Bylaws of the IEEE Information Theory Society

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Articles of the Bylaws

I Purpose .................................................. 1
II Membership and Fees ...................................... 1
III Board of Governors ....................................... 1
IV Nominations and Elections ................................. 2
V Standing Committees ..................................... 4
VI International Symposia .................................. 7
VII Awards .................................................. 7
VIII Confidentiality and Conflict-of-Interest .................. 10

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 shall be set by the Board of Governors and billed and collected by IEEE Headquarters.

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 Executive Committee which shall also fix the annual surcharge for Society Affiliates. The annual Society Affiliate fee shall include the annual Society fee plus the surcharge.

Section 3. Exception to the annual Society fee shall be made for students, as prescribed by IEEE rules and regulation.
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. No Society member may serve continuously on the Board for longer than two terms except as provided in Section 3 below.

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. That is, the President may vote positively when the positive and negative votes of the other members of the Board are equal, and may vote negatively when the positive votes exceed the negative votes by one. A Board member who is elected President shall continue as a voting Board member for two years after the end of his/her 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. However, if less than a quorum attends a duly called meeting of the Board, tentative actions may be taken which will become effective upon subsequent ratification by a majority of the Board. Minutes of such meeting, with a ballot entry for each action to be ratified shall be e-mailed by the Secretary to each Board member. Ballots must be returned within 3 weeks in order to be counted.

Section 6. Robert’s Rules of Order (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 notice or other means.

Article IV. Nominations and Elections

Section 1. No later than two weeks prior to the Annual Meeting of the Society, the Nominations and Appointments Committee shall forward to the Board the biographies of at least 12 Society members as candidates for election to the Board by mail or electronic ballot of the voting members of the Society. In preparing its list of nominees for election to the Board, the Committee shall have determined that each nominee is eligible and willing to serve. Additional nominations of Society members can be made by Board members at the Annual Meeting, provided such nominations are endorsed by five Board members.
Individual voting members of the Society eligible to vote in the election for the Board may nominate Society Members by written petition provided such nominations are made at least 28 days before the date of the election. A Newsletter solicitation for such nominations shall be published in the first issue of the current year. Prior to submission of a nomination petition, the petitioner shall have determined that the nominee named in the petition is eligible and willing to serve, if elected; evidence of such willingness to serve shall be submitted with the petition. The number of signatures required on a petition shall be determined in accordance with 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, 600 signatures of eligible voters plus 1% of the difference between the number of eligible voters and 30,000 shall be required. The size of the electorate shall be determined by the official IEEE membership records at the end of the year preceding the election.

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

In order to ensure adequate international representation from regions which have been historically under-represented in the Board of Governors, in addition to the six nominees receiving the largest number of votes, the top nominee (not among those six) from every under-represented region shall be elected to the Board.

For the purposes of the previous paragraph, an under-represented region refers to each of regions 8, 9, and 10 with at least 5% of the membership of the Society (on December 31 of the year preceding the election) and at most one Board member (after the election of the top six nominees).

In its nominations, the Nominations and Appointments Committee shall insure that there are sufficient candidates from under-represented regions.

Members shall be notified of all duly made nominations prior to the election.

Section 2. At the Annual Meeting of the Society, the Board shall nominate one or more of its members for 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.

Section 3. Election of Board members shall be by ballot, mailed to all voting members of the Society at least 45 days before the date appointed for return of the ballots.

Section 4. Election of the new President, 1st Vice-President, and 2nd Vice-President 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 in order to be counted.

Section 5. Election to fill within-term vacancies in the offices of President, 1st Vice-President, or 2nd Vice-President shall be by email ballot of the Board with the remaining officers serving as the nominating committee.
The election shall be conducted by the Secretary.

**Section 6.** 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 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.

