W. Brown: 12/86)
(D. Webb: 8/94)

ADCOM COMMITTEES ORGANIZATION (INTERSOCIETAL LIAISON)

IEEE GaAs IC SYMPOSIUM STEERING COMMITTEE

1. Responsibilities of MTT Representative to GaAs IC Symposium Steering Committee:

The MTT Representative to IEEE GaAs IC Symposium Steering Committee supports and propagates MTT-S interest and presence in the GaAs IC Symposium and in its Executive Committee .

2. How Selected and Term of Office:

Appointed by the President for a term of one calendar year.

3. Duties of MTT Representative to IEEE GaAs IC Symposium Steering Committee:

- Attend Spring Symposium Organizing Meeting.
- Submit written report and recommendations to MTT-S AdCom.

(V. Gelnovatch: 12/86)
(R. Sudbury 10/93)

ADCOM COMMITTEES ORGANIZATION (INTERSOCIETAL LIAISON)

INTERNATIONAL MICROWAVE POWER INSTITUTE (IMPI)

1. Responsibilities of MTT-S Representative to IMPI:

The MTT-S Representative to IMPI maintains a liaison between MTT - AdCom and IMPI, representing MTT positions to that body and reporting activities of interest to MTT.

2. How Selected and Term of Office:

Appointed by the President for a term of one calendar year.

3. Duties of MTT Representative to IMPI:

- Inform MTT-S of general IMPI activity and to inform IMPI of MTT-S activity.
- Help arrange joint MTT-S/IMPI activities - sessions, seminars, publications.
- Submit a report to the AdCom President at each AdCom meeting.

(J. Osepchuk: 7/93)

ADCOM COMMITTEES ORGANIZATION (INTERSOCIETAL LIAISON)

STEERING COMMITTEE OF THE JOURNAL OF LIGHTWAVE TECHNOLOGY

1. Responsibilities of the MTT-S Representative to the Steering Committee of the JLT

The MTT-S representatives (2) to the Steering Committee for The Journal of Lightwaves Technology maintain a liaison between MTT-AdCom and the JLT, representing MTT positions to that body and reporting activities of interest to the MTT. The representatives also share one vote on JLT administrative matters brought before the Steering Committee as trustee for the Journal.

2. How Selected and Term of Office:

Two representatives are appointed to two-year staggered terms by the MTT President, and may be reappointed.

3. Duties of the MTT-S Representatives to the Steering Committee of the JLT

- Inform MTT-AdCom of general JLT activity.
- Inform JLT of MTT-S activity and views.
- Cast the MTT-S vote in accordance with MTT views on JLT administrative matters brought before the Steering Committee.
- Help arrange joint MTT/JLT activities - special issues, publications, sessions, etc.
- Report to MTT AdCom as necessary, either directly or through the Intersocietal Liaison Chairman.

(N. Dietrich: 7/93)

ADCOM COMMITTEES ORGANIZATION (INTERSOCIETAL LIAISON)

USAB PROFESSIONAL ACTIVITIES COMMITTEE FOR ENGINEERS (PACE)

1. Responsibilities of MTT-S Representative to USAB PACE:

The MTT-S Representative to USAB PACE represents MTT-S membership interest and serves as liaison to the PACE Council. He encourages and develops activities which increase visibility of professional issues with MTT-S membership. He provides interaction with USAB Committees as needed to provide appropriate disposition for professional issues identified as of interest to MTT-S membership.

2. How Selected and Term of Office:

Appointed by the President for a term of one calendar year.

3. Duties of MTT-S Representative to USAB PACE:

- Attend Annual PACE Convention. Interact with activities appropriate for MTT-Society membership interest on professional issues.
- Provide **Newsletter** articles on professional issues of current interest.
- Organize panel session at Microwave Symposium on professional issues.
- Interact with membership as appropriate to understand and develop professional issues of interest.
- Interact with appropriate USAB committees and other agencies with letters, phone calls, reports and personal contact and appearance as appropriate to advance professional interests of membership.

ITEMS	J	F	M	A	M	J	J	A	S	O	N	D
National PACE Convention									Δ			
PACE Session at MTT-S Symposium						Δ						
Identify Subject and Speakers	Δ											
Session						Δ						
Newsletter Article Inputs		Δ				Δ					Δ	

(R. A. Moore: 12/86)
(D. Webb: 8/94)

ADCOM COMMITTEES ORGANIZATION (INTERSOCIETAL LIAISON)

SOLID STATE CIRCUITS SOCIETY (SSC)

1. Responsibilities of MTT-S Representative to the SSC-S:

The MTT-S Representatives to the SSC-S attend to support and propagate the MTT-S interest and presence in the SSC. The Representatives report on the proceeding of the SSC-S to MTT-S AdCom when necessary and implement MTT-S initiatives as required..

2. How Selected and Term of Office:

Appointed by the President for a term of one calendar year.

3. Duties of the MTT-S Representative to the SSC:

Monitor the three yearly SSC meetings and provide written report and recommendation to MTT-S AdCom when interests require.

(V. Gelnovatch: 6/92)
(D. Webb: 8/94)
(M. Schindler: 1/00)

ADCOM COMMITTEES ORGANIZATION (INTERSOCIETAL LIAISON)

IEEE TECHNICAL ACTIVITIES BOARD (TAB)

1. Responsibilities of MTT-S Representative to TAB:

The TAB representative is responsible for representing matters of MTT interest to TAB, and reporting on TAB activities of interest to MTT.

2. How Selected and Term of Office:

The MTT representative to TAB is the MTT President. In addition, because most representatives (Presidents) from other Societies serve a 2-year term, MTT has been sending the Vice-President in addition to the President to all TAB meetings. The Vice-President is the official alternate TAB representative.

3. Duties of MTT-S Representative to TAB:

- attend three TAB meetings each year
- report TAB activities at the three AdCom meetings each year
- submit written reports to MTT Newsletter three times per year
- interact with Society Presidents through TAB initiatives to strengthen relationships between MTT and other entities
- represent MTT interests and points-of-view to IEEE Staff, the President's Forum, TAB Caucus, and IEEE Board of Directors

(P. Staecker: 6/93)

ADCOM COMMITTEES ORGANIZATION (INTERSOCIETAL LIAISON)

MTT-S REPRESENTATIVE TO URSI U.S. NATIONAL COMMITTEE

1. Responsibilities of MTT Representative to URSI:

The MTT Representative to URSI participates in activities organized by International Scientific Radio Union (URSI) both on international and national levels which are of interest to MTT members. He maintains contact with URSI officials to present MTT views on URSI discussions. If agreed to by URSI, the MTT Representative shall also serve as a member of the U.S. National Committee of URSI.

2. How Selected and Term of Office:

Appointed by the President for a term of one calendar year.

3. Duties of MTT Representative to URSI:

- Keep abreast of URSI activities.
- Present MTT's view to URSI on behalf of AdCom if required.
- Attend URSI functions as often as possible including their U.S. National Committee meetings.

(T. Itoh: 12/86)
(A. A. Oliner: 6/93)

ADCOM COMMITTEES ORGANIZATION (INTERSOCIETAL LIAISON)

MEDICAL TECHNOLOGY POLICY COMMITTEE

1. Responsibilities of MTT-S Representative to the Medical Technology Policy Committee:

The responsibility of the MTT-S intersocietal liaison to the Medical Technology Policy Committee is to advise the Committee on electromagnetic issues as it pertains to health as well as on emerging technologies in Communications (for example, for use in Telemedicine). At the same time, this liaison will report to the MTT Society on the hopes, desires, and expectations of the IEEE Medical Committee.

2. How Selected and Term of Office:

Appointed by the president for a term of one year.

3. Duties of MTT-S Representative to the Medical Technology Policy Committee:

- Keep abreast of the IEEE Medical Committee activities.
- Present MTT's view to the IEEE Medical Committee on behalf of AdCom if required.
- Attend Medical Committee functions as often as possible

(A. Rosen: 3/96)

LONG RANGE PLANNING

1. Responsibilities of the Long Range Planning Committee Chairman

a. Address and investigate issues of a long term nature that might impact the society.

b. Implement mechanisms, as needed, to study these issues.

c. Provide recommendations to ADCOM.

2. How Selected and Term of Office:

Chair is Second senior immediate Past President of AdCom. Other members are Society Vice-President and other ADCOM members as appointed by President. Term of office is one year.

3. Duties of the Long Range Planning Chairman:

Implement and carry out the responsibilities listed in Item 1 above.

(T. Itoh: 8/94)

MEETINGS AND SYMPOSIA

1. Responsibilities of the Co-Chairmen of the Meetings and Symposia Committee:

The duties of the Co-Chairmen are associated with the planning and implementation of all technical meetings and conferences that are conducted for the benefit of the Society membership. Upon instruction by the Administrative Committee, the Meetings and Symposia Committee also cooperates with the committees responsible for other Institute and Society meetings, conventions and symposia. In general, the majority of the effort that is required of one Co-Chairman is related to the annual International Microwave Symposium and co-located meetings. The site selection process, coordination of the local steering committee chairmen for the selected future symposium sites, and supervision of the exhibition management function are important aspects of this effort. The other Co-Chairman is primarily responsible for all other technical meetings and conferences conducted for the benefit of Society membership.

2. How Selected and Term of Office:

Appointed by the President for a term of one calendar year. It has been general practice that each co-chairmen serve for more than one year. In the first year of service, the Co-Chairman usually has responsibility for all non-IMS meetings, and in the second year of service, the Co-chairman is usually responsible for the IMS and co-located meetings.

3. Duties of the Meetings and Symposium Co-Chairmen:

Solicit letter proposals from the local Chapters as required to maintain the Symposium site selection at least five years in advance of the current year.

Oversee the IMS site selection process, support the presentation of site selection data and proposals to AdCom, and chair the subsequent voting.

Serve as the principal interface between the Administrative Committee and the Exhibition Organizer. Maintain, enforce and review, in conjunction with IMS Chairs, the formal Agreement that is in place between the Administrative Committee and the Exhibition Organizer.

Oversee the negotiation of renewal of the contract between the Administrative Committee and the Exhibit Organize, when needed.

Supervise the exhibition manager; approve all booth rental contracts, approve booth rental rate, and review the annual financial statement submitted by the Exhibition Organizer.

Coordinate local steering committee chairmen for the selected future symposium sites; inform them of all deliberations at the Administrative Committee level that require action on their part, couple them to corrective action taken in response to problems identified during the course of conducting symposia prior to theirs, solicit reports from them to be included at each Administrative Committee meeting.

Coordinate the Negotiating Committee activities and, in consultation with the president, appoint a chairman of the Committee; evolve a procedure for site selection that provides MTT-S membership with a fair and competitive financial package from the host city.

Serve as focal point for interacting with representatives from all other meetings for which the MTT-S is involved as a sponsor, cosponsor, technical cosponsor, or cooperative sponsor; also serve as the focal point for interacting with representatives from all other meetings seeking such sponsorship.

Establish and/or maintain guidelines for MTT-S involvement in meetings at all levels, and ensure that guidelines are being followed.

Establish and/or maintain guidelines for other organizations to be involved with the IMS, and other meetings which are fully sponsored by MTT-S, and ensure that these guidelines are being followed.

Maintain meetings and symposia calendar. Examine continuous sponsorship every year evenly divisible by 5.

Present, or oversee the presentation of financial data and budgets for all meetings in which the Society maintains a financial stake to the Budget Committee for approval.

4. References:
Bylaws: 5.2.1; 5.3.5,6

MEETINGS & SYMPOSIA

ITEMS	**J**	**F**	**M**	**A**	**M**	**J**	**J**	**A**	**S**	**O**	**N**	**D**
Report to AdCom	x					x			x			
Approve Booth Rental Rate			x									
Review Exhibition Organizer's Financial Report	x											
Receive Local Chapter Proposals for Symposium						x	**---**	**---**	x			
Submit Meetings and Symposia Budget/Forecast		x										
Conduct Site Inspections/Evaluations		x-	---	x								
Approve Following Year Symposium Budget		x										
Select Future Year(s) Symposium Site						x						
Approve Booth Rental Agreements	---	---	---	---	---	---	---	---	---	---	---	---
Distribute Current Year Symposium Final Report to AdCom												x

(E.Cohen 6/92,
E. Cohen and E. Rezek 5/93, M. Schindler 4/97)

ADCOM COMMITTEES ORGANIZATION (MEETINGS & SYMPOSIA)

INTERNATIONAL MICROWAVE SYMPOSIUM (IMS) SITE NEGOTIATING COMMITTEE (SNC)

1. Objectives and Responsibilities of the Site Negotiating Committee (SNC)

The objectives of the International Microwave Symposium (IMS) Site Negotiating Committee are to attest to the adequacy of the proposed Symposium sites, the ability of the proposing Steering Committee leaders to conduct a successful Symposium, and to negotiate favorable costs for facilities and services at the proposed sites. Preferably two sites are negotiated for each Symposium year to assure competition.

