

APPENDIX A- Constitution
CONSTITUTION FOR THE
IEEE COUNCIL ON SUPERCONDUCTIVITY
2016 Revision

TABLE OF CONTENTS

ARTICLE I	NAME AND PURPOSE	
	Section 1	Name
	Section 2	Purpose
ARTICLE II	FIELD OF INTEREST	
	Section 1	Field of Interest
	Section 2	Changes to Field of Interest
ARTICLE III	MEMBERSHIP OF COUNCIL	
	Section 1	Council Member Societies
	Section 2	New Member Society Approval
	Section 3	Composition of Council AdCom
	Section 4	Members of the ExCom of the Council
	Section 5	Voting Members of Council AdCom
	Section 6	IEEE Membership Requirements
	Section 7	Terms of Member Society Representatives
	Section 8	Vacancies of Member Society Representatives
	Section 9	Non-Voting Ex-Officio Members of Council AdCom
	Section 10	Liaison Representatives
ARTICLE IV	ELECTION AND APPOINTMENT OF OFFICERS	
	Section 1	Election of President and Vice President
	Section 2	Method of Election
ARTICLE V	POWERS, PRIVILEGES, AND DUTIES	
	Section 1	Duties of Representatives
	Section 2	Duties of Officers, ExCom and AdCom Members
	Section 3	Duties of Council President
	Section 4	Duties of Council President-Elect
	Section 5	Duties of Secretary
	Section 6	Duties of Treasurer
	Section 7	Establishment of Committees
	Section 8	Council Officer's Terms of Office
	Section 9	Expenditures and Debts
	Section 10	Prohibited Expenditures
	Section 11	Honoraria and Travel Expenses
ARTICLE VI	FINANCIAL SUPPORT AND EXPENDITURES	
	Section 1	Regular Income
	Section 2	Additional Revenues
ARTICLE VII	MEETINGS	
	Section 1	Time of Meetings
	Section 2	Annual Meeting

	Section 3	Quorum
	Section 4	Majority Vote Required
	Section 5	Alternate Representatives
	Section 6	Business conducted by Telecommunications
	Section 7	Absence of Quorum
ARTICLE VIII	PUBLICATIONS	
	Section 1	Publications Policies
	Section 2	Publication of Council Periodicals
	Section 3	Appointment of Associate and Guest Editors
ARTICLE IX	CONFERENCES AND TECHNICAL MEETINGS	
	Section 1	Meeting Policies
	Section 2	Time and Location of Meetings
ARTICLE X	RECALL	
	Section 1	Recall of ExCom Members or Member Society Representatives
ARTICLE XI	AMENDMENTS	
	Section 1	Adoption and Amendment of Constitution
	Section 2	Adoption and Amendment of Bylaws
	Section 3	Precedence of IEEE Constitution, Bylaws, and Policies
	Section 4	Effective Date of Constitution

**CONSTITUTION FOR THE
IEEE COUNCIL ON SUPERCONDUCTIVITY**

ARTICLE I

NAME AND PURPOSE

- Section 1. The name of the organization constituted herein shall be the IEEE Council on Superconductivity which, in this document and outside of this document, may be referred to as “Council” and/or “CSC”.
- Section 2. The purpose of the Council is to advance and coordinate activities in the field of Superconductivity carried out throughout the IEEE and as such is exclusively scientific, literary and educational in character. In furtherance of the foregoing, the Council may publish appropriate periodicals, sponsor IEEE Superconductivity related conferences and conference sessions, sponsor IEEE Press publications, and engage in any other activity within its field of interest. All such actions must be in consonance with the Constitution, Bylaws, and Statements of Policy of the IEEE, with special attention to such aims within the field of interest of the Council as are hereinafter defined.

ARTICLE II

FIELD OF INTEREST

- Section 1. The field of interest of the Council and its activities and programs shall be to cover the science and technology of superconductors and their applications, including materials and their applications for electronics, magnetics, and power systems, where the superconductor properties are central to the application.
- Section 2. Changes to the fields of interest may only be made with the approval of the IEEE Technical Activities Board.

