



# **IEEE Electromagnetic Compatibility (EMC) Society Bylaws**

(Revised Oct 2025)

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## Section 1: Introduction

**1.0.** These Bylaws provide guidance for the supervision and management of the IEEE Electromagnetic Compatibility Society (EMCS), in accordance with the Society Constitution.

Amendments may be made by means of the procedures described in Article X, Section 2 of the Constitution.

## Section 2: Membership

**2.0. Membership:** There shall be only one grade of Society membership, based on the payment of the annual dues prescribed in IEEE Bylaws.

**2.1. Member:** Membership shall be based on payment of both annual IEEE and Society dues and upon acceptance of formal application by IEEE Headquarters.

**2.2. Honorary Life Members:** This membership is exempt from payment of the Society's annual dues, and shall be based on the recommendation of the Society Awards Committee, and the endorsement of the Society Board of Governors.

**2.3. Affiliates:** Affiliation may be based on membership of IEEE-approved professional Societies that have been recognized for affiliated purposes by specific action of the Board of Directors of the IEEE. A list of approved Societies will be maintained by the Managing Director, Technical Activities of the IEEE. Further, Affiliates may join in accordance with any other provision that may be incorporated within the IEEE Bylaws.

A Society Affiliate may not serve in elective office in the Society, a Chapter or vote for candidates for these offices; however, an Affiliate may serve in any appointive office in the Society or a Chapter of the Society. A Society Affiliate is entitled to receive notices of all meetings sent to Society members, may receive copies of publications of the Society, may attend and participate in any function of the Society by payment of IEEE member charges,



and may receive any award bestowed upon him/her by the IEEE benefits that are derived through IEEE membership except as approved by the IEEE Executive Committee.

**2.4. Student Members:** An exception to the annual dues may be made for students, as prescribed by IEEE Bylaws.

**2.5. Life or Honorary Members:** Dues are suspended for Life or Honorary Members as prescribed in IEEE Bylaws. Life membership is for both the IEEE and Society, whereas Honorary Life Membership is Society only.

**2.6. Special Provisions:** A reduction of Society dues for certain categories such as but not limited to the unemployed, retired or those in economically disadvantaged regions may be applied at a reduced rate for a specified duration in accordance with the IEEE Bylaws and approved by the Society Board of Governors. Those requesting reduced membership dues for being unemployed must provide documentation that they have been unemployed for an extended period of time, typically six months minimum.

### Section 3: Board of Governors

**3.0. Board of Governors:** The Board of Governors shall consist of Members-at-Large and Executive Officers, with voting rights, plus elected and appointed Ex-officio Members without voting rights. A majority of voting members shall constitute a quorum.

**3.1. Voting:** Individuals holding more than one position on the BoG or any committee thereof, shall be limited to one vote on each matter being considered by the BoG or committee.

**3.2.** The presiding officer of the BoG shall have no vote on the BoG except if the vote is by secret ballot or unless the Chair's vote can change the outcome of the vote.

**3.3. Members-at-Large:** There shall be at least 18 Members-at-Large elected by the Society membership. Their term of office shall be three years with 6 Members-at-Large elected each year.

**3.4.** In case of a tie for the sixth and last Members-at-Large position, the President, with agreement from the Board, shall appoint a candidate that helps bring appropriate balance to the Board of Governors. No Member-at-Large can serve for more than 6 consecutive years. Partial terms should a Member-at-Large be appointed to fill this position, will apply toward the entire original term of office.

**3.5. Executive Officers:** The President, President-Elect, Secretary, Treasurer, immediate Past President, and all Vice-Presidents shall be Executive Officers. These are appointed officers by the process detailed in Section 5.0.

**3.6. Ex-Officio Members of the Board of Governors:** Past Presidents (other than the Immediate Past President), and chairs of major committees (i.e. where the committee is either Chaired by an Executive Officer or the Chair of the committee reports directly to an Executive Officer), shall be Ex-Officio Members. Ex-Officio Members are non-voting members of the Board of Governors. An Ex-Officio Member must be a member of the Society unless specifically excluded per IEEE Bylaws. Society Representatives, defined in section 15, are Ex-Officio members of the Board of Governors but do not need to be Society Members.