2. Responsibilities of the Site Negotiating Committee (SNC) Chairman:

The duties of the Chairman are associated with site selection for the International Microwave Symposium. The Chairman shall organize site negotiations with the support of the Symposium Steering Committees of the local Chapters during the site selection competition phase to establish a preliminary agreement from the host city that provides MTT-S membership with a fair and competitive financial package. The Chairman shall in turn support and provide guidance as necessary to the local Chapters to achieve this objective. The Negotiating Committee is specifically responsible for providing guidance to the local Chapters on the specific details required for the site selection decision by the Administrative Committee. The Negotiating Committee also shall support and provide guidance to the Steering Committee during final negotiations after a host city has been selected.

Specifically, the Site Negotiating Committee Chairman shall:

- Through the candidate local Steering Committee, organize with each candidate host city Convention Bureau or equivalent, a site visit by the SNC to the hotels and Convention Center to negotiate hotel room and meal function discounts, room blocks, meeting room facilities, schedules, etc. for the International Microwave Symposium.

- Follow up with local Steering Committee in an advisory role on any outstanding action items remaining from the site visit.

- Support the local Steering Committee in its interface with each candidate host city Convention Bureau or equivalent guide in the preparation of the data package for the Administrative Committee for site selection and its presentation.

- Serve as the principal interface between the Meetings and Symposia Committee and the Steering Committees of the local Chapters during the site selection competition.

- Present site evaluation data to the Co-Chairman of the Meetings and Symposia Committee associated with site selection for the International Microwave Symposium at least 30 days prior to the Administrative Committee meeting at which these data are to be presented to the full Administrative Committee membership. Participate in the development and presentation of competing proposals as required to assist the Administrative Committee in the final selection of a site.

3. How Selected and Term of Office:

The Site Negotiating Committee Chairman is appointed by the Co-Chairman of the Meetings and Symposia Committee who is responsible for the annual International Microwave Symposium. It is

recommended that the Chairman of the Negotiating Committee be appointed for a multi-year term. A term of at least three years is typical.

4. Members of the Site Negotiating Committee:

The Site Negotiating Committee Chairman shall select up to four (4) MTT-S members to assist him in carrying out his duties. Membership selections shall be approved by the Co-Chairman of the Meetings and Symposia Committee who is responsible to the Administrative Committee for the annual International Microwave Symposium. Members are preferably selected from MTT-S members having participated in previous Symposium Steering Committees, especially those persons who have had prior experience in negotiating Symposium sites.

The Site Negotiating Committee, for each site being negotiated, includes representation from the Symposium Steering Committee proposing that site, usually the Steering Committee Chairman and the Local Arrangements Chairman.

A standing member of the Site Negotiating Committee is the Exhibits Manager of the Symposium. This person is typically an employee of the exhibits management contractor to the MTT Society.

5. IMS Site Selection Guidelines:

a. Site selection shall take place at the Spring AdCom meeting, coinciding with the present year IMS. Each site selection process shall be made for one future IMS year. Current practice is that the site selection be for eight years in the future, but it is at the discretion of the Chairman of the Site Negotiating Committee. Potential Sites must make their intention to propose known to the Co-Chairman of Meetings and Symposia and the Chairman of Site Negotiation by the preceding September (or Fall AdCom meeting, whichever is sooner). Sites making their intention known after the Fall AdCom meeting will be considered one year later. Intention to propose should be in the form of a brief proposal including at a minimum:

- A statement signifying the willingness of a Chapter to host the Symposium
- A proposed technical and administrative organization showing adequate local interest and participation and
- A proposed facility available and adequate to house both technical sessions and exhibits.

b. Site location should be central to microwave industry and research. Consideration should be given to the percent of MTT-S membership residing within commuting distance.

c. The location should have a positive reputation with IMS exhibitors (as determined from annual polls of exhibitors), and if available, exhibitor survey data should be presented to AdCom.

d. The proposed steering committee shall possess the leadership and management skills necessary to assure that the event meets professional and financial objectives.

e. The following physical aspects shall be satisfied:

i. The proposed site shall have adequate hotel capacity. It shall commit (to IMS usage) convenient hotel accommodations on a peak-room-night basis of approximately 40% of the average full-event (excluding one-day) registration of the three most recent IMS. For purposes of comparison with competing sites, discounts to published rack rates applicable to the year proposed shall be offered by participating hotels. Hotels with attrition clauses shall be used only in extenuating circumstances, and then only with full understanding of financial liability to the Society.

ii. Convention facilities shall be conveniently accessible from hotels, and shall support co-located technical sessions and exhibits.

- Meeting room space: At least one room with seating capacity (theater style) for approximately 3/4 of recent or expected MTT registration. The facility shall support up to five parallel technical sessions with total seating capacity (theater style) of approximately 125% of MTT registration at the three most recent IMS, with individual room count and capacities that will accommodate recent IMS session formats.

- Exhibit space shall be available immediately adjacent (in the same facility) to technical sessions. Exhibit space shall be sufficient to support approximately 125% of the average number of 10' by 10' booth spaces used in the three most recent IMS.

iii. The proposed site shall have convenient access by air travel for both domestic and international travelers. Surface travel between the airport and the proposed site shall be readily available and of moderate cost.

f. A proposed IMS site may also be evaluated for additional specific criteria, at the discretion of the IMS Site Negotiating Committee (SNC). The SNC will visit the site to evaluate its suitability with respect to the above criteria upon direction of the Meetings & Symposia Chair. This request normally follows formal indication of interest to host the IMS to the Meetings & Symposia Chair by the local committee. The total time needed for evaluation and feedback is approximately 5 months. Results of the IMS Site Negotiation Committee evaluation shall be reported to the MTT-S Administrative Committee, which shall vote final approval of a proposed IMS site.

6. Site Selection Hotel Information Form

IEEE MICROWAVE THEORY AND TECHNIQUES SOCIETY (MTT-S)
Site Selection Hotel Information Form

Name of hotel:	City:
Contact:	Telephone:
Total rooms committed (pk):	Total rooms in hotel:
Total room nights:	Dates:

rate structure A	**Group rate for this meeting if held this year***
	single:
current year rack rates	double: annual % increase/year:
single:	**flat rate preferred*
double:	Note: group rate to include $2 subsidy for busing

rate structure B current year group rate is ____ % discount from current year rack rate
Hotel will offer this % discount from the 20___ rack rate? Y N

MTT will have option to choose whichever of above rate structures is more favorable: Y N

Comp room ratio: 1 per ____ based upon cumulative room nights used

Comp rooms or suites offered above and beyond comp room allotment:

Hotel will offer up to 2% of total room block for staff members at 1/2 the group rate: Y N

Current year Gov't rate: _____
Hotel will offer up to -----% of room block at prevailing gov't rate

Headquarters hotel candidate (banquet for 500-800)? Y N

Interest in hosting other (F&B) functions? Y N

if Yes to either question, F&B discount schedule:

distance from convention center (walk or drive):

Room Attrition comments:

Signature:_____ Date: _____

Hotel Contract Guidelines

1. Room rates: offered rates should agree with those obtained during the Site Negotiation Committee (SNC).

2. Room blocks: peak night number should be close to that obtained during the SNC negotiation. The specific distribution will be tailored by the hotel to fit their interpretation of IMS history (which hotels obtain through housing bureaus of previous years; cities). One rate (run-of-the-house) is used to minimize confusion for the delegates.

3. *Minimum guest room usage* (or other names, *such as facility service fees*, or *room block attrition*) will not be accepted. Actual room use is difficult to validate (see, also, "cutoff date," below) and not controllable by the Society, but rather by the dynamics of competitive rates offered by other hotels in the city. If the rooms at the property in question are too expensive, delegates will find cheaper rooms elsewhere. In addition, many attendees find methods of "going around" the housing bureau to get even cheaper room rates, and are not recorded as part of the pickup number. It is assumed that discounted room rates are offered with no implied minimum quest room usage penalties.

4. Headquarters Hotel/F&B discount: A discount schedule on banquet and other food and beverage is requested from headquarters or co-headquarters candidates.

5. Cutoff date: 21 days is acceptable, and should be uniform among all hotels, since all reservations will be coordinated by the local housing bureau. The hotel should also honor the group rate beyond the cutoff date as long as room are available.

6. Walk policy: For delegates with confirmed rooms, allowance for a free room's lodging in a like quality hotel, free transportation, and a guaranteed room for the days remaining in the delegate's stay is requested.

Hotel F&B Functions Associated with MTT-S International Microwave Symposium

Symposium Week (May/June)		
Day	**Function**	**Count**
	AdCom Breakfast	50
	AdCom Luncheon	50
Sunday	Workshop Luncheon	150
	AdCom Dinner	50
	RFIC Reception	400-600
Monday	Chairman's Dinner	200
Tuesday	MTT Member Breakfast	500
	RFIC Steering Committee Luncheon	20-30
	Chapter Chairman Reception and Dinner	40-80
	Technical Committees Chairman Dinner	30
	TPC Luncheon	120
	Industry-hosted reception	1000
	Food fest	1000
Wednesday	MTT Member Breakfast	500
	MTT-S Awards Banquet	500-800
	Chairman's VIP Reception	50-75
	ARFTG EXECOM Dinner	500
	IMS Steering Committee Luncheon	30
Thursday	MTT Member Breakfast	50
	ARFTG Reception	120
Friday	ARFTG Banquet	80-100
	ARFTG Continental Breakfast	100-120
	ARFTG Luncheon	100-120
during Microwave week	Industry Hospitality Suites (suite count)	200/day
TPC meeting (January of same year)		
Evening 1	Dinner Buffet	100-150
	breakfast	100-150
Day 2	lunch	100-150
	AdCom reception	50-6-
	AdCom dinner	50-60
Day 3	breakfast	40-50
	lunch	40-50
AdCom meeting and site inspection (October, 4 years before Symposium)		
Evening 1	Dinner Buffet	10
Day 2	breakfast	10
	lunch	10

(E. Cohen and E. Rezek: 5/93, P. Staecker 6/96, M. Schindler 4/97)

ADCOM COMMITTEES ORGANIZATION (MEETINGS & SYMPOSIA)

FINANCE, ACCOUNTING AND AUDITS (Meetings and Symposia Committee)

1. Responsibilities of Finance, Accounting and Audits

The chief responsibility of this position is to insure that all incumbent IMS Finance Committee Chairman are familiar with the IEEE Policy and Procedures that pertain to the accounting of income and expenses for conferences as prescribed in the references cited below.

IEEE Policy requires that Society sponsored or co-sponsored conferences with income or expenses in excess of $250,000 must be audited by professional auditors at the expense of the conference. Those conferences, topical meetings, seminars, etc. less than $100,000 will be audited by the IEEE Quality & Operations Audit Department on a sample basis.

This position also monitors the timely submission of conference final financial reports, the audit report, advance loans and all surplus funds to MTT-S accounts at IEEE.

2. How Selected and Term of Office

The individual should have an interest, ability and experience in financial and accounting practices. Appointed by the Chairman of the Meetings and Symposia Committee at the time of taking office. The term of office is at the discretion of the Committee Chairman.

3. Duties of Finance, Accounting and Audits

- At least two years prior to each IMS, contact the Symposium Finance Chairman to insure that a proper budget has been prepared, submitted to the Meetings & Symposia Committee and provision made for an audit expense.
- Insure that any lessons learned from the most recent past Symposia are transmitted to the next scheduled IMS Finance Chairman.
- At least six months prior to each IMS insure that a professional audit firm has been hired by the Steering Committee Finance Chairman.
- Shortly before and after the Annual Symposium follow up with the IMS Finance Chairman to insure the transfer of conference surplus funds to MTT-S accounts at IEEE.
- Provide an interface and liaison with IEEE Conference Services to receive, review and act on status reports concerning open conference accounts.

4. References

IEEE Technical Meetings Organization Manual, Section 9, The Finance Chairman, and Section 10, The Audit Committee; May 1992.

IEEE MTT-S International Microwave Symposium Guidelines and Procedures Manual, Section H, Finance; 26 May 1992.

IEEE Conference Financial Reporting System issued 15 June 1994.

(R. Sparks 4/96)

ADCOM COMMITTEES ORGANIZATION (MEETINGS & SYMPOSIA)

EXHIBITION MANAGEMENT AND IMS SERVICES

INTRODUCTION

Since the inception of a major exhibition in association with the International Microwave Symposium in 1977, the exhibition management has been provided by Horizon House Publications, Inc. through the staff of its publication the *Microwave Journal* (MWJ). This service is provided through an on-going contract between MTT-S and Horizon House. The cost of these services is the responsibility of Horizon House except for those items in **bold** type. The financial responsibility for those items rests with the IMS steering committee The current points of contact are the exhibition managers, Harlan Howe, Jr. and Howard Ellowitz. Both may be reached at *Microwave Journal*, 685 Canton St., Norwood, MA 02062. Phone: 617-769-9750 FAX: 617-769-5037

SERVICES

EXHIBITION

1. Contract for the rental of the hall including space for the exhibition, meeting rooms, registration area and other peripheral space.
2. Solicit and sell booth rental space for the exhibition.
3. Contract for the decorator which includes move-in/move-out labor, utilities, aisle carpets, registration area facilities, entry area decoration, MTT-S and IEEE counters in the registration area and other services. Contract for catering, security, telephones, cleaning and other services as needed.
4. Prepare and distribute the exhibitor manual and other exhibitor materials.
5. Contract for, plan and administer the exhibitor reception prior to the awards banquet.
6. Arrange for the **historical exhibit, application seminars and open-forum session set-up and tear-down.**
7. Control suite and meeting space allocations to provide preference to the exhibitors and legitimate MTT-S entities.
8. Supervise and enforce MTT-S and MWJ rules of appropriate decorum and behavior on the show floor.