**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. Awards
5. Membership and Chapters
6. Publications
7. Fellows
8. Aaron D. Wyner Distinguished Service Award
9. Conference
10. Online
11. Student
12. External Nominations

**Section 2.** 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.

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

The N&A Committee may not nominate any of its members for any position.
Section 3. The Constitution and Bylaws Committee shall consist of the two most recent past Presidents of the Board. The senior past President shall be the chairperson 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. The Claude E. Shannon Award Selection Committee shall consist of the President, First Vice-President, Second Vice-President, and four other members appointed by the Nominations and Appointments Committee before January 31st. 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. The Committee is charged with deciding whether to name a Claude E. Shannon Award winner for the following year, and to select a winner. The President of the Society shall serve as Chairperson of the Claude E. Shannon Award Selection Committee. 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 5. The Awards 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 ISIT Student Paper Award according to Article VII, Section 7, and for contributing members to serve on the IEEE Communications Society and Information Theory Society Joint Paper Award selection committee, according to Article VII, Section 6.

The 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 of the Society 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 be appointed by the Nominations and Appointments Committee no later than January 31.

Section 6. The Membership and Chapters 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. This Committee shall be responsible for maintaining up to date membership records, a roster of Chapter officers, and a summary of current Chapter activity. The 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.

Section 7. The Publications Committee shall consist of the Society Transactions Editor-in-Chief who serves as chairperson, the Associate Editors of the Society Transactions, the Publications Editors, and the Newsletter Editor. The President, First Vice President and Second Vice President of the Society are ex-officio members of the Committee. The Senior Past President of the Society shall serve as Vice President of Publications. 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.

The term of office of the Editor-in-Chief shall be three years. The Associate Editors are appointed by the Editor-in-Chief subject to approval by the Board.

The Transactions Editor-in-Chief shall be nominated by the Nominations and Appointments Committee and shall be appointed by the Board at an Annual Meeting. The Editor-in-Chief shall be a voting member of the Board and shall not serve two terms consecutively.

The Newsletter Editor shall be appointed by the Board, upon nomination by the Society President.

Section 8. The Fellows Committee shall be responsible for providing the IEEE Fellow Committee with the Society evaluation of nominations to Fellow grade.

The 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 October 1st of the previous year, and the remaining members by December 31st. The term of office of the Chair shall be three years. Typically members of the committee will serve for three years, with staggered terms.

Section 9. The Aaron D. Wyner Distinguished Service Award Selection Committee shall consist of the President, Junior Past President, and three members appointed by the Nominations and Appointments Committee before January 31st. At least two members shall be former Aaron D. Wyner Distinguished Service Award winners. The Committee is charged with deciding whether to name a Wyner Distinguished Service Award winner for the actual year, and to select a winner. The President of the Society shall serve as Chairperson of the 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. The Conference Committee shall consist of the Society Conference Committee Chair, who shall serve as an ex-officio voting BoG member, the Society Treasurer 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. In turn, the Conference Committee Chair will appoint at least two additional members, also with approval by the Board. Typically members of the Committee will serve for three years, with staggered terms. The 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: (i) Making recommendations to the Board regarding Society sponsorship of proposed technical meetings, (ii) Monitoring the pipeline of technical meeting proposals, stimulating new proposals, and coordinating organizing teams as needed, (iii) Maintaining Guidelines for Workshops and Guidelines for Symposia, which would include guidelines for meeting proposals and final reports, and helpful information and suggestions, (iv) Insuring there are Board approved policies for certain aspects of meetings.

Section 11. The Online Committee shall consist of the Society Online Committee Chair, the Society President and 1st Vice-President and any additional members 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. Typically the Chair and members of the Committee will serve for three years. The Committee shall be responsible for providing over-
sight and management of 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.

**Section 12.** The Student committee shall consist of the Student Committee Chair, the Society 2nd Vice-President, and any additional members appointed by the Student Committee Chair. The Student Committee Chair shall be appointed by the Nominations and Appointments Committee, with approval by the Board of Governors. Typically the Chair and members of the Committee will serve for three years. The Committee shall be responsible for providing oversight of the Society’s Student Activities, including: (i) planning and implementation of student activities at Symposia and Workshops; (ii) in conjunction with the Membership and Chapters Committee, and subject to approval by the Board of Governors, planning and implementation of major student educational activities such as Schools of Information Theory.

**Section 13.** 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 members of the Committee will serve for two years, with 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.

**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, taking into account the recommendations of the Conference Committee. The Symposium Chairpersons 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. 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. International Symposium on Information Theory Student Paper Award
Section 2. 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 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.

