

# Bylaws of the IEEE Information Theory Society

Approved September 28, 1988.

Amendments approved by the [IEEE Information Theory Society](#) Board of Governors on March 18, 1992; June 22, 1992; March 22, 1995; March 19, 1997; September 25, 1999; June 24, 2001; June 30, 2002; June 29, 2003; September 27, 2006; March 14, 2007; September 26, 2007; September 23, 2008; March 18, 2009; October 13, 2009; September 28, 2010; October 26, 2011; September 2, 2012; September 9, 2013; October 3, 2015; March 25, 2016; September 8, 2016; October 21, 2016; October 7, 2017; October 6, 2018.

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### Article I. Purpose

**Section 1.** These Bylaws provide detailed guidance for the supervision and management of Society affairs in accordance with the Society Constitution. Amendments to these Bylaws may be made as prescribed in Article IX, Section 2, of the Society Constitution.

### Article II. Membership and Fees

**Section 1.** The annual Society [fee-membership dues](#) shall be set by the Board ~~of Governors~~ and billed and collected by IEEE.

**Section 2.** Society Affiliates are non-IEEE members who have been admitted to membership in the Society. ~~The~~ Affiliates enjoy all the rights and privileges of Society members except those accruing solely from membership in IEEE. In general, a Society Affiliate must be a person whose technological activities do not justify full membership in IEEE, but who may be helped by participation in Society activities or who may contribute beneficially to Society activities. The qualifications for Society Affiliates and the limits in rights and privileges shall be established by the IEEE Technical Activities Board, which shall also fix the annual surcharge for Society Affiliates. The annual Society Affiliate fee shall include the annual Society ~~fee-membership dues~~ plus the surcharge.

**Section 3.** ~~Society~~ Changes to Society membership dues, student dues, and Affiliate fees are ~~set-recommended to the Board and communicated to IEEE by the Treasurer~~ as part of the ~~budget parameters and~~ annual budget process.

### Article III. Board of Governors

**Section 1.** The President shall designate one of the Board Meetings in the calendar year as the Annual Meeting of the Society.

**Section 2.** The President shall have no vote on the Board except if the vote is by secret ballot or unless the President's vote can change the outcome.

**Section 3.** A Board member who is elected ~~President,~~ 1st Vice-President ~~,~~ or 2nd Vice-President for the next year shall continue as a voting Board member to the end of that officer's term, ~~except that the President shall vote only if his vote would change the outcome.~~ A Board member who is elected President shall continue as a voting Board member for two years ~~after~~ following the end of ~~his/her~~ their term as President.

**Section 4.** No meeting of the Board shall be held to transact business unless each member has been notified of the time and place of such meeting and the main agenda items at least 3 weeks prior to the date of the meeting.

**Section 5.** Official business may be transacted at a duly called meeting of the Board only if a quorum is present.

**Section 6.** Robert's Rules of Order (~~revised~~ Newly Revised) shall govern the conduct of the Board on all matters not otherwise specified in these Bylaws or in the Constitution.

**Section 7.** Minutes of a Board meeting shall be emailed by the Secretary to each Board member and to the Technical Activities Board Secretary of IEEE within thirty days of the

meeting.

**Section 8.** Immediately upon assumption of office, the Board President shall notify all Board members of those professional meetings in the coming year at which it is likely that a Board meeting will be held. All meetings of the Board shall be open to all Society members and, whenever possible, advance notice of Board meetings shall be given to the membership by ~~Newsletter~~ NEWSLETTER notice or other means.

## **Article IV. Nominations and Elections**

**Section 1. Elected Officers of the Society:** The President, 1st Vice-President, 2nd Vice-President, Junior Past-President and Senior Past-President shall constitute the Elected Officers of the Society.

At the Annual Meeting, the Board shall nominate one or more of its elected members for each of the posts of President, 1st Vice-President, and 2nd Vice-President. Each nomination shall require a mover and one seconder. It shall be the responsibility of the mover to ascertain in advance the willingness of the nominee to serve if elected. Election shall be by email ballot of the Board. The ballots shall be distributed by the outgoing President as soon as practical after the Annual Meeting and must be returned to the President within 3 weeks of its distribution date in order to be counted.

In the case of a within-term vacancy in the office of President, 1st Vice-President or 2nd Vice-President, the remaining Elected Officers shall serve as a nominating committee for a replacement drawn from current members of the Board. In the case of a within-term vacancy in the office of Junior Past-President or Senior Past-President, the remaining Elected Officers shall serve as a nominating committee for a replacement drawn from past Presidents of the Society. The Secretary shall conduct the election by email ballot of the Board.

**Section 2. Appointed Officers of the Society:** Prior to December 1st each year, the President-Elect will appoint a Treasurer and a Secretary who will assume office on January 1st of the following year.

The responsibilities of the Treasurer are to prepare the budget and to carry out financial transactions as representative of the Board and the President. The Treasurer is a voting member of the Board.

The responsibilities of the Secretary are to record the minutes of Board meetings, to assist the President in tallying votes, and to carry out duties as specified elsewhere in the Constitution and Bylaws. The Secretary is a non-voting member of the Board.

**Section 3. Ex-Officio Members of the Board** As specified in Article V, Sections 10 and 7, the following are ex-officio voting members of the Board:

1. [the Chair of the Conference Committee.](#)
2. [the Editor-in-Chief of the IEEE TRANSACTIONS ON INFORMATION THEORY.](#)
3. [the Editor-in-Chief of the IEEE JOURNAL ON SELECTED AREAS IN INFORMATION THEORY.](#)

**Section 4. Under-represented Regions:** For the purpose of election and nomination to the Board, each of regions 8, 9, and 10 shall be considered under-represented if at least 5% of the electorate comes from that region and ~~at most one elected Board member~~ [fewer than two elected Board members](#) comes from that region. The size of the electorate is the number of voting Society members according to the official IEEE membership records on December ~~31~~[31st](#) of the year preceding the election. Regional affiliations are determined using members' mailing addresses in those same records.