REGISTRATION

1. Create advance and on-site registration forms.
2. Process registrations and transfer funds to MTT-S.
3. Produce registration material such as badges and tickets.
4. Provide on-site registration labor including data entry, cashiers and computer management personnel.
5. Maintain a data base of attendees.
6. Prepare registration packages and provide labor for distribution of this material in addition to digests, MTT-S gifts and other related materials.
7. Provide exhibitors with a lead retrieval system and system support.
8. Provide the steering committee with daily accounts of event participation.

PUBLICITY

1. Prepare the advance and final programs in cooperation with the TPC committee, steering committee and others through the publicity chairman as the sole point of contact.
2. **Print and mail the programs.**
3. Prepare and print advertisements for the call for papers, exhibition sales and attendance promotion for inclusion in the *Microwave Journal*.
4. Negotiate with and provide advertising material to other trade publications as appropriate.

5. Provide MTT-S general information and IMS registration forms on the MWJ home page of the Internet.
6. Mail or broadcast FAX information to the exhibitors of special exhibitor events.
7. Provide exhibitors with tickets for exhibition-only admittance for distribution to their customers.

TECHNICAL PROGRAM COMMITTEE SUPPORT

1. Provide services to receive and process submitted papers. This includes the logging of papers, categorization for the sub-committees, reproduction and distribution to sub-committee members with rating forms and creation of a database of paper submissions.
2. Support for the management of the TPC meeting, including participation at that meeting.
3. Creation of a final data base of sessions and accepted papers for use in the preparation of the advance and final programs.
4. Send accept/reject letters to authors with author kits for accepted papers.
   Note: MWJ does NOT have responsibility for the digest preparation.

SITE SELECTION AND NEGOTIATING COMMITTEE

1. Participate with the negotiating committee on site visits and evaluation of future potential sites for the IMS.

OTHER ITEMS

1. Provide an audited statement of accounts 90 days after the IMS.
2. Create and manage the MWJ/MTT-S reception.
3. Attend selected IMS steering committee meetings.
4. Provide complementary coffee and soft beverage service in the exhibition hall.

RENEGOTIATION OF THE CONTRACT

Periodically the contract between the Society and the Exhibition Manager must be renewed. It is the responsibility of the Meeting and Symposia Co-chair to re-negotiate this contract. He may appoint a committee with expertise in the operation of previous IMS's to perform this function.

ADCOM COMMITTEES ORGANIZATION (MEETINGS & SYMPOSIA)

POLICY AND GUIDELINES FOR SOCIETY SPONSORSHIP AND ENDORSEMENT OF TECHNICAL MEETINGS, CONFERENCES, EXPOSITIONS AND SYMPOSIA

Support of meetings, symposia, conferences, and expositions involving the fields of interest to the MTT Society is an important function of this society. Endorsement of such events by the MTT Society shall be based on: a) benefit to MTT-S membership, b) sound financial planning and accountability, and c) absence of conflict with other events.

The terms "technical meeting" and "meeting" are used here to refer to various workshops, conferences, expositions, and symposia of a technical nature that might be supported by the MTT Society. The phrase "sponsorship and endorsement" indicates the broadest possible range of sponsorship, partial sponsorship, administration, participation, and support of meetings.

1. POLICY FOR SPONSORSHIP AND ENDORSEMENT OF TECHNICAL MEETINGS BY THE MTT SOCIETY

1.1 Sponsorship and endorsement of technical meetings by the MTT-S shall be limited to four categories. These categories ate attached. MTT-S Guidelines for each of these levels of involvement are appended. For the IMS, the “Guidelines for the Involvement of other Organizations in the IMS” are relevant. The “Guidelines for MTT-S Meeting Involvement” specifies the requirements that the Society has, and the benefits it offers, at each level of involvement.

a) "Sponsor", in which the MTT-S is the principal originator, organizer and sponsor.

b) "Co-Sponsor", in which the MTT-S shares with other organizations the management and financial support of an event. Co-Sponsorship by the MTT-S requires a written agreement that clearly states the division of administrative and financial responsibilities among cosponsors.

c) "Technical Co-Sponsor", in which the MTT-S assists in the preparation of the technical program and encourages participation by its members, but is not involved with management of the event, and has no financial or administrative responsibilities.

d) "Cooperating Sponsor", in which the MTT-S assists with the publicity for the event and encourages participation by its members, but is not involved with management of the event, and has no financial or administrative responsibilities. "Technical Participant" is equivalent to "Cooperating Sponsor."

1.2 The annual IEEE MTT-S International Microwave Symposium (IMS) shall receive first priority in funding and resource allocation of the Society. This symposium will provide a forum for presentation of papers in all fields of interest to the MTT Society. Use of the title "Symposium" shall be discouraged for technical meetings other than the IMS.

1.3 The MTT Society encourages local, section, or regional meetings organized by Chapters of the MTT-S.

1.4 The MTT Society will sponsor, cosponsor, technically cosponsor and cooperatively sponsor additional meetings which address technologies of substantial interest to MTT-S membership. Emphasis will be on supporting meetings which encourage and promote participation by MTT-S members in the subject technology, paper presentation, and meeting organization and administration. For stable, ongoing meetings of general interest to its members, MTT seeks the highest level of involvement for meetings.

1.5 Co-Sponsorship, Technical Co-Sponsorship and Cooperating Sponsorship of meetings of another IEEE entity or a non-IEEE not-for-profit organization by the MTT-S require a vote of approval by the MTT-S Administrative Committee.

1.6 Technical meetings sponsored or cosponsored by the MTT-S shall be open on an equal basis to all members of the IEEE and to Society Affiliates. Special provisions may be made for IEEE student members. The Society shall not act as a sponsor or cosponsor for any assemblage in which participation is subject to security/export clearance or any other restriction of either governmental or industrial nature. Participation in technical meetings with restricted attendance shall be limited to "Cooperating Sponsor" or "Technical Cosponsor" (refer to section 10.6 of the IEEE Policy and Procedures Manual).

1.7 Sponsorship and endorsement of technical meetings by the MTT-S shall be in accordance with the MTT-S Constitution, the MTT-S Bylaws, and IEEE policies and practice. Reference is made to the IEEE Policy and Procedures Manual, Section 10 - Meetings, Conferences, Symposia, and Expositions.

2. INFORMATION REQUIRED OF TECHNICAL MEETING ORGANIZERS PRIOR TO CONSIDERATION OF REQUESTS FOR SPONSORSHIP AND ENDORSEMENT BY THE MTT-S:

2.1 A written request for endorsement or support shall be submitted to the Chairman of the Meetings and Symposia Committee. The request shall include:

a) Name of the proposed technical meeting
b) Proposed date and location
c) Key organizing officers
d) Principal officer responsible for interface with and reporting to the MTT-S ADCOM

2.2 A statement of the object of the technical meeting, that portion of the scientific community it is intended to serve, and a copy of the meeting organization and operating procedures or other applicable documents, if available.

2.3 Established sponsorship and associations with institutions, organizations, or commercial interests. The degree of support requested of the MTT Society. Other societies or organizations being approached for co-sponsorship and support.

2.4 Planned publications prior, during, and subsequent to the technical meeting: and the planned distribution and circulation of said publications.

2.5 The total operating budget planned, and the financial support being requested of MTT-S. If financial support is requested, additional items are required:

a) The proposed method and regularity of reporting financial status.

b) Agreement to submit to the MTT-S Administrative Committee a final financial report within 90 days of completion of the event.

c) A statement of willingness to comply with an MTT-S audit, if requested by the IEEE MTT-S Administrative Committee.

d) A statement that the technical meeting is a not-for-profit activity.

3 ADDITIONAL FACTORS SUGGESTED FOR MTT-S ADCOM CONSIDERATION:

Consideration of a request for meeting sponsorship and endorsement shall be coordinated by the Chairman of the Meetings and Symposia Committee. The Meetings and Symposia Committee will report its recommendation to the MTT-S Administrative Committee. Factors to be considered include:

3.1 The anticipated benefit to MTT-S members. Will the technical meeting develop the associated technology and broaden involvement by MTT-S members as the activity grows? Will the proposed meeting be managed in a way that encourages participation by all MTT-S members with technical interests in the subject technology?

3.2 The recommendations of the chairmen of the MTT-S Technical Committees with activities related to those of the proposed technical meeting, and of the chairman of the Intersocietal Relations/Planning Activity.

3.3 Soundness of the financial planning for the technical meeting.

3.4 Schedule conflicts of the proposed technical meeting and other established meetings of interest to MTT-S members.

3.5 Previous or planned sessions at MTT-S International Microwave Symposia (IMS) that support or overlap with the technical focus of the proposed meeting. Would the proposed meeting tend to enhance or detract from participation in the IMS?

3.6 Will the support of existing commitments by MTT-S be excessively diluted by involvement in the proposed technical meeting? Could the objectives of the proposed meeting be achieved by improved support of existing events?

3.7 Will support of the proposed meeting serve, or appear to serve, particular commercial or institutional interests which might cause the professional nature of the MTT Society to be questioned?

3.8 Are the specific considerations that should be negotiated prior to agreement to sponsor the proposed technical meeting?

(rev. M. Schindler 4/97)

The Guidelines for MTT-S Meeting Involvement

Cooperative Sponsorship

Benefits:

Use of MTT name.

Requirements:

Meeting of interest to MTT members.
Summary report of meeting.
Meeting open to all MTT members.
Discount for MTT members equal to any other discounts.
Special provisions for Student Members.
MTT does not generally encourage this level of involvement.

Technical Co-Sponsorship

Benefits:

Use of MTT name.
MTT mailing list.
MTT technical guidance.

Requirements:

Meeting of interest to MTT members.
At least 50% of technical program committee are MTT members.
A least one member of the technical program committee nominated by MTT.
Summary report of meeting.
Meeting open to all MTT members.
Discount for MTT members equal to any other discounts.
Special provisions for Student Members.
MTT will seek a higher level of involvement for successful meetings of general interest to its members.

Co-Sponsorship

Benefits:

Use of MTT name.
MTT mailing list.
MTT technical guidance
MTT administrative support.
Partial financial support.
IEEE meeting services support.

Requirements:

Meeting of interest to MTT members.
Percentage of involvement must be established.
MTT will generally seek at least 50% involvement.
Technical program committee representation at least in proportion to MTT involvement.
A least one member of the technical program committee nominated by MTT.
Meeting open to all MTT members.
Discount for MTT members equal to any other discounts.
Special provisions for Student Members.
Full financial report 90 days after meeting.
Approval of meeting budget.
Portion of surplus equal to percentage of involvement.
MTT AdCom representative invited all organizational meetings.
Space for a MTT membership booth.

Sponsorship

Benefits:

Use of MTT name.
MTT mailing list.
MTT technical support.
MTT administrative support.
Full financial support.
IEEE meeting services support.

Requirements:

Meeting of interest to MTT members
MTT member discount.
Special provisions for Student Members.
All Technical Committee members must be MTT members.
Technical Program Chair must consult with AdCom TCC Chair.
Meeting open to all MTT members.
Full financial report 90 days after meeting.
Approval of meeting budget.
Full meeting surplus.
MTT AdCom representative invited all organizational meetings.
Space for a MTT membership booth.

Involvement of other Organizations in the International Microwave Symposium (IMS)

These guidelines relate to the participation of organizations other than MTT-S in the IMS. Co-location of other meetings with the IMS, or joint symposia (such as IMS and AP-S) are not within the scope of this document.

1. MTT-S will only accept non-financial involvement of non-profit organizations in the IMS.

2. The involvement of an organization in the IMS must benefit MTT-S and/or the IMS.

3. Involvement in the IMS is limited to 1 consecutive year.

4. Only one non-MTT-S organization may be involved in the IMS in any given year.

5. Requests for involvement in the IMS should be made at the time of the Symposium proposal. Proposals must be made through the Steering Committee to the Chairman of Meetings and Symposia, and must then be approved by AdCom.

6. Organizations (other than MTT-S) may provide guidance on the Technical Program and/or the operation of the IMS, but may not have approval authority.

7. A logo of the non-MTT-S organization must be subordinate to the MTT-S logo in all IMS publicity, the Program, and the Digest. The Chairman of Meetings and Symposia will judge compliance with this provision.

8. The non-MTT-S organization must agree to fee-free use of the name and logo, and that the copyright of all materials related to the IMS remain the property of the IEEE.