ARTICLE III

MEMBERSHIP OF THE COUNCIL

- Section 1. The Administrative Committee (“AdCom”) of the Council shall include representatives from the IEEE Member Societies listed in the Bylaws (ByLaw II, Section1). Each represented Society must agree to share responsibility for all financial obligations of the Council, in accordance to this Council Constitution and the Bylaws.
- Section 2. Each new Council Member Society must receive approval by a two-thirds vote of the existing Council Members and by the IEEE Technical Activities Board before it may join the Council.
- Section 3. The Administrative Committee of the Council, (AdCom), shall consist of the voting members of the Council and the non-voting ex-Officio members of the Council, described in Article III, Section 9.
- Section 4. The Members of the Executive Committee (ExCom) of the Council shall be as follows:
President
President-Elect
Treasurer
Secretary
Active past President(s) of the Council
Editor-In-Chief of IEEE Transactions on Applied Superconductivity

Vice President for Finance
Vice President for Conferences
Vice President for Awards
Vice President for Publications
Chair of the Technical and Service Awards
Chair of the Fellows Committee

- Section 5. The voting members of the Council AdCom shall consist of:
- A. Two Representatives to be appointed by each Member Society
 - B. The Members of the ExCom of the Council
 - C. The Chairs of Committees
 - D. Representatives of any external organization with which the Council has a Technical/Sister Society Agreement providing a voting membership or, at the discretion of the Council President, a major conference that publishes with the Council through a Special Issue of the IEEE Transactions on Applied Superconductivity
- Section 6. A voting member of the Council AdCom must be a member of the IEEE.
- Section 7. The terms of office of the Representatives of each Member Society on the Council shall be determined by the appointing society, but shall be limited to no more than four years. Appointment of Representatives to additional consecutive terms shall be allowed with the consent of the President of the Council.
- Section 8. Whenever there are within-term vacancies of the Council Representatives, the Council President shall request the appropriate Society make the appointments needed to complete the unexpired terms.
- Section 9. Any AdCom member not explicitly given voting privileges shall be a non-voting member.
- Section 10. Any IEEE Society which is not a member of the Council may send a nonvoting liaison representative to attend the Meetings of the AdCom for the purpose of establishing lines of communication between the Council and the Society represented.

ARTICLE IV

ELECTION AND APPOINTMENT OF EXCOM MEMBERS

- Section 1. The voting Members of the Council AdCom shall elect a President and a President-Elect. A term of office of these individuals shall be two years. It can be renewed once for a maximum of 2 consecutive terms.
- Section 2. Election of the President-Elect and appointment of the other ExCom members and Committee Chairs shall be by a method detailed in the Bylaws.

ARTICLE V

POWER, PRIVILEGES, AND DUTIES

- Section 1. It shall be the duty of each Representative of a Member Society to participate in matters before the Council AdCom and to keep the Administrative Committee of the Society represented informed concerning Council business. Members of any Member Society AdCom may attend any open meeting of the Council as observers.
- Section 2. The duties and responsibilities of the ExCom members and members of the Council AdCom shall be as defined hereunder and in the Bylaws, and as further delineated by the Council.

Section 3. The President of the Council, under the direction of the Council AdCom, shall call all regular, annual, and special meetings of the Council and shall preside over all such meetings. The President shall coordinate and supervise all activities of the Council and have such other powers and perform such other duties as may be provided in the Council Constitution or Bylaws or as may be delegated by vote of the Council AdCom. It shall be the President's duty to see that the orders and resolutions of the Council AdCom, the IEEE Technical Activities Board, and the IEEE Board of Directors are carried out. The President shall be an ex-Officio member of all Standing and Special Committees of the Council with the exception of the Nomination & Appointments Committee.

The President shall be a member of the IEEE Technical Activities Board (TAB) and, when notified of a meeting of said Board, shall ensure representation of the Council at meetings of this Board. The President may delegate such representation to another Officer or Member of the AdCom of the Council in accordance with the process specified in the TAB Operations Manual.

The President shall appoint the Secretary and Treasurer of the Council and the Editor-in-Chief of the IEEE Transactions on Applied Superconductivity, and Chairs of Committees with the approval of the Council ExCom. The appointment of Secretary, Treasurer, the Editor-in-Chief of the IEEE Trans Applied Superconductivity, and Chairs of the various committees of the AdCom need not be made from among voting members of the Council AdCom.

The President, at the time of assuming office, must be a member in good standing of the IEEE and must be a Senior Member or higher grade.

Section 4. The President-Elect shall assume the duties of the President in the event of the absence and/or incapacity of the President. The President-Elect shall exercise the powers, privileges, and responsibilities of the higher office until the elected President is able to reassume the office's duties. In the event the President is unable to continue in that capacity, the President-Elect shall finish the elected term of the President and then retain the position for the next two-year period. A new election shall be held to fill the vacant position of President-Elect if the duration of the vacancy is anticipated to be more than one year.

The President-Elect, at the time of assuming office, must be a member in good standing of the IEEE and must be a Senior Member or higher grade.