**Section 5. Eligibility for Election to the Board:** To be eligible for nomination and election to the Board, an individual must be a current member of the Society. The following individuals are not eligible for nomination:

- Current ~~elected officers of the Society~~
- ~~The two most recent past Presidents~~[Elected Officers](#) of the Society
- The ~~chair~~[Chair](#) of the Nominations and Appointments Committee
- Current elected members of the Board serving in their second consecutive term.

**Section 6. Nomination to the Board:** Prior to nomination, a potential nominator shall confirm the candidate's eligibility and willingness to serve if elected and secure the candidate's biography for submission with their nomination. There are 3 mechanisms for nomination:

- The Nominations and Appointments Committee shall prepare a list of at least 12 nominees. The list of nominees shall be chosen to ensure that there is at least one candidate from each under-represented region. The list shall be submitted to the Board no later than two weeks prior to the Annual Meeting~~of the Society~~.
- Board members may make nominations at the Annual Meeting~~of the Society~~. Such nominations require endorsement by five Board members.
- Individual voting members of the Society may make nominations; a solicitation for such nominations shall be published in the first issue of the ~~Newsletter~~[NEWSLETTER](#) each year. Each nomination by an individual voting member of the Society shall take the form of a written petition that includes proof of the candidate's willingness to serve

and meets the endorsement requirements described below. Endorsed petitions must be received at least 28 days prior to the election.

The number of signatures required on a petition shall be determined in accordance with the IEEE Bylaws as follows. When the electorate is less than 30,000 voting members, signatures shall be required from 2% of the eligible voters. When the electorate is more than 30,000 voting members, the number of signatures required from eligible voters is 600 plus 1the difference between the number of eligible voters and 30,000. Petition signatures can be submitted electronically through the official IEEE society annual election website or by signing and mailing a paper petition. For paper petitions, original signatures are required (no facsimiles or copies will be accepted), and all signatures must be accompanied by the clearly printed or typed name of the signing member and their membership number or address as listed on official IEEE membership records.

**Section 7. Election to the Board:** Ballots shall be mailed to all voting members of the Society at least 45 days before the deadline for the receipt of votes. The six nominees receiving the largest numbers of votes shall be elected to the Board.

In order to ensure adequate representation from historically under-represented regions, if a region remains under-represented after the election, then the top nominee from that region not among the six already elected shall be elected to the Board.

~~At the Annual Meeting of the Society, the Board shall nominate one or more of its elected members for each of the posts of President, 1st Vice-President, and 2nd Vice-President. Each nomination shall require a mover and one seconder. It shall be the responsibility of the mover to ascertain in advance the willingness of the nominee to serve if elected. Election shall be by email ballot.~~

**Section 8. Removal of Appointed Members from the Board or a Committee:** An appointed member of the Board or a Society Committee may be removed as a member of the Board or that Committee, with or without cause, by a vote of the Board. The Board or Committee member shall be removed from such position if at least two-thirds of the votes of the members of the Board . ~~The ballots shall be distributed by the outgoing President as soon as practical after the Annual Meeting and must be returned to the President within 3 weeks of its distribution date in order to be counted~~ present at the time of the vote, provided a quorum is present, are in favor of removal.

~~In the case of a within-term vacancy in the office of President, 1st Vice-President, or 2nd Vice-President, the remaining elected officers shall serve as a nominating committee for a replacement. The secretary shall conduct the election by email ballot of the Board.~~

~~The responsibilities of the Treasurer are to prepare the budget and to carry out financial transactions as representative.~~

**Section 9. Removal of Elected Officers or Elected Members of the Board:** An

Elected Officer or member of the Board elected by the voting members of the Information Theory Society may be removed from office, with or without cause, by a poll of the voting members of the Information Theory Society within thirty days following either:

1. the affirmative vote of at least two-thirds of the votes of members of the Board ~~and the President. The responsibilities of the Secretary are to record the minutes of Board meetings, and to carry out duties specified elsewhere in the Constitution and Bylaws. Both jobs may be held by the same person if the President so chooses~~present at the time of the vote, provided a quorum is present, on a motion to remove such individual, or
2. the receipt by IEEE of a petition signed by at least 10% of the voting members of the Information Theory Society, calling for the removal of such individual.

The Elected Officer or elected Board member shall be removed from such position if a majority of the ballots cast by the voting members of the Information Theory Society are in favor of removal.

## **Article V. Standing Committees**

**Section 1.** The Standing Committees of the Board shall include the following:

1. Nominations and Appointments (N&A)
2. Constitution and Bylaws
3. Claude E. Shannon Award
4. Paper Awards
5. Membership
6. Publications
7. Fellows
8. Aaron D. Wyner Distinguished Service Award
9. Conference
10. Online
11. External Nominations
12. Diversity and Inclusion

13. ~~Thomas M. Cover Dissertation Award~~
14. ~~James L. Massey Research and Teaching Award for Young Scholars~~

(To be re-ordered: 1. Nominations and Appointments (N&A), 2. Constitution and Bylaws, 3. Publications, 4. Conference, 5. Online, 6. Membership, 7. Diversity and Inclusion, 8. Claude E. Shannon Award, 9. Aaron D. Wyner Distinguished Service Award, 10. James L. Massey Research and Teaching Award for Young Scholars, 11. Thomas M. Cover Dissertation Award, 12. Paper Awards, 13. Fellows, 14. External Nominations)

**Section 2. Nominations and Appointments (N&A) Committee:** The Chair of the Nominations and Appointments Committee shall be the Senior Past President of the Board ~~of Governors~~. In the event of the incapacity or conflict of interest of the Chair, the most recent Past Chair of the N&A Committee available shall be the Chair of the N&A Committee. (With extenuating circumstances, a different individual may be appointed to this position.) The Junior Past President shall also be a member, and the Board ~~of Governors~~ shall elect three additional members with staggered three year terms to the Committee, at least one of whom shall be a past president. Each year one new member shall be elected to replace the member whose term is expiring.