9. Terminology used to describe the non-MTT-S organization's involvement is as follows:
a.) If the non-MTT-S organization is not an IEEE entity, the involvement will be called "Technical Co-sponsorship." This does not, however, require that the IEEE definition of "Technical Co-sponsorship" be followed. (The IEEE definition describes the participation of a IEEE entity in a meeting, but does not describe the participation of a non-IEEE entity in an IEEE meeting.)
b.) In the case where the non-MTT-S organization is an IEEE entity, either "Technical Co-sponsorship" or "Cooperative Sponsorship" may be used, and the IEEE definitions apply.

C. Jackson (10/99)

MEMBERSHIP SERVICES

1. Responsibilities of Chair and Vice Chair of the Membership Services Committee

The Membership Services Committee shall encourage membership in the Society and shall maintain records of Society membership. The Committee is responsible for promotion of the Society's interests through the formation of new Society Chapters, maintaining supporting liaison with existing Society Chapters and promulgating activities which encourage membership in the Society. The Membership Services Committee shall disseminate publicity and information of interest on the IEEE and the Society to the Chapters and to the Society membership.

2. How Selected and Term of Office

Appointed by President for a term of one calendar year.

3. Duties of the Membership Services Committee:

- Chair and Vice Chair shall lead the membership services committee and assign specific tasks to officers of Membership Services Committee for serving the Chapters.
- Inform Chapter Chairmen and AdCom members on all services available to Chapters (list of topics and speakers for technical meetings, financial support available for professional activities, assistance in attracting new members). Provide Chapters with Chapters Officers Handbook detailing Chapter Officers responsibilities and services provided by IEEE and MTT-S.
- Send periodic updates to Chapters and request reports on their technical activities.
- Approve funding requests by chapters and request MTT-S Finance Committee Chairman to issue payment.
- Hold an annual Chapter Chairman meeting at the International Microwave Symposium and discuss issues of joint interest. Make arrangements with the MTT-S Awards Chairman to prepare certificates of recognition to Chapter Chairmen for distribution at the Chapter Chairmen's meeting. Also coordinate Regional Chapter Chairman’s meetings at European Microwave Conference and Asia Pacific Microwaves Conference.
- Recognize and annually present awards to the two fastest growing Chapters each in Regions 1-6 and 8-10.
- Promote the formulation of new chapters.
- Work with Technical Coordinating Committee in the selection of Distinguished Microwave Lecturer.
- Manage the Distinguished Microwave Lecturer Program and Budget
- Publish three times a year the MTT-S Newsletter for all society members.

ADCOM COMMITTEES ORGANIZATION (MEMBERSHIP SERVICES)

4 References:

Bylaws: 5.2.8

ITEMS	J	F	M	A	M	J	J	A	S	O	N	D
AdCom Meeting	Δ					Δ				Δ		
Letter to Chapter Chairmen Describing Service	Δ											
Assign Specific Tasks to Committee Members	Δ											
Prepare Program for Chapter Chairmen's Dinner		Δ		Δ								
Mail Invitations for Chapter Chairmen's Dinner				Δ								
Prepare Certificates of Recognition for Chapter Chairmen				Δ								
Remind Committee Members to Write Report for AdCom				Δ								Δ
Make Contacts at Symposium to Stimulate Formation of New Chapters						Δ						
Identify Chapters Who are Not Active and Encourage Activities						Δ						
Order Plaques and Checks for Fastest Growing Chapters				Δ								
Distinguished Microwave Lecturer Selection						Δ						

(K. K. Agarwal, 6/92)
(M. Maury/J. Barr, 8/94)

ADCOM COMMITTEES ORGANIZATION (MEMBERSHIP SERVICES)

CHAPTER ACTIVITIES

1. Responsibilities of Chapter Activities Subcommittee :

The Chapter Activities Subcommittee shall be responsible for promoting and maintaining close liaison between the Chapters and the Administrative Committee.

2. How Selected and Term of Office:

Appointed by the Chairman of Membership Committee for one calendar year.

3. Duties of the Chapter Activities Subcommittee:

ADCOM COMMITTEES ORGANIZATION (MEMBERSHIP SERVICES)

CHAPTER RECORDS

1. Responsibilities of Chapter Records Officer :

The Chapter Records Officer performs special tasks needed to keep MTT-S Chapter records current.

2. How Selected and Term of Office:

Appointed by the Chairman of Membership Committee for one calendar year.

3. Duties of the Chapter Records Officer:

- Request and keep data from Chapters on names and addresses of officers and on Chapter meetings.
- Distribute address and meeting lists to Newsletter Editor, AdCom members, and Chapter Chairmen.
- Interact with IEEE Field Services to insure that the list of Chapter officers is current and complete .
- Send list of officers of Membership Services Committee to IEEE Field Services.

(M. Schneider: 12/86)

ADCOM COMMITTEES ORGANIZATION (MEMBERSHIP SERVICES)

CHAPTER CHAIRMAN'S HANDBOOK COORDINATOR:

1) Responsibilities of the Chapter Chairman's Handbook Coordinator:

Maintain and update the Chapter Chairman's Handbook.

2) How selected and term of Office:

Serves at the pleasure of the Chapter Activities Chairman and the Membership Services Chairman and Vice Chairman. Typically people have served for three years but no set terms or process for filling this function.

3) Duties of the Chapter Chairman's Handbook Coordinator:

1) Update and publish the Chapter Chairman's Handbook. New Handbooks are passed out at the Chapter Chairman's Meeting at the Symposium. This is performed in April to May of each year.

2) Attend the Chapter Chairman's meeting at the Symposium to discuss the Handbook with the Chapter Chairmen.

3) Mail out the new Chapter Chairmen's Handbooks. This is done after the Chapter Records have been updated which is 15 Sept. of each year. Chapter Chairmen who attended the Chapter Chairman's meeting received a Handbook at the meeting and will not be mailed a second one.

4) Mail Out Invitations to the Chapter Chairman's Meeting. Include 4 on the Funding for Travel to the Meeting. This is done in December of each year.

5) Mail out occasional Chapter Chairman's handbooks to officers of newly formed chapters and when requested to do so by the Membership Services Committee Chairmen.

4) References:

(A. Truitt 7/96)

ADCOM COMMITTEES ORGANIZATION (MEMBERSHIP SERVICES)

MEMBERSHIP DEVELOPMENT

1. Responsibilities of the Membership Development Officer :

The Membership Development Officer shall be responsible for promoting the addition of new members to the Society and for the reporting of Society membership statistics.

2. How Selected and Term of Office:

Appointed by the Chair of Membership Services for one (1) calendar year.

3. Duties of Membership Development Officer:

- Maintain, in conjunction with IEEE Headquarters, a database of Society membership.
- Prepare and report on membership summaries of the Society and Chapters for AdCom and IMS Chapter Chair meetings.
- Determine which two Chapters in each of Regions 1-6 and Regions 7-10 have had the largest percentage growth on an annual basis and report results to Chapter Activities Committee.
- Make arrangements for a booth for recruiting new members at the IMS and arrange staffing (including AdCom and Chapter Chairs) for the booth.
- Encourage and support the arranging of new membership booths at Society sponsored conferences.
- Develop as needed, with AdCom approval, programs to expand Society membership.

(M. Schneider: 12/86)
(John T. Barr 10/93)

MTT-S NEWSLETTER EDITOR

1. Responsibilities of Newsletter Editor:

The Editor is responsible for publishing three issues per year of the MTT-S Newsletter. The Newsletter is a relatively informal publication to provide news, facts, meeting notices and/or coverage of programs and events, summaries of meeting minutes, ideas, short articles, letters to the editor, and other material of special interest to the microwave community. It is a "newsy" channel of correspondence that is meant to provide two-way communication to the MTT-S members by keeping them informed about what is proposed, planned, scheduled, and what has happen and why. The MTT-S leadership has a collateral obligation to develop an informed and interested membership by contributing timely reports of their activities for the Newsletter.

The ADCOM meetings provide the forum for obtaining news items for the Newsletter. Accordingly, the publishing schedule for the Newsletter is tied to the ADCOM meeting with submissions due one (1) month after their meeting. Approximately two months are then required to complete the editorial and printing cycle before copies are mailed to the membership. Normally, members should receive their Newsletter about three (3) months after ADCOM meets.

The Editor has several choices in layout and printing the Newsletter. The IEEE Magazines and Newsletter Department at IEEE Headquarters (Piscataway, N. J.) can provide these production services. Some companies have their own publications department and are willing to quote on supplying a finished product. Desktop publishing services can also be used. Generally, it is more economical to publish and print in the near locality and drop ship Newsletter directly to IEEE Headquarters for mailing to the members. The Editor should evaluate and choose these services on a cost and convenience basis.

2. How Selected and Term of Office:

Appointed by the President for a 3-(calendar) year term. The Editor is also a voting member of the Technical Activities Board (TAB) Newsletter Council.

3. Duties of Newsletter Editor:

Supervise **Newsletter** activities for cost effectiveness and timeliness.

- Solicit, coordinate, and schedule all inputs which includes reviewing, editing, and proofing all articles for publication. The Editor has the responsibility to maintain the high standards embodied in the IEEE Code of Ethics for all items to be published in the Newsletter.

- Coordinate mailing of the Newsletter with IEEE headquarters to ensure that sufficient copies will be supplied for the current mailing list.

4. References:

Constitution: X.2
Bylaws: 4.1.2.2, 5.2.2
IEEE Policy and Procedures Manual, Section 7.8, Code of Ethics
IEEE TAB Newsletter Committee Charter
IEEE Society / Council Newsletter Editor's Manual

ADCOM COMMITTEES ORGANIZATION (MEMBERSHIP SERVICES)

ITEMS	N	D	J	F	M	A	M	J	J	A	S	O
Spring Issue				Δ----------Δ								
Summer Issue									Δ----------Δ			
Winter Issue	Δ----------Δ											

Each Publishing Cycle Consists of the Following Activities

	-2mo	-1mo	-2wk	0	+1wk	+2wk	+3wk	+4wk	+5wk
Letter Request to Authors	Δ								
2nd Letter Request to Authors		Δ							
Final Request to Authors			Δ						
Type Setting; All inputs to Printer				Δ					
Finalize 1st Set of Articles; Review Newer Inputs					Δ				
Proofing Done; Draft Layout; Verify Photos and Captions						Δ			
Blueline Ready From Printer							Δ		
Changes to Blueline								Δ	
PRINT and MAIL									Δ

(R. Kagiwada: 12/86)
(J. Wassel: 8/94)

DISTINGUISHED MICROWAVE LECTURER

Introduction

An AdHoc committee was established by the President in 1989 to evaluate the MTT-S Distinguished Microwave Lecturer (DML) program. The recommendations made by this AdHoc committee were approved by AdCom at the May 1990 meeting. This procedure captures all key elements of the recommendation approved by AdCom.

1. General

In order to reduce the DML workload, the following procedure was implemented in 1990:

a. Multi-Year Appointment Policy

A multi-year appointment policy (3 years if possible) with staggered terms was adopted. In this way, approximately one Lecturer is named every year, thereby also providing program continuity.

b. Typical Lecturer Workload

Each Lecturer takes approximately 6-7 lecture trips per year, or 18-21 total for the 3 lecturers, with typically 1-3 lectures per trip. This approach allows for the three Lecturers to deliver at least 40 lectures total per year, an amount that is viewed as providing adequate service to our members.

Each Lecturer should consider providing a feature publication for the *IEEE Transactions on Microwave Theory and Techniques*.

2. Selection of the DML

a. Selection Philosophy

In the selection process emphasis should be on *selecting a topic, then finding the best available candidate*. Thus, the selection process should start with a topic that is clearly of interest to the MTT-S community, including working microwave engineers, and followed by a search for an individual with the proper credential and stature to lecture on this topic.

On occasion, it may be desirable and appropriate to select a highly distinguished individual, who would propose the topic. In this case, the nomination, made by an AdCom member to the Selection Committee, should include:

- nomination letter
- biography of candidate
- title and brief summary of talk
- letter from nominee's organization stipulating that organization's financial support

b. Selection Responsibility

The responsibility for topic selection, down selecting and recommending the candidate DML to AdCom rests with the Technical Committee. The Technical Committee recommends the DML candidate(s) to AdCom at the June meeting on an annual basis, if a vacancy exists. A Standing

Subcommittee of the Technical Committee is charged with the selection process. The core members of this Subcommittee are members of and representing

- the Technical Committee
- the Membership Services Committee
- the Editor of the MTT Transactions
- the Awards Committee Chairman

Additional subcommittee member candidates are:

- the DML Coordinator (non-voting)
- a Past President
- a Past DML

c. A detailed SCHEDULE OF EVENTS delineating the DML selection process is attached as Appendix A.