**3.7. Continuation and Appointment to Board of Governors:** In order to ensure a continuously active Board of Governors, elected Board members, who in the absence of extenuating circumstances, miss three consecutive in-person meetings will be removed from their position on the Board. Vacancies thus or otherwise created shall be filled by the appointment for the unexpired term by the President with the consent (simple majority) of the Board of Governors from the most recent slate of candidates, unless otherwise noted in these Bylaws.

**3.8. Rules of Order:** Robert's Rules of Order (latest edition) shall govern conduct of the Board of Governors meetings on all matters not otherwise specified in these Bylaws or the Constitution.

## **Section 4: Nomination and Election of the Board of Governors**

**4.0. Nominations Committee:** The Chair of the Nominations Committee is the Immediate Past President, who will present a slate of candidates for membership of the Nominations Committee to the Board of Governors for consideration on or before the 1<sup>st</sup> of December in the year preceding the annual election with the final membership to be agreed by the Board of Governors on or before the 1<sup>st</sup> of January in the election year. Membership of the Nominations Committee shall consist of no fewer than four members of the Society, with no more than two being current members of the Board of Governors. Chairs shall not be eligible to be elected to the Board of Governors during their term of service.”

**4.1.** In the event of the incapacity or conflict of interest of the Chair, the most recent Past Chair of the Nominations Committee shall assume the responsibility for this current election. With extenuating circumstances, a different individual may be appointed to this position by the President with approval of the Board (simple majority).

**4.2.** A member of the Nominations Committee shall not be eligible for an elected position except under the following conditions: (i) the nomination is not made by a member of the same Nominations Committee and (ii) the member resigns from the Nominations Committee prior to its first meeting of the year in which the nomination shall be made.

**4.3. Call for Board of Governors Nominations:** The Nominations Committee shall immediately upon being formed, or **no later than 15 April**, mail or email notices for the solicitation of nominations for membership as a Directors-at-Large on the Board of Governors to existing Board of Governors members and to Chapter Chairpersons. There shall also be published in the first Magazine of the calendar year a call for nominations for the Board of Governors. Nominating petitions shall be received by the Chairperson of the Nominations Committee by the end of May. Persons nominated and elected to the Board of Governors should possess significant technical and professional stature in topics covered by the FoI of the Society and should have appropriate resources to actively contribute to the business of the Society, including but not limited to Board and other committee activities, correspondence, event organization, preparation of reports and remote meetings.

**4.4. Nominations by Petition:** For each elected office of the Society, individual voting members eligible to vote in such election, excluding Students and Affiliates, may nominate candidates by a written petition provided such nominations are made at least 28 days before the date of the election. The number of signatures required on a petition shall be determined in accordance with IEEE Bylaws as follows:

- (a) Where the electorate is less than 30,000 voting members, signatures shall be required from 2% of the eligible voters.
- (b) Where the electorate is more than 30,000 voting members, 600 signatures of eligible voters plus 1% of the difference between the number of eligible voters and 30,000 shall be required.

Prior to submission of a nomination petition, the petitioner shall have determined that the nominee named in the petition is willing to serve, if elected; evidence of such willingness to serve shall be submitted with the petition.

Signatures shall be submitted by an electronic petition. Only signatures submitted electronically through the IEEE society annual elections website shall be accepted.

The number of signatures required on a petition shall depend on the number of eligible society voters, as listed in the official IEEE membership records at the end of the year preceding the election.

**4.5. Nominations and Appointments Committee:** The Nominations and Appointments Committee may make nominations for the Board of Governors in addition to those nominated by petition. Individual voting members may recommend potential candidates to the Nominations Committee. Applications for consideration by the Nominations Committee must demonstrate potential support from the Society membership by accompanying their application with signatures of 15 or more supporters who must be members of the Society and hold Higher Grade Membership of the IEEE. Nominations from the Nominations Committee must be approved by the current Board of Governors.