A member of the N&A Committee may be nominated and may run for a position for which the N&A Committee makes nominations only if (i) the member resigns from the N&A Committee prior to its first meeting of the year in which the nomination shall be made and (ii) the nomination is made by a member of the N&A Committee whose term did not overlap with that of the nominee.

The Chair shall not be eligible to be elected to the Board ~~of Governors during his or her~~ during their term of service.

**Section 3. Constitution and Bylaws Committee:** The Constitution and Bylaws Committee shall consist of the ~~two most recent past Presidents of the Board. The senior past President-Senior Past-President and the Junior Past-President.~~ The Senior Past-President shall be the ~~chairperson~~ Chair of the Committee. This Committee is charged with preparing suitable revisions to keep the Constitution and Bylaws up to date and with insuring that the Board is made aware of those sections of these documents pertinent to proposed actions.

**Section 4. Claude E. Shannon Award Committee:** The Claude E. Shannon Award ~~Selection~~ Committee shall consist of the President, ~~First-who shall serve as Chair, the 1st Vice-President, Second the 2nd~~ 1st Vice-President, ~~Second the 2nd~~ 2nd Vice-President, and four other members appointed by the Nominations and Appointments Committee before ~~the January 15th of January~~ the 15th of January of that year. At least three of the appointed members shall be former Claude E. Shannon Award winners, and at least one of the appointed members shall be the current, or a former, Editor-in-Chief of the ~~IEEE Transactions on Information Theory. IEEE TRANSACTIONS ON INFORMATION THEORY~~ or the IEEE JOURNAL ON SELECTED AREAS IN INFORMATION THEORY.

The Committee is charged with deciding whether to name a Claude E. Shannon Award winner for the following year and with selecting a winner.

**Section 5. Paper Awards Committee:** The Paper Awards Committee shall consist of at least nine members representing all major technical areas in the Society. At least four members shall have served as Associate Editors, Senior Editors or Guest Editors of the IEEE TRANSACTIONS ON INFORMATION THEORY or the JOURNAL ON SELECTED AREAS IN INFORMATION THEORY within the past three years. The President of the Society shall serve as Chairperson of the Claude E. Shannon Award Selection Committee. Ordinarily, the decision-1st and 2nd Vice Presidents of the Society shall serve as ex-officio voting members of this Committee, with the 1st Vice President serving as Chair. At least two members of the Committee shall be made public at the IEEE International Symposium on Information Theory of the year preceding the award (in addition to the two Officers) shall be members of the Board. The Committee shall be appointed by the Nominations and Appointments Committee no later than January 31st.

~~The Awards-~~The Committee shall be responsible for submitting a recommendation to the Board for the Information Theory Society Paper Award according to Article VII, Section 3. It is also responsible for selecting the recipient(s) of the ~~IEEE-~~Jack Keil Wolf ISIT Student Paper Award according to Article VII, Section 7, and for contributing members to serve on the IEEE Communication Society and Information Theory Society Joint Paper Award selection committee, according to Article VII, Section 6. ~~A subcommittee of the Awards Committee shall be responsible for selecting the recipient of the IEEE Information Theory Society Thomas M. Cover Dissertation Award, according to Article VII, Section 8. Another subcommittee of the Awards Committee shall be responsible for selecting the recipient of the IEEE Information Theory Society James L. Massey Research & Teaching Award for Young Scholars, according to Article VII, Section 9.~~

~~The~~

**Section 6. Membership Committee:** The Membership Committee shall consist of ~~at least nine members representing all major technical areas in the Society. At least four members shall have served as Associate Editors of the Transactions within the past three years. The First and Second Vice Presidents~~ the 2nd Vice-President of the Society, who shall serve as ~~ex-officio voting members of this Committee, with the First Vice President serving as Chair~~ . At least two members of the Committee (in addition to the two officers) shall be members of the Board of Governors. The Committee shall Chair, the Chair of the Student and Outreach Activities Subcommittee, the Chair of the Schools Subcommittee, a Chapters Liaison, and a WIThITS (Women in the Information Theory Society) Liaison. The Chapters Liaison will be appointed by the Nominations and Appointments Committee no later than the 31st of January. The Cover Dissertation Award and Massey Research & Teaching Award Subcommittees shall be appointed by 2nd Vice-President in consultation with the Nominations and Appointments Committee by the 31st of December of the previous year.



~~The Membership Committee shall consist of the 2nd Vice-President of the Society, who shall serve as chairperson, and of such other Society members appointed by the 2nd Vice-President, and with approval of the Board. The standing subcommittees WIThITS Liaison will be appointed by WIThITS.~~

The Subcommittees of the Membership Committee shall include the following:

- A. Student ~~Subcommittee.~~
- B. ~~Outreach and Outreach Activities~~ Subcommittee.
- C. ~~School Schools~~ Subcommittee.

**Subsection A)** The Student and Outreach Activities Subcommittee shall consist of the 2nd Vice-President, a ~~Student~~ Subcommittee chair, and ~~at least two graduate students or postdoctoral fellows~~ such additional members as are appointed by the Subcommittee chair. The Subcommittee chair will be appointed by the 2nd Vice-President in consultation with the Nominations and Appointments Committee, and with approval of the Board of Governors. ~~In turn, the Student Subcommittee chair will appoint.~~ Additional Subcommittee members will normally include at least two additional members graduate students or postdoctoral fellows, and will include an IEEE Young Professionals liaison. Typically the ~~Student Subcommittee chair~~ Subcommittee Chair and appointed members will serve for three years. ~~The student, with the members serving in staggered terms.~~

The Student and Outreach Activities Subcommittee shall be responsible for planning and implementation of student activities ~~at the and outreach activities at Society~~ Symposia and Workshops.