3. Preferences/Priorities for DML Engagements

a. Order of Preference

(1) MTT-S Chapters
(1a) Within home country (US) or Region [Strong Preference]
(1b) Outside of country or Region

(2) Student Chapters
(3) Group/Society Chapters
(4) Non-IEEE affiliated organizations

b. Foreign Travel

It is expected that, for the case of 3 Lecturers serving simultaneously, 2 Lecturers from the continental US/Canada will primarily serve the US/Canada, while the third is selected from one of the off-shore Regions. The latter DML will primarily serve his home Region.
As guideline, it is expected that no more than two "foreign" trips are taken by any DML during his or her tenure. If a trip is taken, it should be taken *to one Region only,* and several speaking engagements should be planned and coordinated for that Region.

c. Requests for Talks

Requests for talks will continue to be received directly by the DML. The DML Coordinator provides guidelines to the DML regarding acceptance criteria and priorities. This would include factors such as chapter size, when chapter was last visited, first-come-first-served, the order preference identified in 3a above, etc. The DML's preferences should also be a factor.

4. Management of the DML Program

a. The selection process is the responsibility of the Technical Committee, as outlined in 2 above.

b. The Coordination and Budget
The coordination activities with the DMLs, as well as the budgetary responsibilities reside with the Membership Services Committee. Specifically, budget responsibility and accountability is placed directly on the DML Coordinator (who is a member of the Membership Services Committee)

5. Stature of the DML Program

Every effort must be made by Membership Services and the DML Coordinator, who also coordinates the Speakers' Bureau activities, ***to clearly distinguish the DML program from the Speakers' Bureau.***

6. Financial Aspects

The total budget for the DML activities consists of the AdCom budget and contributions from other sources, including the DML's institution, the local organization hosting the lecture, and local Section funding. It is customary that the DML's institution/organization contributes 50% of the total expenses.

a. AdCom Budget

The current (1992) AdCom budget is approximately $3,500 per year.

Because of the special, long range nature of the DML activity, and in order to increase the DML's schedule flexibility, budgetary carry-over from year to year is acceptable.

The budget is to be clearly segregated from other Membership Services activities.

b. Supplementary Budget

It is incumbent upon the Subcommittee to ascertain, as part of the selection process, that any DML candidate recommended to AdCom is adequately funded (at the 50% level of the total) by the DML's organization, i.e. that a commitment in writing by the candidate's organization is in hand. In exceptional, isolated circumstances, when this is no the case, the recommendation to AdCom will include a recommendation for additional funding to adequately fund this DML.

Should the DML recommendation to AdCom be for more than one new DML, and if this requires additional budget, the additional budget will be made part of the recommendation to AdCom.

APPENDIX A
SCHEDULE OF EVENTS
DISTINGUISHED MICROWAVE LECTURER PROGRAM

DATE	ACTION/ACTIVITY	RESPONSIBILITY
June Symposium	Based on interest of attendees, look for possible "hot" topics	TCC Chairman
1 July	Letter soliciting nominations for candidate topics. Send letter to DML Subcommittee, all TC chairs and co-chairs, AdCom members, and the 5 most recent past presidents. Request responses to be sent to DML Subcommittee Chairman	TCC Chairman
31 August	Consolidate responses, prepare questionnaire, send to same group. Request responses by 15 September	DML Subcom Chair
30 September	Evaluate responses, down select to top 3 or 4 topics. Send summary to DML subcommittee members	DML Subcom Chair
31 October	Make final selection of topic(s) - number depending on number of DML openings	DML Subcommittee
15 November	Send letter to all recipients of July mailing, soliciting DML candidates for the topic(s) selected. Include emphasis on Regions 8-10, as appropriate, depending on appointment cycle(s). Request responses by 15 December.	DML Subcom Chair
15 January	Send new questionnaire to DML Subcommittee members. Purpose is to down select to 3 or 4 candidates per topic and rank them. Request responses by 31 January.	DML Subcom Chair
5 February	Contact top ranked candidate by phone, soliciting preliminary response as to willingness to serve and of institution's financial support (50% of total expense). If affirmative, follow up with letter requesting candidate's biography, as well as a letter as to the support to be provided by the candidate's institution by 1 March. If negative, contact next ranked candidate. Request responses by 15 March.	DML Subcom Chair
31 March	Prepare nominating letter to AdCom, send to AdCom secretary for advance mailing	DML Subcom Chair
15 April	Contact the Membership Services Committee Chairman and DML Coordinator, alerting them as to potential budget impact of nomination(s)	DML Subcom Chair
June AdCom	Present DML recommendation to AdCom for approval.	TCC Chairman

The approved Distinguished Microwave Lecturer will begin serving in the fall following the May/June AdCom meeting, typically serving for a 3-year term.

(J. Raue: 6/92)

INTERNATIONAL CHAPTER MEETING LIAISON

1. Responsibilities of International Chapter Meeting Liaison

Coordinate with the Transnational Liaison Committee Chairman and Regional appointees to insure broad dissemination of Society membership information, Chapter Officers Manuals, technical conference publicity, and other available IEEE orientation material and training aids.

Provide a direct conduit to IEEE Staff and Membership Services at the IEEE Operations Center and Regional Offices as they are established.

2. How Selected and Term of Office

This position requires past experience in working with members and Chapter Officers in all ten IEEE Regions of the world.

Appointed by the Chairman of the Membership Services Committee at the time of taking office. The term of office is at the discretion of the Committee Chairman.

3. Duties of International Chapter Meeting Liaison

Support the Membership Services Committee Chairman on all international activities.

Respond to all inquiries from Chapter Officers in Regions 8, 9 and 10, and coordinate activities with the Transnational Liaison Regional appointees.

Attend Annual Symposium Chapter Chairmens Meeting held during IMS Microwave Week, and as many of the Regional Chapter Chairmens Meetings as is possible. The latter are usually held in conjunction with the European Microwave Conference (Region 8), the SBMO/IEEE MTT-S Brazil Microwave Symposium (Region 9) and the Asia Pacific Microwave Conference (Region 10).

4. References

OPERATIONS

1. Responsibilities of Operations Chairman :

Provide assistance and coordination to AdCom officers and committee chairmen and members in developing and documenting improved operational procedures as appropriate. Work with AdCom officers in establishing appropriate terms for outside contracts. Provide coordination and assistance as needed for committees assigned to Operations in carrying out their activities. This includes assistance to sub-committee chairmen in assembling their reports for AdCom and following up on action items for each chairman.

2. How Selected and Term:

Appointed by President for a term of one calendar year.

3. Duties of Operations Chairman:

Provide assistance to AdCom officers and committee chairmen:

- Assist in developing and documenting AdCom and committee procedures.
- Assist in establishing appropriate terms for outside contracts.

Coordination and assistance to assigned Operations sub-committees:

- Submit nominee for sub-committee.
- Coordinate committee reports to AdCom.
- Assist in performing committee action items.
- Provide leadership and direction for assigned sub committees.

4. References:

Bylaws: 5.2.4

(R. Moore: 9/92)

ADCOM COMMITTEES ORGANIZATION (OPERATIONS)

ADMINISTRATOR

1. Responsibilities of Administrator:

Assist the Society President and Officers in planning and follow-up to business conducted during Administrative Committee meetings.

Serve as a liaison and advisor to Society Officers as necessary on business matters that require the support of IEEE Service Center Staff.

Assist with the development and review of the Annual Budget.

Advise Administrative Standing Committee Chairmen in the implementation of sound financial management within their committees and assist where necessary.

2. How Selected and Term of Office:

Candidates may be solicited from the retired community of present or former active Administrative Committee members including Past Presidents. An expression of interest is submitted by each candidate outlining his or her interests, experience, credentials and resources. A search committee consisting of, as a minimum, the Operations Committee Chairman, President and Vice President will review the submissions and select the individual to be hired as an independent contractor.

Appointment is for one calendar year from 1 January to 31 December. If a midyear appointment is made the term ends December 31 of the same year.

The Administrator reports to the Operations Committee Chairman who will provide working directions and operational guidance based on instructions from the President. The Operations Committee Chairman will review the work load of the Administrator with the President, and as appropriate, provide for any necessary adjustments to best serve the needs of the MTT Society.

3. Duties of the Administrator:

The duties of the Administrator consist of appropriate tasks from the following list based on priorities and instructions as determined by the President and Operations Committee Chairman.

- Follow-up on selected action items before and after Administrative Committee meetings.
- Participate in the Annual Budget review. Support the Treasurer in reviewing the periodic Society financial statements provided by TAB to insure sound management practices are followed.
- Monitor the cash flow and Short Term/Long Term Investments of the Society and advise the Treasurer on investment decisions as appropriate.
- Assist editors in planning and tracking page budgets for publications to avoid financial penalties for significant page underruns or overruns.
- Monitor and seek means to optimize voluntary and overlength page charge collections.
- Assist annual International Microwave Symposium Steering Committees in budget preparation, administration of finances and record keeping to insure a successful audit and timely submission of final report.

4. Office Facilities:

To perform the above tasks the Administrator is expected to maintain an appropriate office facility with equipment including, but not limited to a phone, facsimile, copier and computer with word processor, spreadsheet and data base software capabilities. The expense of the above identified equipment will be borne by the MTT Society ,either by purchase, in which case the Society retains title to it, or if provided by the Administrator, as a part of the office expenses covered by the Society. Costs for same are to be agreed upon at the beginning of the term of office.

5. Travel:

The Administrator is expected to attend three AdCom meetings and the IMS annually, and make appropriate visits to the IEEE Service Center in Piscataway, NJ and other locations as necessary at AdCom expense. Requests for travel reimbursement will be made on standard IEEE forms. The Administrator may request travel advances up to $500 prior to major trips, and is expected to work with appropriate reservation services in a timely manner to obtain the lowest possible fares.

6. Reviews:

The Administrator will submit an annual report at the end of each year as part of the performance review. The report shall contain recommendations for additions and improvement of the administrative function for the following year, based on the tasks outlined above under Duties. The report cover letter should indicate the Administrator's interest or non-interest in reappointment for another one year term.

7. Compensation:

The Administrator shall invoice for services rendered and office expenses bimonthly, except travel expenses which are submitted when incurred. Each invoice should show both current and cumulative compensation and expense reimbursements. Cumulative expenses should include travel costs, also, to enable comparison with annual budgets. Invoices should be submitted to the Operations Committee Chairman for approval and transmittal to the Treasurer and then to IEEE for payment. Because the appointment is annual, it is the Administrator's responsibility to control the hours invoiced to insure adequate support to the Society throughout the term of office. During any one quarter, the Administrator should not expend more than one-third of the annual hours allocated without the express approval of the Operations Committee Chairman.

8. References:

Addendum to Independent Contractor Agreement for IEEE MTT-S Administrator prepared by R. A. Moore dated 23 December 1992.

(R. Sparks: 8/93)

ADCOM COMMITTEES ORGANIZATION (OPERATIONS)

BYLAWS AND PROCEDURES

1. Responsibilities of Bylaws and Procedures Committee Chairman:

The Bylaws and Procedures Committee Chairman serves as a resource to the MTT Administrative Committee in interpretation of the Bylaws and Constitution, to ensure that the Society is operating according to these Bylaws and Constitution. He implements changes in these instruments as directed by the Administrative Committee.

2. How Selected and Term of Office:

Appointed by the President for a term of one calendar year.

3. Duties of the Bylaws and Procedures Committee Chairman:

- Acquire detailed knowledge of MTT-S Bylaws, Constitution and operating procedures.
- Serve as a resource to AdCom regarding questions related to the Constitution, Bylaws and operating procedures.
- Propose and implement changes in the Constitution and Bylaws as directed by the Administrative Committee.
- Inform IEEE Headquarters of approved changes and additions to the Constitution and Bylaws.
- Inform MTT-S membership via the **Newsletter** of changes in the Constitution and Bylaws.
- Maintain the **Operating & Procedures Manual** that shall define the specific duties, actions and responsibilities of the officers and committee chairs. Statements appropriate for the manual are those concerned with procedural matters by the committees, bylaw interpretation and guidelines, intra- and inter-committee interactions and corporate memory.
- Coordinate with the Secretary the printing and distribution of the **MTT-S Handbook** containing the Constitution, Bylaws and Operating and Procedures Manual.

4. References:

Bylaws: 5.2.4; 6.1,2

(A. Gupta:06/92)

ADCOM COMMITTEES ORGANIZATION (OPERATIONS)

ELECTRONIC COMMUNICATIONS

1. Responsibilities of Electronic Communications Committee:

Develop electronic communications facilities for the benefit of MTT members and to increase administrative efficiency. Assist members in accessing and using these new facilities. Review typical AdCom operating procedures to find new opportunities for electronic enhancements. Once a new electronic communication service or facility is established, maintenance becomes the responsibility of the Committee or AdCom member under whose charter it falls, or that derives the greatest benefit.

Once electronic communication become a routine means for the MTT and AdCom to conduct its business, the AdHoc Committee on Electronic Communications will no longer be needed. At that point electronic communications will be a part of everyday MTT business, and well understood by virtually all members. It is anticipated, however that the position of E-Mail Liaison will be required indefinitely.

2. How selected and term of office:

Chairman of the Committee on Electronic Communications is appointed by the President to a one year term.