Section 5. The Secretary shall be responsible for all reports, petitions, and records concerning the Council. The Secretary shall keep true and faithful minutes of all meetings of the Council and shall make such reports of activities as may be required by the Council, the Technical Activities Board, or IEEE. The Secretary shall be responsible for sending out notices according to instructions of the President or required by Council Constitution or Bylaws. The Secretary shall keep in files, copies of all meeting notices, minutes of meetings, letters, and bulletins sent and received during the past seven years, except for those which may be specifically assigned to the custody of others, and shall send current archival copies to IEEE Headquarters for storage.

The Secretary, at the time of assuming office, must be a member in good standing of the IEEE.

Section 6. The Treasurer, in consultation with the VP-Finance, shall propose an annual budget for Council operation, for approval by the Council AdCom, and shall monitor expenditures to verify that they are in accord with the approved budget. The Treasurer shall prepare financial reports as requested by the President. The Treasurer shall keep the Treasurers of the Council Member Societies informed on Council financial matters affecting their Society budgets.

The Treasurer may utilize the services of IEEE as bursar for all or part of the Council funds, as provided by the IEEE Policies. If any part of the Council funds is received and deposited separately, the terms and conditions shall be in accord with IEEE policies and subject to any other

limitations imposed by Council. Disbursements shall be made on the signature or instructions of the Treasurer. In the absence or incapacity of the Treasurer, the President shall perform the duties and have the powers, privileges, and responsibilities of the Treasurer during his absence or incapacity.

The Treasurer, at the time of assuming office, must be a member in good standing of the IEEE and hold the grade of Senior Member or higher.

Section 7. Committees may be established or dissolved as needed by the President with the approval of the Council ExCom. The Bylaws may assign specific ExCom members to be the Chairs of specific Committees.

Chairs and members of all Council Committees must be members in good standing of the IEEE.

Section 8. The President shall normally assume office on January 1st of the year in which his or her term starts.

Upon completion of the President's term or terms, the President-Elect will become the President.

The Secretary and Treasurer are appointed to terms of office of two years and may be renewed without limitation. The Editor in Chief's term of office is two years and is renewable for three consecutive terms.

Section 9. Monies held by or for the Council legally belong to the IEEE, and such monies shall not be expended for activities prohibited by the Constitution, Bylaws, and Statements of Policy of the Institute, the Constitution and Bylaws of the Council, by regulations published in the IEEE Technical Activities Board Manual, or any other purposes known to be inimical to the interests of the IEEE. Returns from investment of Council funds shall be credited to the Council in accordance with IEEE Policies.

Section 10. The President and the Treasurer shall have the sole authority to obligate funds and assets of the Council to promote the Council's activities, provided that no Council AdCom member shall have authority to contract debts for, pledge the credit of, or in any way bind the IEEE for activities prohibited by the Bylaws of the IEEE or the Constitution and Bylaws of Council.

Section 11. No member of the ExCom or Society Representative on Council AdCom shall receive, directly or indirectly, any honorarium, traveling expenses, compensation, or emolument from the Council in any capacity unless authorized by Council AdCom or by the Bylaws of the Council in a manner in conformity with IEEE policies and procedures.

ARTICLE VI

FINANCIAL SUPPORT AND EXPENDITURES

Section 1. The financial support for the Council shall be derived from subscription sales of Council Publications, any surplus from the Conferences organized or sponsored by the Council, other programs and products sponsored by the Council, and allocations of funds through a Memorandum of Understanding with the Member Societies.

Section 2. The Council may raise revenues by other means provided such means are consistent with applicable IEEE rules and regulations and are within the approved Council field of interest. The Council must receive an opinion from the Secretary of Technical Activities that any revenue means not explicitly covered by IEEE Statements of Policy does not conflict with IEEE policy before being adopted by the Council.