~~The Outreach Subcommittee shall consist of the 2nd Vice-President, an Outreach Subcommittee chair, and such additional members as are appointed by the Outreach Subcommittee chair. The Subcommittee chair will be appointed by the 2nd Vice-President in consultation with the Nominations and Appointments Committee, and with approval by the Board of Governors. Typically, the Outreach Subcommittee will serve for three years. The Outreach Subcommittee shall be responsible for providing oversight, including: (i) planning and implementation of activities at symposia and workshops that address the concerns of student members of the Society's outreach activities, including: (i) Planning; (ii) planning and implementation of activities at symposia and workshop that address the needs and encourage the participation of the Society's underrepresented demographics, while being of interest to the community at large, and (ii) Creating (iii) creating services, such as the mentoring network, that address the needs of current members or are designed to encourage the participation of potential future members of the Society.~~

**Subsection B)** The ~~School Schools~~ Subcommittee shall consist of the 2nd Vice-President, a ~~School Schools~~ Subcommittee chair and at least one additional member appointed by the Subcommittee chair. The Subcommittee chair will be appointed by the 2nd Vice-President in consultation with the Nominations and Appointments Committee, and with approval ~~by~~

~~the Board of Governors. In turn, the School Subcommittee chair will appoint at least one additional member of the Board. Typically the School Subcommittee chair Subcommittee Chair and appointed member will serve for three years. The School in staggered terms.~~

~~While the Board retains responsibility for approval of specific School proposals, the Schools Subcommittee shall be responsible for providing oversight of the Society schools program with approval of specific schools left to the Board. Specific responsibilities include: 's Schools program, including (i) Monitoring the pipeline of school monitoring forthcoming School proposals, stimulating new proposals, and coordinating organizing teams as needed ; and (ii) Maintaining guidelines for schools and helpful information and suggestions maintaining helpful guidelines for organizers of Schools.~~

**Subsection C)** In addition to the activities of the Subcommittees, the Membership Committee shall be responsible for maintaining up to date membership records, ~~a roster of Chapter officers, and a summary of current Chapter. It shall respond to membership inquiries and shall periodically ascertain the opinions of the membership with regard to Society policies and activities.~~ The Membership Committee shall recommend measures for disseminating information about the Society and for encouraging interest in Society activities among prospective members. ~~It shall respond to membership inquiries and shall periodically ascertain the opinions of the membership with regard to Society policies and activities. Also~~

~~Under the leadership of the Chapter Liaison, the Membership Committee is charged with selecting an IT Society Chapter to receive shall be responsible for maintaining a roster of Chapter officers, and a summary of current Chapter activities. The Committee will also decide on the Chapter of the Year Award — as described in Article VII, Section 5. The Membership Committee is also responsible for the operation of the Society's Distinguished Lecture Program, and for selection of the Society's Padovani Lecturers.~~

**Section 7. Publications Committee:** The Publications Committee shall consist of the ~~Society Transactions Editor-in-Chief who serves as chairperson, the Transactions Executive Editor, Senior Past-President, who will serve as Chair and Vice-President of Publications, the Editor-in-Chief of the IEEE TRANSACTIONS ON INFORMATION THEORY (the TRANSACTIONS), the Executive Editor of the TRANSACTIONS, the Editor-in-Chief of the JOURNAL ON SELECTED AREAS IN INFORMATION THEORY (the JOURNAL), the Associate Editors of the Society Transactions, and the Newsletter Editor. The President, First Vice President and Second Vice President of the Society are ex-officio voting members of the Committee Chair of the Steering Committee of the JOURNAL, and the Editor-in-Chief of the NEWSLETTER.~~ The Committee shall generate yearly nominations for the Information Theory Society Paper Award, as per Article VII, Section 3, ~~oversee the solicitation and review of papers for publication, and shall edit, prepare and publish the Transactions, Special Issues, Monographs, and Newsletter as directed by the Board, with the assistance of the IEEE Editorial Office. The Committee shall recommend changes in publication policy to the Board advise the Board on the overall publications policies for the Society and shall serve, as needed, in an advisory capacity to the editors of Society publications on matters of policy that transcend individual publications.~~

**Subsection A) Transactions Editors:** The term of office of the TRANSACTIONS Editor-in-Chief and the ~~Transactions~~ TRANSACTIONS Executive Editor shall be eighteen months. At the end of a term of office, the ~~Transactions~~ TRANSACTIONS Executive Editor shall assume the office of the ~~Transactions~~ TRANSACTIONS Editor-in-Chief, ~~and a new Transactions~~ Following an open call issued by the Society at least six months prior to the end of a term of office, a new TRANSACTIONS Executive Editor shall be nominated by the Nominations and Appointments Committee ~~and appointed by~~ augmented with the present TRANSACTIONS Editor-in-Chief and Executive Editor, who will serve as voting members of the augmented committee. A nominee shall require the affirmative vote of a majority of the augmented committee when that majority includes the current Executive Editor, or the affirmative vote of a two-thirds majority of the augmented committee otherwise. The nominee shall be appointed with approval of the Board. The outgoing ~~Transactions~~ TRANSACTIONS Editor-in-Chief is not eligible for immediate re-appointment as ~~Transactions~~ TRANSACTIONS Executive Editor. ~~Both the Transactions~~ The TRANSACTIONS Editor-in-Chief ~~and Transactions~~ Executive Editor shall be voting members shall be a voting member of the Board. TRANSACTIONS Associate Editors are appointed by the TRANSACTIONS Editor-in-Chief, subject to the approval of the Board.