3. Duties of Electronic Communications Committee:

January - Review MTT and AdCom procedures and facilities and establish goals for improving and adding electronic communications facilities and services for the coming year.
February - Submit Budget request for the next year.
June - Recommend specific changes and additions to MTT electronic communications services and facilities to AdCom.
October - Pending AdCom approval, implement new and enhanced facilities and services.

4. References:

Also see E-Mail Liaison in the Procedures Manual.

(M. Schindler: 8/94)

E-MAIL LIAISON

1. Responsibilities of E-Mail Liaison:

Act as the contact point on all electronic communications issues to the IEEE. Ensure that IEEE E-Mail facilities are being made available to the MTT and properly maintained by the IEEE. Request new services from the IEEE. Aid AdCom in making use of IEEE E-Mail facilities.

The E-Mail Liaison works closely with the AdHoc Committee on Electronic Communications. Although the AdHoc Committee on Electronic Communications will exist only long enough to establish routine E-Mail use, the E-Mail Liaison position will exist for the foreseeable future supporting all of AdCom.

2. How selected and term of office:

Appointed by the President to a one year term.

3. Duties of E-Mail Liaison:

The E-Mail Liaison works throughout the year on implementing facilities with the IEEE, and in resolving E-Mail problems. Responsible for forward inquiries directed to the general MTT-S e-mail alias to the appropriate AdCom member. Routine E-Mail facility administration is the responsibility of the relevant Committee.

4. References:

Also see AdHoc Committee on Electronic Communications in the Procedures Manual.

(M. Schindler: 8/94)

ADCOM COMMITTEES ORGANIZATION (OPERATIONS)

HISTORIAN

1. Responsibilities of the Historian

The three major functions of the MTT Historian are:

- To act as a resource in matters of MTT and AdCom history.
- To provide liaison between the AdCom and the Committee responsible for the Historical Collection and to provide assistance to the Committee as needed.
- To assist in and help promote projects of an historical nature that have relevance to MTT.

2. How selected and term of office

Selected by President for a term of three years.

(T. Saad: 6/89)
(T. Saad: 6/93)

ADCOM COMMITTEES ORGANIZATION (OPERATIONS)

HISTORY AND COLLECTION

1. Responsibilities of the Chairman of the History and Collection Committee

The primary responsibility of the History and Collection Committee is to act as curator of the historical collection. This includes acquisition (by solicitation of donations and by purchase), cataloging, preparing displays, packing, shipping, and setting up at the symposium. The Committee also maintains the MTT-S Honor Roll plaque and other award materials. in recent years, the Committee has comprised a Chairman, a Secretary-Treasurer, and an at-large member.

The collection is permanently housed at the Historical Electronics Museum, Baltimore, Maryland, and is on display there between Symposia.

Chairman

The Chairman coordinates with the Symposium appointed individual in preparing the display at the Symposium. He works closely with the other committee members in preparing the exhibit, overseeing the budget, and running the exhibit at the Symposium. He calls on experienced MTT members to act as historical resource to ADCOM.

Secretary-Treasurer

The Secretary-Treasurer arranges transportation to and from the Symposium, corresponds with ADCOM Finance Committee, and arranges working meetings of the Committee.

2. How Selected and Term of Office:

The Chairman of the History and Collection Committee is selected by the President for a term of three years. The other members of the Committee are selected by the Chairman.

SCHEDULE FOR MTT-S HISTORICAL EXHIBIT
(Specific dates assume Symposium Week is June 1-6)

DATE	ACTIVITY
Ongoing	Acquire artifacts for Exhibit
07 January	Coordinate space requirements with local Exhibit Chairman
01 March	Send videotapes to local Exhibit Chairman
01 March	Complete planning for additions/changes to exhibit; order materials
14 May	Pack Exhibit material; crate for shipping
21 May	Ship Exhibit to Symposium city
02 June	Setup Exhibit at Symposium site
2-4 June	Exhibit open
04 June	Tear down, repack Exhibit
05 June	Ship Exhibit back to Baltimore
21 June	Setup Exhibit at Historical Electronics Museum

ADCOM COMMITTEES ORGANIZATION (OPERATIONS)

Historical Collection Committee

Historical Exhibit Management

1. Coordinate requirements with Local Historical Exhibit Chairman. This should be done at the time of the January ADCOM meeting, which takes place at the site of the Symposium.

   1.1 Determine the space required for the Exhibit, including a reading room and a video show room. Determine whether the reading room should be separate from the main Exhibits.
   1.2 Select a location readily accessible from the technical meeting rooms, or in direct view from the registration area, since these are heavy traffic areas. This will help increase attendance. This is coordinated with the Local Arrangements Chairman.
   1.3 Arrange for personnel to be present in the Exhibit during the Symposium.
   1.4 Determine the requirements for physical security, such as locked doors, security guards, etc. after hours.

2. Acquisition of Artifacts

   2.1 Acquisition of artifacts for the permanent Collection is an ongoing effort. To be included in the Symposium, time must be allowed for the new items to be labeled, mounted, and packed. This creates an effective cutoff date for new items at about four months before the Symposium.
   2.2 Obtain additional temporary display materials. Typical sources for such materials include members of the local MTT Chapter, who may desire to highlight specific achievements in microwave history. If the local Chairman acquires these items, arrangements must be made for their transportation, labeling, display and return.

3. Send videotapes to local Chairman. The MTT maintains an ever-growing library of videotapes of historical interest, but it will probably not be desired to show all of them. Some local Chairmen have taken the time to edit the contents of several tapes onto one or two tapes to simplify the mechanics of showing them at the Symposium. Others have borrowed tapes from local organizations for special showing at the Symposium. To allow time for all this, the MTT videotapes should be sent to the local Chairman at least three months before the Symposium. arrangements for a videotape player and TV are the responsibility of the local Chairman, who must coordinate with the Local Arrangements Committee.

4. Organize materials to be displayed. Planning for this should be done at least three months before the Symposium to allow time for fabrication or delivery of new display hardware.

   4.1 Rearrange display to accommodate new items.
   4.2 Prepare new mounts and labeling for new artifacts.
   4.3 Repair loose or damaged display items.
   4.4 Correct and update existing documentation.
   4.5 Repair, fabricate , or purchase display cases, etc.

5. Pack Exhibit material for shipment

   5.1 The MTT Exhibit is on display at the Historical Electronics Museum. It must be dismantled, crated, and transported to the carrier for transportation to the Symposium. It has been found to take at least twelve man-hours for the dismantling and packing, and about four man-hours of supervision for the crating and transportation. Since exhibit material is required to be at the Symposium site about a week before the Symposium, and air transportation takes about two days, packing should be completed about two weeks before the Symposium.

5.2 Inventory and pack books.

6. Ship Exhibit materials. Coordinate with the Exhibit Manager for the shipping address, which is usually a warehouse, and not the convention center. Make sure the Exhibit Manager knows when and how many pieces of the Historical Exhibit material are coming, so that it will be moved to the correct location at the Convention Center, and not be considered a part of the commercial exhibit. Make arrangements at the time of shipment to the convention city for the return trip to the Historical Electronics Museum. This will ensure prompt pickup after the Symposium, and will allow any special shipping rates to be agreed upon in advance. It is strongly recommended that shipment be made by air, since this requires the least amount of handling. We have found that less disturbance to the exhibit materials occurs through air transport than by truck.

7. Set up at Symposium. This takes place the day before the Symposium, usually on Monday of the Symposium Week. Arrange with the decorator or Exhibit Manager for two decorators/carpenters to help set up the display cases. Basic set up can usually be accomplished in the morning, but finishing touches will probably run into the afternoon.

8. Tear down and repack.

8.1 This takes place on the evening of the last day of the Symposium, usually Thursday. Arrange with the decorator or Exhibit Manager for two decorators/carpenters to help dismantle and crate the display cases. Inventory books. This will usually take several hours.

8.2 Coordinate shipment back to Historical Electronics Museum. Labeling and paperwork for the shipper should be completed by the end of the day. Actual pickup from the Convention Center takes place the following morning.

9. Return Exhibit to Historical electronics Museum. The exhibit material will be returned to the Museum warehouse (if shipped by air) early in the week after the Symposium. The Historical Collection Committee should arrange to set up in the Museum again no later than one month after the Symposium.

ITEMS	**J**	**F**	**M**	**A**	**M**	**J**	**J**	**A**	**S**	**O**	**N**	**D**
Collect and catalog artifacts, etc.	Δ	Δ	Δ	Δ	Δ	Δ	Δ	Δ	Δ	Δ	Δ	Δ
Prepare for Symposium				Δ-----Δ								
Symposium						Δ						

(S. Stitzer; 6/92)

ADCOM COMMITTEES ORGANIZATION (OPERATIONS)

NOMINATIONS

1. Responsibilities of Nominations Subcommittee Chairman

The Nominations Subcommittee Chairman provides a slate of candidates in accordance with the guidelines in the MTT-S Constitution for consideration to elect members of the MTT-S Society to AdCom. Additionally, the Chairman will provide a slate of candidates for the position of AdCom Vice President. Further, the Chairman will perform other duties associated with the election of members.

2. How Selected and Term of Office

It is the responsibility of the Operations Committee to provide "nominations for offices" in accordance with Bylaw 5.2.12. In practice, however, the Nominations Subcommittee Chairman is usually appointed by the President for timely functioning and should preferably be a Past President of the MTT-S and ineligible to vote for the candidates. At the discretion of the President, the remaining committee members are appointed either by the President or the Subcommittee Chairman and must be ineligible as candidates, or disinterested in being a candidate. Unless re-appointed, the duties and term of office of the Nominations Subcommittee Chairman expire upon adjournment of the January meeting.

3. Duties of the Nominations Committee Chairman

- Call for Nominations for elected MTT members to the MTT AdCom (publish in NEWSLETTER); instruct Membership Services Committee Chairman to notify all Chapters call for nominations in writing. Members having served three consecutive terms on AdCom cannot be nominated by the Nominations Subcommittee.

- Chair the Nomination Procedure:
  - Appoint Committee if not already appointed by President.
  - Obtain "suggested" nominees from each member of Nominations Committee. Process must ultimately result in at least two nominees for each open slot.
  - Prepare a "Suggested Starting List of Candidates" of perhaps more than 40 names and solicit responses from AdCom.
  - Committee shall down select, and seek acceptance of nomination and commitment to perform as expected, if elected from this reduced list.
  - Assemble list of "suggested" nominees and prepare a "spread sheet" of biographical information emphasizing MTT-S, IEEE and other activities. Compile results. Inform President of slate.
  - Prepare ballot for use at Annual Meeting. Petition candidates are automatically included on the ballot.
  - After election, advise TAB of the results, and prepare NEWSLETTER Report.

- Nominees for MTT-S Vice President: (Bylaw 4.1.3). Submit at least two candidates for election.

- Other Nominations
  - As requested by the President, recommend candidates for certain IEEE or TAB positions.

- Submit candidates for Division Director to Divisional Nominating Committee.

4. Election

With the consent of the President, conduct the elections described above. Request the President to appoint a Tellers Committee, no member of which is either eligible to vote or a candidate for election. Review the nomination and election procedure to AdCom. Re-state the voting rights of elected members and 3 Past Presidents, less those individuals standing for election. Open nominations from the floor. Candidates leave room. Discuss candidates.

Conduct secret balloting. Plurality and majority vote elects. All votes shall carry equal weight. The six candidates with the largest number of votes on the first ballot are elected provided each has a majority of the possible votes. In the event that the first ballot does not fill all six vacancies, Additional ballots shall be held listing as candidates the remaining nominees. The eligible voters may choose to remove from the next ballot the candidate(s) having the fewest number of votes on the previous ballot. On additional ballots, the candidate(s) with the largest number of votes is (are) elected provided each has a majority of the votes.

5. Post-Election

Agree with President on notifying winners of election, request approval from TAB, and publicize in NEWSLETTER, and TRANSACTIONS masthead.

6. References

Constitution: VI-1,2,3,10; VII-1,2,3.
Bylaws: 4-1-1,2,3,4,5; 4-2-1,2,3; 5-2-12
IEEE Bylaws: 502.4

7. Timelines

Jan Call for Nomination in MTT-S NEWSLETTER

Mar Prepare "Suggested Starting List of Candidates". Subcommittee to review and comment.

Apr Request Membership Services Committee to solicit nominations from Chapter Chairmen.

Jun Obtain AdCom responses to "Suggested Starting List of Candidates"

Jul Affirm candidate is member of MTT-S.

Down select Suggested Starting List.

Obtain from potential candidates acceptance of nomination and commitment to perform as expected, if elected. Prepare "spreadsheet" of candidates.

Aug Compile a slate of candidates to be recommended to AdCom. Inform President.

Compile a slate of candidates for Vice President.

Prepare material for nomination and election at AdCom Annual Meeting.

Sept Conduct nomination and election. President to name Tellers Committee.

Oct Notify and seek approval of TAB
Notification of winners, by President

Prepare and submit publicity material to NEWSLETTER. Inform TRANSACTIONS Publication Department of results for masthead.