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

Nominations for the Claude E. Shannon 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 committee may consider all possible candidates, not only those for whom nominations have been received.

Section 3. 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 two 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.

An open call for nominations for this award shall be published in the Newsletter, with a deadline of March 15. Nominations shall be sent to the Awards Committee Chair.

By March 15, 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. No paper previously selected for an ITSoc paper award or a Joint ComSoc/ITSoc paper award shall be eligible for the ITSoc 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.

The Awards Committee shall take into account (a) all nominations submitted in response to the open call for nominations in the last two years; (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 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 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 Awards Committee is encouraged to discuss runner-up papers also.

By a majority vote at the designated Board meeting (excluding BoG members with nominated papers, who are also excused from subsequent balloting), the BoG shall either accept the Awards Committee report or return it to the Awards Committee for revision. If the 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 Awards Committee report is not accepted, then the 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 highest number of votes shall be declared the winner of the Information Theory Society Paper Award.

Section 4. 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. Nominations for the 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 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 following selection of the winner or at an appropriate IEEE IT society activity selected by the recipient.

Section 5. 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. 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 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. The basis for judging is the success in the categories of technical and society activities, and presentation of the chapter in the web home pages of the IT Society.

Section 6. 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 a 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, which shall consist of an equal number of members appointed by ComSoc and by ITSoc. The ITSoc members shall be members of the ITSoc Awards Committee. The chairmanship of the committee shall alternate yearly between the Societies.

An open call for nominations to this award shall be published in the IT Newsletter, with a deadline of February 15th. The IT members of the joint ComSoc/ITSoc awards committee shall also be identified by March 1. 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 paper award or a ComSoc paper award shall be eligible for the joint award, and no paper selected for the joint award shall subsequently be eligible for an IT 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. The winners shall be notified as soon as possible, and given the option to select a ComSoc or ITSoc conference at which the award will be presented.

Section 7. The International Symposium on Information Theory (ISIT) Student Paper Award shall be given annually for up to three outstanding papers at the ISIT for which a student is the principal author and presenter. This author must be 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 presentation. The award consists of a $500 honorarium to be divided equally between all student authors of the paper, and a plaque for each such author.

The 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 shall select between 8 and 12 eligible papers as finalists and notify the authors accordingly. The ISIT TPC, or a committee formed by the ISIT TPC, shall recommend between 8 and 12 eligible papers as finalists to the Awards Committee Chair. The 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 AC 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).

Article VIII. Confidentiality and Conflict-of-Interest

Section 1. The Society affirms the principle that the various 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 Society affirms the principle (also stated in the IEEE Code of Ethics) that all (real or perceived) conflicts of interest (CoI) are to be disclosed.

In meetings of the various awards committees, nominations and appointments committees, and technical program committees of the Society, the Committee Chair shall:

1. remind committee members of the possibility of CoI, and provide members with adequate opportunity to reflect upon and to declare CoI;

2. document all declared CoI in the report of the committee;

In cases where a CoI has been declared by a committee member, the committee member be permitted to participate in the decision-making and voting only if a majority of committee members deem the CoI to be minor.
That in cases where a CoI is temporary, a committee member may be excused temporarily, but then be invited to rejoin the process (including decision-making and voting) when the situation that caused the CoI no longer applies (e.g., when a paper being considered for an award, initially causing a CoI, is eliminated from consideration).

**Section 3.** The Society adopts the following general definition of *real* and *perceived* conflict of interest.

An essential aspect of every community is relationship. Each of us has a multitude of relationships and a multitude of interests. It is inevitable that there will be times when our relationships, interests and responsibilities collide.

A conflict of interest exists

1. when our participation in decision-making has the potential to create a self benefit, or a benefit to a close friend, or to a particular person or institution with which we have or had significant relationship;

2. when our participation in decision-making has the potential to create a situation potentially detrimental to a person or institution with whom we have had a negative relationship.

A perceived conflict of interest exists when a reasonable person – who has been reasonably informed of the situation – might believe that we are biased or in a conflict of interest as described above.

A perceived conflict of interest (sometimes called an “apprehension of bias”) is not an accusation of wrongdoing; however, it is tantamount to conflict of interest.