The ~~Newsletter Editor~~ TRANSACTIONS Editor-in-Chief may appoint an Executive Editorial Board for the term of his or her tenure, which shall serve as an advisory body.

**Subsection B) Journal Steering Committee and Editor-in-Chief:** The Steering Committee of the JOURNAL shall consist of four members, serving in staggered non-renewable four-year terms. Appointments to the Steering Committee shall be made by the Nominations and Appointments Committee in consultation with the current Steering Committee members. The Chair of the Steering Committee shall be appointed by the Board, upon nomination by the Society President. The Senior Past President of Steering Committee members and must have served for at least one year as a committee member prior to being appointed Chair. In the event that the Steering Committee is unable to select a Chair, the Chair shall be selected by the Publications Committee.

The term of office of the JOURNAL Editor-in-Chief shall be three years. At least six months prior to the end of a term of office, the Society shall serve as Vice President of Publications issue an open call for a new JOURNAL Editor-in-Chief. The JOURNAL Editor-in-Chief shall be nominated by the Steering Committee of the Journal and appointed by the Board. The outgoing JOURNAL Editor-in-Chief is not eligible for immediate re-appointment as JOURNAL Editor-in-Chief. The JOURNAL Editor-in-Chief shall be a voting member of the Board. JOURNAL Senior Editors are appointed by the JOURNAL Editor-in-Chief, subject to the approval of the Steering Committee of the JOURNAL.

**Subsection C) Newsletter Editor:** The term of office of the NEWSLETTER Editor shall be three years. The NEWSLETTER Editor shall be appointed by the Board, upon nomination by the Society President.

**Section 8. Fellows Committee:** ~~The Fellows Committee shall be responsible for providing~~

~~the IEEE Fellow Committee with the Society evaluation of nominations to Fellow grade. The~~

The Fellows Committee shall consist of at least seven IEEE Fellows, appointed by the Nominations and Appointments Committee, who hold membership in the Society and represent all its major technical areas. The Chair shall be appointed by the Board ~~of Governors~~ upon recommendation by the President by October 1st of the previous year, and the remaining members by ~~the December~~ 31st of December. The term of office of the Chair shall be three years. Typically members of the committee will serve for three years, with staggered terms.

~~The Committee shall be responsible for providing the IEEE Fellow Committee with the Society evaluation of nominations to Fellow grade.~~

**Section 9. Aaron D. Wyner Distinguished Service Award Committee:** The Aaron D. Wyner Distinguished Service Award Committee shall consist of the President, Junior Past President, and three members appointed by the Nominations and Appointments Committee before ~~the January~~ 15th of January. At least two members shall be former Aaron D. Wyner Distinguished Service Award winners.

The Committee is charged with deciding whether to name ~~a~~ an Aaron D. Wyner Distinguished Service Award winner for the year and with selecting a winner. The President of the Society shall serve as ~~Chairperson of the~~ Chair of the Aaron D. Wyner Distinguished Service Award Selection Committee. ~~Ordinarily, the decision of the Committee shall be made public at the IEEE International Symposium on Information Theory of the year of the award.~~

**Section 10. Conference Committee:** The Conference Committee shall consist of the Society Conference Committee Chair, who shall serve as an ex-officio voting ~~BeG Board~~ member, the Society Treasurer, the President and 1st Vice-President as ex-officio members, and at least two additional members. The Conference Committee Chair shall be appointed by the Nominations and Appointments Committee, with approval ~~by the Board of Governors of~~ the Board. In turn, the Conference Committee Chair will appoint at least two additional members, also with approval ~~by~~ of the Board. Typically the chair and members of the Committee will serve for three years, with members serving in staggered terms. ~~The~~

~~While the Board retains responsibility for deciding on major policy issues and approving specific Symposium and Workshop proposals, the Conference~~ Committee shall be responsible for providing oversight of technical meetings on behalf of the Board, ~~with major policy issues and approval of specific conferences left to the Board, based on recommendations provided by the Committee.~~

~~Specific responsibilities include:~~ including (i) ~~Making~~ making recommendations to the Board regarding Society sponsorship of proposed technical meetings, (ii) ~~Monitoring the pipeline of~~ monitoring forthcoming technical meeting proposals, stimulating new proposals, and coordinating organizing teams as needed, (iii) ~~Maintaining Guidelines for Workshops~~ maintaining helpful guidelines and suggestions for the preparation of proposals, for conducting Workshops

~~and Symposia, and Guidelines for Symposia, which would include guidelines for meeting proposals and for preparing~~ final reports, and ~~helpful information and suggestions, and~~ (iv) ~~Insuring there are ensuring that~~ Board-approved policies ~~for certain aspects of meetings governing technical meetings are properly followed by the organizers.~~

**Section 11. Online Committee:** The Online Committee shall consist of the Society Online Committee Chair, the Society President and 1st Vice-President and any additional members ~~ap-~~~~pointed~~appointed by the Online Committee Chair. The Online Committee Chair shall be appointed by the Nominations and Appointments Committee, with approval ~~by the Board of Governors of the Board.~~ Typically the Chair and members of the Committee will serve for three years. ~~The-~~

~~While the Board retains responsibility for deciding on major policy issues and approving major initiatives, the~~ Committee shall be responsible for ~~providing oversight and management of~~ (i) ~~making recommendations to the Board on issues related to the Society's online presence, with major policy issues and approval of major initiatives left to the Board, based on recommendations provided by the Committee~~ and (ii) providing oversight and management thereof.

**Section 12. External Nominations Committee:** The External Nominations Committee shall consist of the External Nominations Committee Chair, the Society President and three additional members. The Chair and other members are appointed by the Nominations and Appointments Committee. Typically the chair and members of the Committee will serve for two years, with members serving in staggered terms.