ITEMS	J	F	M	A	M	J	J	A	S	O	N	D
Call for Nominations in MTT Newsletter and Chapter Chairmen	Δ											
Prepare Suggested Starting List of Candidates				Δ								
Request AdCom Response					Δ-----Δ							
Prepare Ranking						Δ						
Ascertain Commitment to Serve						Δ-----Δ						
Compile Slate and Inform President								Δ				
Nominations for Vice President												
a. Solicit						Δ-----Δ						
b. Final								Δ				
Committee Report for Annual Meeting									Δ-----Δ			
Conduct Elections									Δ-----Δ			
Election Results for Newsletter										Δ		

(K. Tomiyasu, 12/92)
(K. Tomiyasu, 6/94)

ADCOM COMMITTEES ORGANIZATION (OPERATIONS)

OMBUDSMAN

1. Responsibilities of Ombudsman:

The Ombudsman is responsible for receiving complaints and providing assistance to members in solving problems encountered in obtaining membership services from IEEE and MTT-S. It is the Ombudsman's responsibility to provide the membership with an alternate channel from the normal IEEE Service Center channels when difficulty is encountered through regular channels.

2. How Selected and Term of Office:

Appointed by the President for a term of one year.

3. Duties of the Ombudsman:

A. Notify members in each MTT-S newsletter that the Ombudsman is available to help members with their complaints or to assist in obtaining membership services from IEEE and MTT-S. The mailing address, telephone, and FAX numbers of the ombudsman should be provided, both in the newsletter and the MTT-S directory.

B. On receipt the Ombudsman shall acknowledge the complaint and assure the member of assistance in solving the problem. Make contact with the member within one week of the receipt of the complaint.

C. The Ombudsman shall make the necessary contacts to solve the problem. In many cases IEEE (Membership Services) can assist the Ombudsman in obtaining necessary information and can help the Ombudsman in rectifying the problem. Make necessary contacts to solve the problem within two weeks of the receipt of the complaint.

D. When the problem is resolved, notify the member details of the action taken and invite further correspondence if the member remains dissatisfied. Notify member when necessary inputs are received. Time should be 2 to 4 weeks after receipt of complaint.

E. If further correspondence is received from the member on the same complaint, repeat the process as above.

(E. Niehenke, 12/94)

ADCOM COMMITTEES ORGANIZATION (OPERATIONS)

PARLIAMENTARIAN

1. Responsibilities of the Parliamentarian

1) Maintain a familiarity with Robert's Rules of Order and the maintenance of proper democratic procedures for the conduct of meetings.

2) Have available at meetings a suitable reference manual that can be appealed to, when necessary, for clarifying any points of order.

2. How Selected and Term of Office

The individual should have prior experience in parliamentary procedures. Appointed by the President for a one-year term.

3. Duties of Parliamentarian

Provide guidance and consultation to the Chairman/Moderator of the Society Administrative Committee Meetings on all matters pertaining to the rules and their interpretation that govern the orderly conduct of deliberative assemblies.

4. References

Robert's Rules of Order, General Henry M. Robert with a Guide and Commentary by Rachel Vixman, Pyramid Books, NY; 1971.

Robert's Rules of Order Newly Revised, Scott, Foresman and Co.;1990 Edition.

Modern Rules of Order, L. S. Cushing, Fawcett Publishers, Inc., Greenwich,CN; 1964.

Slide-A-Rule for Meetings, Marjorie H. Duncan; Revised 1971.

(R. Sparks 4/96)

ADCOM COMMITTEES ORGANIZATION (OPERATIONS)

PUBLICITY/PUBLIC RELATIONS

1. Responsibilities of Publicity/Public Relations Chairman:

The Publicity/Public Relations Subcommittee is responsible for assisting as appropriate all Administrative Committee activities with publicity and public relations activities.

2. How Selected and Term of Office:

Appointed by the President for a term of one year

3. Duties of the Publicity/Public Relations Chairman:

- Advertisements in IEEE Potentials (& elsewhere as directed by the AdCom) to recruit new members -- determine content of advertising, produce artwork and liaise with IEEE staff.
- Production of publicity material, such as Society brochure and other materials to publicize the Society, explaining its' role and recruit members.
- Provide advice and assistance to AdCom members on matters pertaining to Publicity & PR in connection with any societal activities.

(R. Pollard: 8/94)

PUBLICATIONS

1. Responsibilities of the Chairman of the Publications Committee

The Chairman of the Publications Committee assists, manages and coordinates the activities of the Society's archival technical journals: *IEEE Transactions on Microwave Theory and Techniques* and *IEEE Microwave and Guide-Wave Letters*. He selects editors for these journals with the concurrence of the AdCom, and jointly with the editors, selects the associate editors. He is also responsible for coordinating IEEE video-tape and book activities of the *IEEE Press*, as they affect the MTT society.

2. Selection and Term of Office

The Publications Chairman is selected by the President for a term of one year.

3. Duties of the Chairman of the Publications Committee

Duties are related to the above-listed responsibilities.

4. References:

Bylaws: 5.2.2
IEEE Bylaws: 502.5

(S. A. Maas 10/92)

ADCOM COMMITTEES ORGANIZATION (PUBLICATIONS)

MTT TRANSACTIONS EDITOR

1. Responsibilities of the Editor of the IEEE Transactions on Microwave Theory and Techniques:

The MTT Transactions Editor maintains the highest possible quality of the Transactions as an archival journal. He oversees the regular on-line publication of each issue, and has overall responsibilities for regular issues, and secondary responsibility for special issues, which are the primary responsibility of the guest editor(s).

2. How Selected and Term of Office:

Recommended by the Chairman of the Publications Committee and appointed by AdCom for a three-year term.

3. Duties of the MTT Transactions Editor:

- Submits budget request to the Chairman of the Publications Committee for approval by AdCom at its winter meeting.
- Maintain list of reviewers (Editorial Board), solicit new members of the editorial review committee and periodically reviews their qualifications.
- Log in manuscripts, assign reviewers for each paper, evaluate reviewers' responses and make dispositions of papers. Compile issues.
- Coordinator with IEEE facilities for publication.
- Establish standards for acceptance of papers.
- Update and improve forms and form letters; maintain the computer facility.
- Consider and solicit invited papers.
- Assist guest editors for special issues.
- Annually update list of reviewers and MTT officers published in the Transactions.
- Appoint Associate Editors for special tasks, such as:

  (a) Index Issues.
  (b) Solicitations of applications papers.

4. References:

Constitution: X.2
Bylaws: 3.3.2.3; 5.2.2

(T. Itoh: 11/92)
(S. Maas: 11/92)

ADCOM COMMITTEES ORGANIZATION (PUBLICATIONS)

LETTER-JOURNAL EDITOR

1. Responsibilities

The Editor of *The IEEE Microwave and Guided-Wave Letters* is responsible for the overall operation and quality of the Letters Journal. He oversees the review of submitted papers, accepts appropriate papers for publication, and assembles each monthly issue. Because the Letters Journal is a quick-turn-around publication, the Editor must process manuscripts rapidly.

2. Selection Process and Term of Office

The Editor is recommended by the Chairman of the Publications Committee and appointed by the AdCom for a three-year term.

3. Duties of the Letters-Journal Editor

- Submits budget request to the Chairman of the Publications Committee for approval by AdCom at its winter meeting.
- Maintains a list of reviewers (the *Editorial Board*), solicits new members of the Editorial Board, and periodically reviews their qualifications; maintains these records in a computer database.
- Uses all means necessary to insure quick reviews, including FAX, electronic mail, and the use of the simplest possible review form.
- Establishes standards for the acceptance of papers.
- Keeps records of each submitted manuscript, sends the paper to appropriate reviewers, and decides either to accept the paper for publication or not.
- Selects papers for each monthly issue (normally, papers are published in the earliest available issue).
- Coordinator with IEEE facilities for publication.
- Maintains computer software for tracking manuscripts and storing reviewer information.
- Reports the status of the journal to the AdCom at each regular meeting.

References

Constitution: X.2
Bylaws: 3.3.2.3; 5.2.2

(S. Maas; 11/92)

ADCOM COMMITTEES ORGANIZATION (PUBLICATIONS)

ASIA-PACIFIC ABSTRACTS EDITOR

1. Responsibility of Asia-Pacific Abstracts Editor:

Compile Asia-Pacific Abstracts for publication in **IEEE Microwave and Guided Wave Letters.**

2. How Selected and Term of Office:

Typically selected from membership in Tokyo Chapter by recommendation of outgoing Asia-Pacific Abstract Editor. Appointed by the MGWL Editor with AdCom approval for a term of one calendar year.

3. Duties of the Asia-Pacific Abstracts Editor:

- Search microwave related publications in Japan, India, Australia and other Far Eastern countries. Summarize the contents in English if the original is non-English.
- Compile Asia-Pacific Abstracts based on the survey.
- Send compiled versions to MGWL atleast once a year.
- Maintain contacts with the MGWL Editor and Publications and Standards Committee Chairman.

(T. Itoh: 12/86)
(S. Maas: 11/92)
(T. Itoh: 1/93)
(T. Itoh: 11/94)

PATENT ABSTRACT EDITOR

1. Responsibilities of the Patent Abstract Editor:

The Patent Abstract Editor selects from U.S. Patent Office Publications the appropriate recently issued patents which are of potential interest to MTT members and submits them in a timely fashion for monthly publication in the **MGWL.**

2. How Selected and Term of Office:

Appointed by the MGWL Editor for an indefinite term.

3. Duties of the Patent Abstract Editor:

- Review (monthly) the accumulated copies of the **Official Gassette** to select the patents of interest. These are generally found under the U.S. Classifications 333 (Electrical) for microwave patents, and 350 (Mechanical and General) for lightwave patents. Select only those lightwave patents relating to transmission type components. Additional patents are sometimes found under other classifications.

- Order copies of the patents from a Patent Library. Keep a simple log listing each patent selected for each month, when it was ordered and received, when it was submitted to IEEE for publication, when it appeared in the galley proofs, and finally, when it was published.

- Prepare the monthly submission to the publication department (typically 12-15 patents each month). Arrange the patents in numerical order. Two copies of the cover page of each patent should be made. One copy will be used to reproduce the Abstract text, the other is for the principal figure. Additional pages are sometimes necessary if the principal figure, or some of the Abstract text extend to other pages. These copies should be submitted to the publications department about <u>five months</u> in advance of the publication date. (It is a good idea to be early if possible).

- Review galley proofs promptly after receiving them, and return to publications department each month. We do not pay page charges. The cost of the Patent Abstracts section is borne by the MTT Society.

- Check monthly MGWL publications for paper content, and check off patents in the log.

(N. Dietrich: 12/86)
(S. Maas: 11/92)

ADCOM COMMITTEES ORGANIZATION (PUBLICATIONS)

IEEE PRESS LIAISON

1. Responsibilities of the IEEE Press Liaison:

The Liaison serves as the primary point of contact between the MTT-Society and IEEE Press. The Liaison serves the MTT-Society by pursuing book projects for MTT sponsorship and insuring that such projects result in books of value and interest to Society members. The Liaison aids the IEEE Press in two major areas:

1) Provides evaluations of book quality, conducted in an objective thorough manner, i.e., via written reviews by experts

2) Assists in publicizing and promoting the book to Society members via readily available Society vehicles such as the MTT-S Newsletter, Chapter Officer's Newsletter, MTT-Symposium booth and other appropriate publications or displays.

2. How Selected and Term of Office:

Appointed by the Society President for one calendar year.

3. Duties of the IEEE Press Liaison:

- Select an MTT-S IEEE Press Editorial Board of 6 to 12 members who will provide reviews of book proposals and Book Series proposals.
- With the help of the Editorial Board the Liaison determines whether the MTT-Society should sponsor book and Book Series projects.
- With the help of the Editorial Board the Liaison identifies appropriate reviewers for books that are sponsored by the Society.
- With the help of the Editorial Board the Liaison identifies appropriate Book Series topics and Book Series Editors.
- With the help of the Editorial Board the Liaison identifies potential book authors and aids them in preparing book proposals.
- Attend IEEE Press Liaison meetings (typically held twice/year in April and October hosted by IEEE Press) and represent the MTT-Society.

(M. Golio: 9/94)

STANDARDS COORDINATING

1. Responsibilities of the Chairman of the Standards Coordinating Committee:

The Chairman of the Standards Coordinating Committee manages both the implementation and the maintenance of standards sponsored by the MTT-S. Standards can materially affect the interests of society members. The need for new standards arises as technology evolves and becomes increasingly multidisciplinary. Current standards are to be reviewed for revision or reaffirmation in five-year intervals. The Chairman solicits membership in new MTT-S Standards Working Groups. The Chairman monitors and coordinates the activities of active MTT-S Standards Working Groups. The Chairman also serves as Liaison Representative from MTT-S to the IEEE Standards Association (IEEE-SA) Standards Board, maintaining active communication between relevant MTT-S Working Groups and the Standards Board and sponsoring MTT-S standards with the Standards Board.

2. How Selected and Term of Office:

The Chairman of the Standards Coordinating Committee is selected by the President. The Chairman should be a member of one or more of the MTT-S technical subcommittees, to help in the awareness of the need for new standards. The term of office for the Chairman is indeterminate.