**4.6. Balance:** In the preparation of the slate of nominees, consideration shall be given to reflect the broad composition of the membership.



**4.7. Submission of Slate of Candidates:** On or before **15 July**, the Chair of the Nominations Committee shall mail or email to IEEE Headquarters the slate of at least 9 nominees for election to the six offices to be filled on the Board of Governors.

**4.8. Elections:** On or before **15 August**, IEEE Headquarters will mail and/or email ballots to Society members, with the request that the ballots be returned to IEEE Headquarters by **1 October**. The official ballot and cover letter of the final nominations package shall advise voters to "VOTE FOR NO MORE THAN SIX" candidates from the approved slate of nominees.

**4.9. Election Results:** IEEE Headquarters will count the ballots, and by **15 October** notify all nominees and the Board of Director officers, the results of the election, with term of office to be effective 1 January of the following year.

**4.10. Elected BoG Members:** During the first meeting of their term, newly elected members of the Board of Governors will be introduced to their new duties.

**4.11. Unsuccessful Candidates:** Unsuccessful candidates for the Board shall be notified by private letter from the President of the Society.

**4.12. Failure to Accept Office/Disqualification:** Should an elected member fail to accept office, or be disqualified by IEEE Headquarters, the candidate receiving the next highest number of votes shall be certified elected. If a vacancy cannot be filled in this manner, the Board of Governors may make contingent elections by the Society membership.

## **Section 5: Selection of Executive Officers of Board of Governors**

**5.0. Election of Executive Officers of Board of Governors:** During the first year of the sitting President's term of office and at the first meeting following the notification of the election results of the incoming Members-at-Large, the Board of Governors comprised of the newly elected members and current Members-at-Large and Executive Officers shall nominate and appoint from among the Members-at-Large and the Executive Officers, and those Members-at-Large and Executive Officers who have completed their terms of office in the preceding three years, a President-elect who shall serve one year in that office coinciding with the second year of the

President's term of office in even numbered calendar year. From the Society membership, a Secretary, Treasurer and Vice-Presidents, who will occupy those respective offices for the succeeding two years, shall be nominated and appointed by the Board of Governors. The appointments shall be by secret ballot.

**5.1. Term of Office:** The term of office for the President shall be two calendar years immediately following a one-year term as President-elect. The Vice-Presidents, Secretary and Treasurer shall be limited to a two year term, renewable no more than two terms. However, if circumstances warrant, the term limit may be waived on an individual basis by a two-thirds vote of the Board of Governors. All officers shall continue to serve until their successors take office.

**5.2.** Past Presidents are eligible to run for a Vice President position if they currently serve as an elected Member-at-Large. Not more than two Past Presidents shall concurrently serve as Vice Presidents of the Society per term of Office.

**5.3. Presidential Duties:** The President shall supervise the affairs of the Society and will act as an ambassador for the Society on all matters not specifically delegated to others.

**5.4. President-Elect Duties:** The President-Elect shall fulfill the duties of the President if the President is absent, incapacitated or requests a temporary replacement during the President's second year of office. The President-elect shall also fulfill other functions as the President of the Board of Governors may from time to time direct. (Note: The immediate Past- President shall fulfill these duties during the first year of the President's term of office).

**5.5. Secretarial Duties:** The secretary shall

- Be responsible for keeping the Minutes and other appropriate records of the Society
- Ensure transmission in a timely manner, a record of all meeting, motions, directives, or orders of the Society to the officers, chairpersons of standing and *ad hoc* committees and to the Division IV Director. The Secretary will forward to the Managing Director, Technical Activities Department, a copy of each meeting minutes of the Society, an annual report, and a financial statement.





- Ensure the provision of directory listings of officers and associated members to the Board of Governors and relevant IEEE staff
- Ensure the society complies with its own governing documents and those of the IEEE
- Work with the Past President to ensure that the Policies and Procedures / Operations Manual is up-to-date and that the Society complies with it.
- Work with the President-Elect to run strategic planning activities
- Work with the VPs in SCRC planning and strategy implementation and to ensure continuity across VPs

**5.6. Treasurer's Duties:** The Treasurer shall act as liaison with IEEE Headquarters on all financial matters of the Society. The Treasurer is responsible for overseeing Society funds for administrative expenses. They are required to ensure timely payment of any invoices IEEE Headquarters and suppliers/vendors. They will report at each Society business meeting about the current financial status of the Society. They oversee the preparation and management of the Society budget; and perform other financial duties as assigned by the President.