The Committee will be responsible for the solicitation, processing and submission on behalf of the Society of nominations for appropriate IEEE awards ~~(such as, for example, the IEEE W. R. G. Baker Award ) and, as applicable, for awards outside of the IEEE~~ and, as applicable, for awards outside of the IEEE.

**Section 13. Diversity and Inclusion Committee:** The Diversity and Inclusion Committee shall consist of a Chair (selected by the Nominations and Appointments Committee), and at least four additional members representing a diversity of communities within the Information Theory Society, at least two of whom must be members of the Board. Typically the Chair and members of the Committee will serve for two years, with members serving in staggered terms.

The Committee is responsible for creating and executing an ongoing diversity and inclusion strategy, presenting progress, plans, data, and metrics annually to the Board. Diversity and inclusion will include, but are not limited to, the issues of gender identity, ethnicity, sexual orientation, disability, religion, geography, seniority, and technical area. The Committee is charged with ensuring that Information Theory Society events and processes are inclusive, welcoming and safe for everyone in the field of information theory and with developing and overseeing codes of conduct and best practices for all Society activities, including conferences,

schools, and committees.

**Section 14. Thomas M. Cover Dissertation Award Committee:** The Thomas M. Cover Dissertation Award Committee shall consist of a Chair (selected by the Nominations and Appointments Committee), the 1st Vice-President of the Society, and at least three other Society members selected by the Nominations and Appointments Committee, at least one of whom must be a member of the Board. Typically the Chair and members of the Committee will serve for three years, with members serving in staggered terms.

The Committee is charged with stimulating nominations for the Thomas M. Cover Dissertation Award and for deciding whether to name a winner.

**Section 15. James L. Massey Research and Teaching Award for Young Scholars Committee:** The James L. Massey Research and Teaching Award for Young Scholars Committee shall consist of a Chair (selected by the Nominations and Appointments Committee), the 2nd Vice-President of the Society, and at least three other Society members selected by the Nominations and Appointments Committee, at least one of whom must be a member of the Board. Typically the Chair and members of the Committee will serve for three years, with members serving in staggered terms. The Committee shall be appointed by the Nominations and Appointments Committee no later than December 31st of the previous year.

The Committee is charged with stimulating nominations for the James L. Massey Research and Teaching Award for Young Scholars and for deciding whether to name a winner.

## **Article VI. International Symposia**

**Section 1.** The Society shall sponsor an annual International Symposium on Information Theory. The Board will select the venue and dates for the Symposium, and shall direct the appointment of the Symposium Chair or ~~two Co-Chairpersons~~several Co-Chairs, taking into account the recommendations of the Conference Committee. The Symposium ~~Chairpersons~~Chair(s) will have the entire responsibility for planning and executing the Symposium subject only to appropriate IEEE regulations and such guidance as the Board and Conference Committee wish to provide.

## **Article VII. Awards**

**Section 1.** Awards sponsored and co-sponsored by the Society shall include the following:

1. **Claude E. Shannon Award**

2. Information Theory Society Paper Award
3. Aaron D. Wyner Distinguished Service Award
4. Chapter of the Year Award
5. IEEE Communications Society and Information Theory Society Joint Paper Award
6. Jack Keil Wolf ISIT Student Paper Award
7. Thomas M. Cover Dissertation Award
8. James L. Massey Research and Teaching Award for Young Scholars

**Section 2. Claude E. Shannon Award:** The purpose of the Claude E. Shannon Award is to honor consistent and profound contributions to the field of information theory. The selection is governed by Article V, Section 4.

An honorarium of \$10,000 and a suitable memento are awarded to the Claude E. Shannon Award winners. Each [Claude E. Shannon Award](#) winner is expected to present a Shannon Lecture at the IEEE International Symposium on Information Theory of the year of the award. In addition to the honorarium, the Information Theory Society will pay the winner's travel expenses and waive the ISIT registration fee.

The Shannon Lecturers in the years preceding the institution of the ~~Shannon Lecturer~~ [Claude E. Shannon Award](#) (1973–1994) shall be considered to be Claude E. Shannon Award winners for the years their respective Shannon Lectures were delivered.

~~Nominations~~ [The Society shall issue an open call for nominations](#) for the Claude E. Shannon Award [annually. Nominations](#) can be made by anyone and are made by completing a nomination form (available online) and sending it and all supporting materials to the Society President by March 1st. The committee may consider all possible candidates, not only those for whom nominations have been received. The Claude E. Shannon Award is given to at most one individual each year. A person who is deceased shall not be considered for the Award, although if the award winner dies before receiving the award, he or she shall be considered the [Claude E. Shannon Award](#) winner for the year selected. The committee may choose not to give the award. [Ordinarily, the decision of the Committee shall be made public at the IEEE International Symposium on Information Theory of the year preceding the award.](#)

**Section 3. Information Theory Society Paper Award:** The Information Theory Society Paper Award (~~ITSoc Paper Award~~) shall be given annually for an outstanding publication in the fields of interest to the Society appearing anywhere during the preceding four calendar years. The purpose of this Award is to recognize exceptional publications in the field and to stimulate interest in and encourage contributions to fields of interest of the Society. The Award consists of an appropriately worded certificate(s) and an honorarium of \$1,000 for a

paper with a single author, or an honorarium of \$2,000 equally split among the authors of the paper. The selection is governed by Article V, Section 5.

~~An~~ The Society shall issue an open call for nominations for this award ~~shall be published in the Newsletter~~, with a deadline on the 15th of March. Nominations shall be sent to the Paper Awards Committee Chair. ~~By March 1, the Publications Committee Chair or designee shall forward to the Awards Committee Chair a list of at least five articles, published in the previous two calendar years, for the consideration of the Awards Committee.~~ Each nomination shall be accompanied by a statement outlining the contribution of the paper.