ARTICLE VII

COUNCIL MEETINGS

- Section 1. Meetings of the Council AdCom shall be held at such times as are found necessary or convenient. Meetings of the Council AdCom may be called by the President of the Council at his or her own discretion, or upon request by at least three other Council AdCom voting members. The time, place, and agenda shall be announced to all voting and ex-Officio Members of the Council at least twenty days in advance of the meeting.
- Section 2. The Council AdCom shall hold at least one Annual Meeting at a time and place designated by the President.
- Section 3. A majority of the voting members of the Council AdCom or any committee thereof shall constitute a quorum.
- Section 4. The vote of a majority of the votes of the members present and entitled to vote, at the time of vote, provided a quorum is present, shall be the act of the Council AdCom or any committee thereof.
- Section 5. If an appointed Representative from a Member Society is unable to attend a meeting of the Council AdCom, the President of the Member Society may designate an alternate, by informing the Council President or Secretary. The delegate shall participate in all meetings and committees of the regular Representative, but may not participate in AdCom votes nor be counted towards a quorum of the AdCom or any committee.
- Section 6. The AdCom or any committee thereof may meet and act upon the vote of its members by any means of telecommunication. The normal voting requirements shall apply when action is taken by means of telecommunications equipment allowing all persons participating in the meeting to hear each other at the same time.
- The Council on Superconductivity AdCom or any committee thereof may take action without a meeting if applicable (e.g. email voting). An affirmative vote of a majority of all the voting members of the Council AdCom or any committee thereof shall be required to approve the action. The results of the vote shall be confirmed promptly in writing or by electronic transmission. The writings and/or electronic transmissions shall be filed with the minutes of the proceedings of the AdCom or any committee thereof. "Electronic transmission" means any form of electronic communication, such as e-mail, not directly involving the physical transmission of paper, that creates a record that may be retained, retrieved and reviewed by a recipient thereof, and that may be directly reproduced in paper form by such a recipient.
- Section 7. If less than a quorum is in attendance at a duly called meeting, discussions pertinent to the Council may be held but no actions or tentative actions may be taken.

ARTICLE VIII

PUBLICATIONS

- Section 1. All Council publication activities shall be subject to IEEE policies, and to any further guidance or controls prescribed by the Council AdCom or its duly appointed Committees.
- Section 2. The Council may publish appropriate Periodicals in accordance with IEEE Policies and Procedures. Selection of the published material shall be in accordance with the objectives and policies of the IEEE and the Council.
- Section 3. The Editors of the Council's periodicals shall appoint associate and/or guest editors as may be required to implement the publications program.

ARTICLE IX

CONFERENCES AND TECHNICAL MEETINGS

- Section 1. All Council Conferences and technical meeting activities shall be subject to IEEE policies, and to any further guidance or controls prescribed by the Council or its duly appointed Committees.
- Section 2. The Council shall determine the time and location of each sponsored Conference and technical meeting.

ARTICLE X

RECALL

- Section 1. If at any time during the year and for any reason the best interests of the Council seem to require removal of any Member Society Representatives or ExCom members from the Council AdCom, the matter shall be discussed at a regular or special meeting of the Council AdCom called for the purpose of considering and voting upon the recommended change. At least twenty days before the Council AdCom meeting, notice of such action shall be given to all appropriately interested individuals, including the President and Secretary of each Member Society involved and the Chair and Secretary of the IEEE Technical Activities Board. An affirmative vote of two-thirds of the votes of the members of the Council AdCom present at the time of the vote, a quorum being present, shall be necessary to declare a vacancy. For the purpose of this Section, an abstention shall be counted as a negative vote.

ARTICLE XI

AMENDMENTS

- Section 1. Sections of this Constitution may be adopted or amended by action of the Council at a regular or special meeting if the following provisions are met:
- A. Notice of the meeting and of the proposed change(s) must be mailed or sent electronically to the last known address of each member of the Council AdCom at least twenty days prior to such meeting.
 - B. If a meeting is held, a two-thirds affirmative vote of the votes of the members of the Council AdCom present at the time of the vote, provided a quorum is present, is required for passage.
 - C. Without holding a physical meeting, an amendment may be approved by a ballot, via mail or electronic means, if at least a thirty-day period is provided for responses and two-thirds of the entire Council AdCom votes affirmatively. All other email voting procedures apply.
 - D. The amendment shall become effective immediately after ratification by the IEEE Vice President, Technical Activities.
- Section 2. Bylaws to this Constitution may be adopted or amended by a two-thirds affirmative vote of the votes cast by the Council AdCom at a regular or special meeting, provided that notice of the meeting and a copy of the proposed change(s) are emailed to each member of the Council AdCom at least twenty days prior to such meeting.

The AdCom may meet to adopt or amend the Bylaws of the Council by any means of telecommunication. The normal voting requirements shall apply when action is taken by means of

telecommunications equipment allowing all persons participating in the meeting to hear each other at the same time.

The AdCom may take action without a meeting, if applicable (e.g. email voting), to adopt or amend a Bylaw. An affirmative vote of two-thirds of all the voting members of the AdCom thereof shall be required to approve the action. All other email voting procedures apply.

The new Bylaw or Amendment shall become effective immediately after ratification by the IEEE Vice President, Technical Activities.

Section 3. The Constitution, Bylaws, and Statements of Policy of the IEEE shall, at all times, take precedence over those of the Council.

Section 4. All amendments to the Constitution or Bylaws shall become effective immediately after all required approvals have been obtained, unless a later date has been specified at the time of the vote.