**5.7. Vice-Presidents' Duties:** The Vice-Presidents shall supervise and coordinate the activities of the Chairpersons of all Standing and Technical Committees assigned to them.

**5.8. Vacancies:**

- (a) Should the Presidential office become permanently vacated (e.g. by resignation, medical condition or death) during the President's first year in office, the Immediate-Past President shall assume the duties of the President, thereby vacating the office of Immediate-Past President. Having served the remainder of the Presidential term, he/she shall serve as Immediate-Past President for the remaining period until the current President concludes their term of office and assumes the role of Immediate Past President.
- (b) Should the Presidential office become vacated during the President's second year in office, the President-Elect shall assume the duties of the President, thereby vacating the office of President-Elect. Having served the remainder of the Presidential term, and the term to which

he/she had been elected, the President shall serve as Immediate-Past President. The Immediate-Past President who is in office when the vacancy in the office of the President occurs shall serve till the President becomes Immediate-Past President.

- (c) The next most recently retired Past President available to serve shall fill a vacancy occurring in the office of Immediate-Past President.
- (d) Should a vacancy occur in the office of the President-Elect during the President's second year in office, the Nominations Committee will present one or more candidates to the Board of Governors who shall fill the vacancy by a two-thirds vote. The individual assuming the office of President-Elect shall complete the remainder of the five-year term in the consecutive positions of President-Elect, President, and Immediate-Past President.

## **Section 6: Affiliate Organizations**

**6.0. Chapters:** Chapters are affiliate organizations organized on a geographical basis. This subject is fully treated in the IEEE Bylaws and the Society and Section Manuals.

**6.1. Affiliated Groups.** Affiliated groups are those with an interest in common with the society but which remain independent of the Society such as Sister Society Organizations and Councils. This subject is fully treated in the IEEE Bylaws and the Society Manuals and any mutual agreements or memoranda of understanding.

## **Section 7: Publications**

**7.0. Publications:** The Society shall sponsor publications recommended by the Periodicals Committee reporting to the Vice President for Communications Services. Publications must be approved by the Board of Governors and follow the PSPB guidance applicable at the time of sponsorship. The Editor-in-Chief for each publication shall be appointed by a majority vote of the Board of Governors.



**7.1. Editor's Term of Office:** All Society Editors shall serve for a **three-year term** and may be re-appointed for a second three-year term, subject to a majority vote of the Board of Governors. However, if circumstances warrant, the term limit may be waived on an individual basis by a two-thirds vote of the Board of Governors.

**7.2. Editor's Duties:** Each Editor shall implement the approved publications program. In accordance with the guidance provided, and IEEE rules and regulations, the Editor shall designate associate editors, special guest editors and manuscript reviewers as required.

**7.3. Editor's Compensation:** Compensation for an Editor may be authorized by the President in consultation with the appropriate Vice-President with the advice and consent of the Board of Governors.

**7.4. Editorial Expenses:** Editorial expenses shall be subject to review and approval of the Board of Governors. The Treasurer shall review the expenses to determine adherence to the Society's budget and appropriate use of these funds. Any amount of expenditure beyond the budget amount allocated must be approved by the Board of Governors.

**7.5 Co-Sponsored Publications:** When a publication is co-sponsored, any decision in section 7 is subject to agreement from the other sponsoring organizations.

## **Section 8: Society Funds**

**8.0. Society Funds:** The Society may generate revenue as specified in Article IV of the Constitution and in IEEE Bylaws, Rules and Regulations.