3. Duties of Chairman of the Standards Coordinating Committee:

- Sponsor MTT-S standards in the IEEE-SA Standards Board.
- Serve as Liaison Representative from the MTT-S to the IEEE-SA Standards Board.
- Provide for regular review of MTT-S Standards.
- Seek out new opportunities for standards and initiate Working Groups, including those in cooperation with other IEEE Societies.
- Solicit membership on both new and active Standards Working Groups.
- Monitor the progress of active MTT-S Standards Working Groups on a regular basis and provide reports to the IEEE-SA Standards Board as necessary.
- Maintain Operating Procedures Manual for the MTT-S Standards Coordinating Committee
- Assist MTT-S Working Groups in carrying out their activities and assist them in requesting MTT-S funding or other support when necessary.
- Report on standards activities, including relevant activities outside of MTT-S, at each scheduled AdCom meeting.

4. References:

Bylaws: 5.2.5
IEEE Bylaws: S-401.4

(A. Blaisdell: 12/86)
(R. Snyder: 8/94)
(R. Marks: 9/99)

TECHNICAL COORDINATING

1. Responsibilities of the Technical Coordinating Committee Chair:

The Technical Coordinating Committee Chair shall be responsible for the technologies of interest to the MTT Society as stated in Bylaw 5.2.7. The Chair coordinates activities of the AdCom Technical Committees with activities of other related functions (e.g., Meetings and Symposia activities, Steering Committees for the International Microwave Symposium, etc.). The Chair generates technical positions/responses required for the Society.

2. Election and Term of Office of the Technical Coordinating Committee Chair:

Candidate selection: Recommended by a Selection Committee composed of at least the AdCom vice president, two current technical committee chairs, and/or two past presidents who have served as technical committee chair.

Term of Office: Appointed by President for a minimum term of three calendar years.

3. Duties of the Technical Coordinating Committee Chair:

The duties of the TCC Chair are those duties related to Bylaw 5.2.7, Paragraph 1. above, and as outlined in **Technical Coordinating Committee,** MTT-S Procedures Manual, paragraphs 1 and 2.

The TCC Chair shall be responsible for the Technical Coordinating Committee and Technical Committees activity descriptions in the MTT-S Procedures Manual.

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ADCOM COMMITTEES ORGANIZATION (TECHNICAL COORDINATING)

TECHNICAL COORDINATING COMMITTEE

1.0 The Technical Coordinating Committee (TCC) shall coordinate the activities of the technical committees. Its primary objective is to assure that the membership of the Microwave Theory and Techniques Society receives the best and most current information about all relevant technical activities within the society's area of interest. To this end, the TCC shall work with the Technical Committees to:
(1) Maintain and improve information exchange between members and MTT-S for presently addressed technical areas; and
(2) Identify new and emerging technology areas and foster their investigation and development; and
(3) De-emphasize and/or eliminate outdated areas; and
(4) Assure that all technical Committees contribute to the required development and information exchange in areas of interest by assisting them in developing appropriate workshops, symposia and other meetings, by encouraging frequent submissions of Technical Committee reports on their activities for publication in the IEEE-MTT Magazine and by monitoring Technical Committees to assure that all are active contributors to advancing Microwave and Millimeter-Wave Technology.

1.1 Membership of the TCC shall consist of a Chair and members of the Technical Committees, and other positions to assist the TCC Chair in meeting the TCC objectives as defined in Bylaw 5.2.7.

1.2 The TCC will interact with the Long Range Planning Committee to keep it appraised of its planned and on-going activities.

1.3 The Chairman of the TCC shall appoint Technical Committees to deal with specific areas requiring technology emphasis. Current Technical Committees are listed in Appendix I. Technical Committees can also be disestablished by the Chairman of the TCC, with concurrence of the President of MTT-S, if the Chairman of the TCC determines that a Technical Committee is no longer performing a useful service to MTT-S.

1.4 The Chairman of the TCC shall be an advisory member of all Technical Committees. The Chairman of each Technical Committee shall report to the Chairman of the TCC any significant developments (such as special sessions that the Technical Committees are helping to arrange and organize at the MTT-S Symposium, special issues of the Transactions that are being planned, etc.) for possible inclusion in the minutes of the AdCom and publication in the MTT-S Magazine.

1.5 The Technical Coordinating Committee will meet at least twice a year. One of the meetings will be held in conjunction with the MTT-S Symposium. The second meeting, will be held in conjunction with the winter AdCom meeting and the TPC meeting, having as its singular topic Emerging Technologies, with focus on technology (as opposed to business/commercial opportunities). A Calendar of Events follows on the next page.

1.6 The selection of the Distinguished Microwave Lecturer (DML) is the responsibility of the Technical Coordinating Committee. See the section on DML in Membership Services for details.

ADCOM COMMITTEES ORGANIZATION (TECHNICAL COORDINATING)

CALENDAR of EVENTS

JANUARY TECHNICAL COMMITTEE MEETING
with Focus on
EMERGING TECHNOLOGIES

DATE	ACTIVITY
25 September	Set time, length of meeting. Coordinate with Arrangements Chairman of Steering Committee.
2 October	Letter to all TC Chairman requesting 1-2 page summaries. Letter to address revised format of meeting, including wrap-up discussion session with output forged by the attendees. Presentation should include brief description of work by other societies, as appropriate.
16 October	Finalize Evaluation Committee
2 November	Summaries due back from all TC Chairmen
13 November	Send summaries to Evaluation Committee members. Include a 1-page evaluation form that can be FAXed back. Include date due and FAX number on form.
30 November	Evaluations due back to TCC Chairman
7 December	Evaluation analysis complete and final decision on program (participants, time slots, etc.). May include invited speaker closely linked to emerging technology (if any, and if appropriate).
11 December	Prepare final program
14 December	Send program to all TC Chairmen and other invitees (AdCom members and the TPC Chairmen of the next two MTT Symposia).
January	Meeting at TPC site on Saturday prior to IMS TPC meeting

TECHNICAL COMMITTEES

2.0 Technical Committees are charged with carrying out all necessary tasks to assure that the TCC can fulfill its responsibilities to the MTT-S membership as described in paragraph 1.0 above. The work of these committees directly impacts MTT-S publications, Symposia, Chapter meetings, membership growth/decline and ultimately the MTT-S role both within the IEEE and with related societies. Technical Committees shall provide the leadership and motivation in organizing technical activities in various areas including:

a. Sponsorship, CO-sponsorship and participation in technical meetings, conference sessions, and workshops.
b. Organizing special sessions at meetings which meet on an international, national, or regional basis.
c. Securing competent papers for presentation and publication.
d. Cooperating with the MTT-S Standards Coordinating Committee in developing and establishing IEEE standards in the microwave and millimeter-wave field.

2.1 Technical Committee membership should consist of technically qualified MTT-S members who demonstrate initiative and willingness to actively pursue the collective interests of that Technical Committee. Membership should be representative of all IEEE Regions with international participation encouraged and solicited. Each Technical Committee shall have a Chairman, Vice-Chairman (or Co-Chairman) and other members as required to perform the functions of the committee (e.g. workshop organizer, inter-society liaison officer, etc.). Membership lists shall be reviewed at least yearly by the Technical Committee Chairman to assure that the committee members are active participants and that

appropriate new members are added. The term of service for the Chairman should be three years with a regular periodic rotation of Committee Chairman. The term of membership for each committee member shall be one year (two years); at the end of each year (two years) the committee member may be reappointed by the Chairman.

2.2 Each Technical Committee shall also maintain a mailing list of other persons currently interested in their work. These individuals should be kept informed of that committee's activities through correspondence.

2.3 Technical Committee Activities shall be regularly publicized through the MTT-S Magazine. Each Technical Committee shall submit at least one report of its activities to the Newsletter Editor each year.

2.4 Each Technical Committee shall hold at least one meeting per year, preferably during the IMS Week. On request, any MTT-S member may attend, but those intending to do so should indicate their desire in advance in order to facilitate reservation of an appropriate meeting facility.

2.5 Each Technical Committee Chairman shall participate in the second annual Technical Committee Meeting (see paragraph 1.5). Each Chairman shall submit in advance 1-2 page summaries of their proposed presentation that focuses on Emerging Technologies, with emphasis on technology (as opposed to business/commercial opportunities) within their area. The summary should also include brief descriptions of new work/developments occurring within related Societies, as appropriate. The meeting shall consist of two (2) parts: the first part dedicated to selected presentations by the Committee Chairmen (the selection is made by an Evaluation Committee). The second part is for discussion. The purpose is to forge a clear output agreed upon by the attendees (TC Chairmen/Co-Chairmen, AdCom members). The mechanism and responsibility for dissemination to all MTT members of the output of this meeting will be determined as the final activity of this meeting.

2.6 Each Technical Committee shall actively pursue appropriate interactions (e.g. meetings, workshops, symposia) with other technical societies including other international societies that share common technical interests.

2.7 Technical Committee members shall actively participate in the annual MTT-S Symposium by serving on the Technical Program Committees, presenting papers to the MTT-S membership, chairing MTT-S Symposium sessions, workshops and panels and serving as members of them.

2.8 Report and recommend to the Chair of the Technical Coordinating Committee each year, prior to December, as to the continuation of that Technical Committee during the next year.

(B. E. Spielman: 12/86)
(J. Raue/E. Cohen; 10/92)
(B. Perlman: 8/94)
(F. Sullivan: 9/96)
(J. Horton: 7/98)
(T. Kemerley 9/99)
(J. Barr/M. Schindler 10/99)

APPENDIX 1
MICROWAVE THEORY AND TECHNIQUES SOCIETY
TECHNICAL COORDINATING COMMITTEE

List of Technical Committees

MTT-1	**Computer-Aided Design**
MTT-2	**Microwave Acoustics**
MTT-3	**Lightwave Technology**
MTT-4	**Submillimeter-Wave Techniques**
MTT-5	**Microwave High-Power Techniques**
MTT-6	**Microwave & Millimeter-wave Integrated Circuits**
MTT-7	**Microwave & Millimeter-Wave Solid-State Devices**
MTT-8	**Filters and Passive Components**
MTT-9	**Digital Signal Processing**
MTT-10	**Biological Effects and Medical Applications**
MTT-11	**Microwave Measurements**
MTT-12	**Microwave & Millimeter-Wave Packaging / Manufacturing** -
MTT-13	**Microwave Ferrites**
MTT-14	**Microwave Low-Noise Techniques**
MTT-15	**Microwave Field Theory**
MTT-16	**Microwave Systems**
MTT-17	**RF Technology**
MTT-18	**Microwave Superconductor Applications**
MTT-19	**Business Issues in Microwave Technology**
MTT-20	**Wireless Communications**

Technical Committees may be dissolved and new ones created by motion of the AdCom. The activities of he Technical Committees shall be reviewed on a 4-year cycle by a group appointed by the president for the purpose. The Technical Committee Review shall compile a report which will be submitted to the AdCom.

(R. Pollard 3/98)

TRANSNATIONAL

1. Responsibilities of Chairman and Co-Chairman of the Transnational Committee:

The Chairmen of the Transnational Committee serve as a point of contact for all non-US Chapters (in addition to their appointed AdCom liaison member) and interface with the Society President on all activities relating to national entities having an interest in microwave theory and techniques.

One of the Transnational Committee's major objectives is to promote formation of new chapters or joint chapters in concert with the Membership Services Committee. The Transnational Committee shall foster communications between non-US chapters and the Society by appointing coordinators in Regions 7-10. It cooperates with the National microwave societies in technical activities of mutual interest and, in particular, shall identify, promote, support and sponsor technical programs, conferences, workshops, seminars, meetings, etc., in coordination with the Meetings and Symposia Committee.

2. How Selected and Term of Office:

Appointed by the Society President for a one calendar year.

3. Duties of the Chairman and Co-Chairman of the Transnational Committee:

- Correspond with non-US Chapters in Region 10 on matters of MTT-S organizational and technical interest.
- Report activities of interest to AdCom in Region 10.

4. References:

Bylaws: 5.2.11

(E. Yamashita: 4/96)

ADCOM COMMITTEES ORGANIZATION (TRANSNATIONAL)

TRANSNATIONAL REGIONAL CHAIR

1. Responsibilities of Transnational Regional Chair:

The regional Liaisons (Europeon, Asian, Latin American) to various standing committees, such as the Meetings and Symposia Committee, are the regional coordinators sitting in the MTT-S Transnational Committee. These MTT-S Transnational Chair members serve as Liaison for their regions to the Meetings and Symposia Committee, Membership Committee, etc.

2. How Selected and Term of Office:

Appointed by the Society President for a one calendar year.

3. Duties of the Transnational Regional Chair:

Serve as a Liaison between regional chapter (Asian Chapter, Europeon Chapter, Latin American Chapter – Regions 7 to 10) and specific standing committees such as the Meetings and Symposia Committee or the Membership Committee.

(R. Jansen 4/96)
(J. Barr 10/99)