The Paper Awards Committee shall take into account (a) all eligible nominations submitted in response to the open call ~~for nominations in the last two years;~~ and (b) ~~the nominations supplied by the Publications Committee in the last two years;~~ (c) any nomination that its members may want to submit for consideration.

The Paper Awards Committee shall submit to the Board ~~of Governors~~ a report listing up to three selected nominations for the Information Theory Society Paper Award at least three weeks in advance of the first BoG Board meeting following June 1st of the award year (the “designated Board meeting”), and shall enclose a rationale for each selected nomination. In order to put their recommendation(s) in appropriate context, the Paper Awards Committee is encouraged to discuss runner-up papers also.

By a majority vote at the designated Board meeting (excluding BoG Board members with nominated papers, who are also excused from subsequent balloting), the BoG Board shall either accept the Paper Awards Committee report or return it to the Paper Awards Committee for revision. If the Paper Awards Committee report is accepted, then the President or designee will conduct a ballot at the designated Board meeting to decide upon the recipient of the award. If the Paper Awards Committee report is not accepted, then the Paper Awards Committee will prepare a revised report addressing the concerns raised by the Board. The revised report will be circulated to the Board by the President or designee within four weeks of the designated Board meeting, with a ballot. In either case, the paper receiving the largest number of votes shall be declared the winner of the Information Theory Society Paper Award.

Ordinarily the winner is made public at the IEEE International Symposium on Information Theory of the year of the award.

**Section 4. Aaron D. Wyner Distinguished Service Award:** The purpose of the Aaron D. Wyner Distinguished Service Award is to honor individuals who have shown outstanding leadership in—and provided long-standing exceptional service to—the Information Theory Community. The selection is governed by Article V, Section 9.

The Society shall issue an open call for nominations for the Aaron D. Wyner Distinguished Service Award annually. Nominations for the Aaron D. Wyner Distinguished Service Award can be made by anyone and are made by completing a nomination form (available online) and sending it and all supporting materials to the Society President by March 1st. The individual



or individuals making the nomination have the primary responsibility for justifying why the nominee should receive this award. The committee may consider all possible candidates, not only those for whom nominations have been received. Current ~~officers and~~ members of the ~~Society Board of Governors~~ Board are ineligible.

The prize shall be an ISIT or ITW participation fee waiver, a specially engraved plaque and a certificate, and shall be presented at the ~~ISIT meeting held during the Summer next~~ IEEE International Symposium on Information Theory held following selection of the winner or at an appropriate ~~IEEE IT society activity~~ Information Theory Society event selected by the recipient. The committee may choose not to give the award. Ordinarily, the decision of the Committee shall be made public at the IEEE International Symposium on Information Theory of the year of the award.

**Section 5. Chapter of the Year Award:** The purpose of the Chapter of the Year Award is to recognize annually a chapter that has provided their membership with an outstanding overall set of programs and activities. This selection is governed by Article V, Section 6.

Any chapter is eligible. The activities reported to IEEE will be directly considered for the award. In addition, Chapter Officers are encouraged to submit a summary of the chapter's exemplary service to its members in the areas of technical and ~~society~~ Society activities.

A prize of \$1,000 is awarded to support local chapter activities. Additionally, the winning chapter is encouraged to publish an article in the ~~IEEE Information Theory Newsletter~~ NEWSLETTER.

The basis for judging is the success in the categories of technical and ~~society~~ Society activities, and presentation of the chapter ~~in the web home pages on the website~~ of the IT Society. The committee may choose not to give the award. Ordinarily the winner is made public at the IEEE International Symposium on Information Theory of the year of the award.

**Section 6. IEEE Communications Society and Information Theory Society Joint Paper Award:** The IEEE Communications Society and Information Theory Society Joint Paper Award (~~ComSoc/ITSoc Joint Paper Award~~) shall be given annually for an outstanding paper appearing in any publication of the ~~IEEE~~ Communications Society or the ~~IEEE~~ Information Theory Society in the previous three calendar years. The Award consists of \$500 and an appropriately worded plaque for each author (total cash award not to exceed \$1,000 for each paper).

The award winner shall be decided by a joint ~~ComSoc/ITSoc awards committee~~, awards committee which shall consist of an equal number of members appointed by ~~ComSoc and by ITSoc. The ITSoc the Communications Society and by the Informaton Theory Society. The Information Theory Society~~ members shall be members of the ~~ITSoc Paper~~ Awards Committee. The chairmanship of the committee shall alternate yearly between the Societies.

~~An~~ The Society shall issue an open call for nominations ~~to this award shall be published in the IT Newsletter for this award~~, with a deadline ~~on the 15th of February~~. ~~The IT of~~

February 15th. The Information Theory Society members of the joint ~~ComSoc/ITSec~~ awards committee shall be identified by March ~~1-1st~~. The awards committee shall develop a list of at least five candidate papers from the open call, as well as from internal nominations. No paper previously selected for an ~~IT-Information Theory Society~~ paper award or a ~~ComSoc Communications Society~~ paper award shall be eligible for the joint award, and no paper selected for the joint award shall subsequently be eligible for an ~~IT-Information Theory Society~~ paper award. Normally in a given year one paper will be selected, but in exceptional circumstances up to two may be chosen. The committee may also decline to make any award, if they decide that no suitable paper has been nominated.

Notice of the winner shall be given to the IEEE for preparation of plaques and checks by June ~~1-1st~~. The winners shall be notified as soon as possible, and given the option to select a ~~ComSoc or ITSec-Communications Society or Information Theory Society~~ conference at which the award will be presented.