**8.1.** The annual society fee shall be determined by action of the Board of Governors.

**8.2.** IEEE Headquarters shall act as bursar for all Society funds, except as specified hereunder. Billings and receipt of the annual fee shall be via IEEE Member Services. All other fiscal affairs shall be handled through the office of the Managing Director, Technical Activities of the IEEE.

**8.3.** The general committee for a symposium or technical conference may, with the advice and consent of the Board of Governors, authorize the symposium treasurer, or fiscal officer, to open an account to be used for the deposit and disbursement of funds related to the symposium. In each case, the Board of Governors shall be advised of the name of the bank when IEEE Concentration Banking is not used, the anticipated size of the account, the names of the account signatories and of arrangements for insurance and bonding by the IEEE. Symposia jointly sponsored with other IEEE Societies or Councils are excluded from bank, account size, account signatories and insurance/bonding information if a charter of operations with those societies is approved by the Board of Governors and the IEEE Technical Activity Board.

**8.4.** For other circumstances, such as co-sponsorship of a symposium, the Board of Governors shall make prudent arrangements to safeguard the Society's funds that may be involved.

**8.5.** The Board of Governors shall be able to provide monetary support for the services of individuals to serve in advisory or non-elected positions for a period to be specified in the appointment. Board of Governors approval by a 2/3 majority is required.

Should monetary support be provided, the Society must issue an IRS Form 1099-Misc to that individual in accordance with Federal tax laws for payment beyond that of normal expenses which are being reimbursed.

**8.6.** The fiscal and operating year of the Society shall begin on the first day of January and end at the close of business on the thirty-first day of December of each year.

**8.7.** Additional sources of revenue for the Society may be derived from income from sales of Society related products and/or services; or other revenue generating activities approved by the Board.

**8.8.** Travel Expenses: The Society President may authorize travel expenses in accordance with the operational requirements of the society and conformance with the Society and IEEE travel and reimbursement policies and procedures documented in the Society's Operations, Policy and Procedure Manual and the IEEE Financial Operations Manual.

## **Section 9: Society Business**

**9.0. Society Business:** The President and officers shall conduct the Society's affairs subject to the advice and consent of the Board of Governors, except where other authorization is specified.

A roll call shall be made at the beginning of each Board of Governors meeting. The Secretary shall record the names of those present and announce whether a quorum exists.

**9.1.** No Board of Governors meeting shall be held for the purpose of transacting business unless each member shall have been sent notice of the time and place of such meeting at least 30 days prior to the scheduled date of the meeting for an in-person meeting and 14-days for an virtual meeting. The last in-person meeting of the calendar year shall be designated as the "annual meeting" of the Board of Governors.

**9.2.** The Society shall sponsor at least one symposium each year.

## **Section 10: Technical Committees**

**10.0. Technical Committees:** A Technical Committee, which may organize a sub-committee if desired, functions in a specific technical area as directed by the appropriate Vice-President with a scope approved by the Board of Governors.

In carrying out the Committee responsibilities, the Vice-President shall be assisted by a Technical Advisory Committee.

**10.1. Appointment:** Officers of the Technical Committees shall be appointed by the appropriate Vice-President with approval of the Board of Governors. Committee members shall be appointed by the officers of the Technical Committee.

**10.2. Terms of Appointment:** The term of office for a Committee officer shall not exceed a two year period in any one of the roles of Secretary, Vice Chair or Chair. However, if circumstances warrant, the term limit may be waived on an individual basis by approval of the appropriate Vice-President and a two-thirds vote of the Board of Governors.

**10.3. Functions:** Each Technical Committee shall promote activities in its field of interest and shall provide expert knowledge and assistance to:

- (a) Receive, generate, and review technical papers within its scope in cooperation with the Editors of the Society sponsored publications.
- (b) Propose and host sessions at meetings of the Society and at meetings of other organizations with which the Society co-operates, in accordance with the rules in effect at such meetings.
- (c) Arrange for publishing pertinent papers in IEEE publications.
- (d) Generate and develop appropriate standards in its field for processing by the IEEE Standards Committee, through the appropriate Society Standards Sponsor Committee and in accordance with IEEE policies.
- (e) Evaluate and communicate "state of the art" in the area of committee interest.
- (f) Technical committees may organize sessions at a Society Symposium or Technical Conference, and may organize separate specialized symposia or colloquia. Technical committees may organize special issues of any publications of the Society or a special section within a particular issue.

**10.4. Operations:** The operation of each Technical Committee shall include a hybrid annual meeting and presenting a report to the Board of Governors indicating the status of committee work.

**10.5. Committees:** The EMC Society Board is responsible for maintaining a portfolio of Technical Committees and Special Committees within the Society's field of interest.

## **Section 11: Executive Committee**

**11.0. Executive Committee:** The Executive Committee consists of the President, immediate Past President, President-elect, Vice-President of Technical Services, Vice-President of

**11.1.** Communication Services, Vice-President of Conferences, Vice-President of Standards, Vice-President of Member Services, Secretary and Treasurer. These officers, who are also identified as Executive Officers, are elected officials in accordance with paragraph 5.0. The functions of the Executive Committee will be to:

- (a) Act for the Board of Governors in situations where time is not available to call a special meeting of the Board of Governors.
- (b) Assist the President as necessary.

## **Section 12: Standing Committees**

**12.0. Standing Committees:** Standing Committees shall be appointed by the President with the advice and consent of the Board of Directors. It is the discretion of the President to appoint any or all members of a Standing Committee, or to appoint only the chairperson, requesting the latter to appoint members. Such appointments shall be for a period of three years with one-third of the committee membership appointed each year unless waived by the Board of Directors. Each Standing Committee will be assigned to an appropriate Vice President for overall supervision.

**12.1. Standing Committee's Duties:** The specific duties of each Standing Committee shall be as specified by the President, after consultation with appropriate officers and approved by the Board of Directors.

**12.2. Typical Standing Committees:** The Standing Committees may include, but are not limited to, the following:

- (a) Administrative Committees
  - (1) Planning
- (b) Technical Service Committees
  - (1) Education and Student Activities
  - (2) Technical Advisory

(c) Member Services Committees

- (1) Awards
- (2) Chapters
- (3) Membership
- (4) Fellow Evaluation
- (5) Fellow Search
- (6) Constitution and Bylaws
- (7) Nominations and Appointments
- (8) Distinguished Lecturer
- (9) Survey
- (10) PACE
- (11) Sister Societies
- (12) Photographer

(d) Communications Services Committees

- (1) Magazine
- (2) Symposium
- (3) Transactions
- (4) History
- (5) IEEE Press Liaison
- (6) Public Relations

(e) Standards Committees

- (1) Standards Development
- (2) Standards Education and Training
- (3) Standards Advisory and Coordination

(f) Conferences and Symposia Committees

- (1) International Symposia
- (2) Global Symposia
- (3) Financial Assistance Program



## ***Ad Hoc Committees***

**12.0. Special or Ad Hoc Committees:** *ad hoc* committees may be created by the President. *Ad hoc* committees shall automatically be dissolved at the end of that calendar year; the President for the following year or the Board of Governors may approve an extension.

## **Section 13: Society Policies and Procedures**

**13.0.** The policies and procedures for the operations of the Society shall be provided in the Society's Operations, Policies and Procedures Manual. The Constitution and Bylaws Committee shall be responsible for maintaining this Manual. All changes to the Operations Manual that affect governance of the Society shall be made with the advice and consent of the Society's Executive Committee, along with the consent of the Society's Board of Governors.

## **Section 14: Electronic Voting**

**14.0.** The Society may conduct business via electronic means as detailed in the Society's Operations, Policy and Procedure Manual.

## **Section 15: Society Representatives**

The role of a representative is to provide a communications channel between the Board of Governors and other bodies or committees and someone through whom the Board can represent its Field of Interest in a wider context.

**A Society Coordinator or Representative shall be appointed by the President with a majority approval vote of the Board of Governors. The term of this appointment shall be for three years.**



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The coordinator or representative, if not an Elected Member of the Board of Governors (Director-at-Large), shall have the status of an Ex-Officio (non-voting) member during his or her tenure in that office.