### **Section 7. Jack Keil Wolf ISIT Student Paper Award: ~~The IEEE-~~**

The Jack Keil Wolf ISIT Student Paper Award shall be given annually for up to three outstanding papers ~~at the ISIT-presented at the IEEE International Symposium on Information Theory (ISIT)~~ for which a student is the principal author and presenter. ~~This author must be-~~ To be eligible, this author must have been a registered student of an educational institution at the time of paper submission ~~to be eligible for this award. The criteria for the award shall include both content and-~~ Papers will be judged based both on their technical merits and the quality of the presentation. The award consists of a \$500 honorarium to be divided equally ~~between~~ among all student authors of the paper, and a plaque for each such author.

~~The Selection is governed by Article V, Section 5. The Paper~~ Awards Committee shall be responsible for selecting the winner(s) of this award, with the support of the ISIT Technical Program Committee (TPC). The ISIT TPC, or a committee formed by the ISIT TPC, shall recommend between 8 and 12 eligible papers as finalists to the Paper Awards Committee Chair. The Paper Awards Committee shall select up to 6 of these papers as finalists and notify the authors accordingly. These papers shall be scheduled by the TPC for presentation during the first three days of ISIT. The Paper Awards Committee shall judge the presentations during the Symposium, select the award winner(s), and announce the winner(s) at the ISIT banquet (or other suitable occasion).

### **Section 8. Thomas M. Cover Dissertation Award: ~~The IEEE-Information Theory Society-~~**

The Thomas M. Cover Dissertation Award ~~will~~ shall be given annually to the author of an outstanding doctoral dissertation contributing to the mathematical foundations of any of the information sciences within the purview of the Society including, but not limited to, Shannon theory, source and channel coding theory, data compression, learning theory, quantum information theory and computing, complexity theory, and applications of information theory in probability and statistics.

Each nominated dissertation must have ~~been successfully defended~~ received approval by the candidate's university during the two calendar years prior to the award year. Only English language versions will be considered.

The award consists of an appropriately worded plaque and a \$1000 honorarium.

~~The selection of the winning dissertation will be made by a subcommittee that includes the Awards Committee Chair and four other Society members selected by the Nominations and Appointments Committee, at least two of whom are members of the Society Board of Governors. The Subcommittee Chair is selected by the Nominations and Appointments Committee.~~ Selection is governed by Article V, Section 14. Dissertations will be reviewed for technical depth and significance of the research contribution, potential and realized impact on theory and practice, and quality of presentation. A Call for Nominations will be published in the ~~Information Theory Society Newsletter~~ NEWSLETTER and posted on the Society website at least 3 months prior to the submission deadline. Nominations must be submitted by the dissertation advisor and must include:

1. A copy of the dissertation.
2. Copies of all refereed papers (published or submitted) spawned by the dissertation.
3. A CV of the dissertation author.
4. A statement from the nominator on the qualifications of the dissertation for the award.
5. A maximum of three letters of support submitted directly to the chair of the ~~Society Awards~~ Thomas M. Cover Dissertation Award Committee.

Nominations must be submitted by ~~the January~~ 15th of January of the award year. The selection of the winning dissertation will be completed by ~~the March~~ 15th of March. The recipient will be informed by the Society President after the selection has been made, and no later than April ~~1~~ The 1st. Ordinarily, the award will be presented at the IEEE International Symposium on Information Theory (~~ISIT~~) of the award year, and will be announced in the ~~Information Theory Society newsletter~~ NEWSLETTER and on the Society ~~webpage~~ website. The committee may choose not to give the award.

**Section 9. James L. Massey Research & Teaching Award for Young Scholars:** The ~~IEEE Information Theory Society~~ James L. Massey Research and Teaching Award for Young Scholars ~~will~~ shall be given annually to a young scholar who exemplifies the special quality of James L. Massey to integrate outstanding research with excellence in teaching. The nominee must be 40 years old or younger and a member of the ~~IEEE~~ Information Theory Society on January 1st of the year in which the award is given.

The award consists of an appropriately worded plaque and a \$1000 honorarium.

~~The selection of the award winner will be made by a subcommittee that includes the Second Vice President of the Society, and at least three other Society members selected by the~~

~~Nominations and Appointments Committee.— At least one of the selected subcommittee members should be a member of the Society Board of Governors. The Subcommittee Chair is selected by the Nominations and Appointments Committee.—~~

Selection is governed by Article V, Section 15. A Call for Nominations will be published in the ~~Information Theory Society Newsletter~~ NEWSLETTER and posted on the Society website at least 3 months prior to the submission deadline. Nominations must include:

1. A description (maximum three pages) of the nominee’s contributions, accomplishments and impact on research and teaching in the field of Information Theory.
2. A brief biography of the nominee.
3. A maximum of three letters of recommendation.
4. Teaching evaluations.

In evaluating nominees, equal weight will be given to research and teaching accomplishments. Nominations must be submitted by March ~~15~~ 15th of the award year.

The selection of the winner will be completed by April ~~30~~ 30th. The recipient will be informed by the Society President after the selection has been made, and no later than May ~~15~~ The 15th. Ordinarily, the award will be presented at the IEEE International Symposium on Information Theory (~~ISIT~~) of the award year, and will be announced in the ~~Information Theory Society newsletter~~ NEWSLETTER and on the Society ~~webpage~~ website. The committee may choose not to give the award.

## Article VIII. Confidentiality and Conflict-of-Interest

**Section 1.** The Society affirms the principle that sensitive committee discussions, in particular award committee discussions, nomination committee discussions and technical program committee discussions, are to be confined to within the committee and kept confidential by all committee members. In meetings of the various awards committees, nominations and appointments committees, and technical program committees of the Society, the Committee Chair shall remind committee members that all deliberations of the committee are to be confined to members of the committee only, and otherwise treated as confidential, with any “external” requests for information referred to the Chair.

**Section 2.** The IEEE Information Theory Society will uphold the IEEE Conflict of Interest policy as stated in the IEEE Bylaws.