

Bylaws of the IEEE Information Theory Society

Approved September 28, 1988.

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Articles of the Bylaws

I	Purpose	1
II	Membership and Fees	1
III	Board of Governors	2
IV	Nominations and Elections	3
V	Standing Committees	6
VI	International Symposia	13
VII	Awards and Lectureships	13
VIII	Confidentiality and Conflict-of-Interest	19

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 membership dues shall be set by the Board and billed and collected by IEEE.

Section 2. Society Affiliates are non-IEEE members who have been admitted to membership in the Society. 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 membership dues plus the surcharge.

Section 3. Changes to Society membership dues, student dues, and Affiliate fees are set by the Board upon recommendation by the Treasurer as part of the 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 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. A Board member who is elected President shall continue as a voting Board member for two years following the end of 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 (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 notice or other means.

Article IV. Nominations and Elections

Section 1. Board-elected Officers of the Society: The President, 1st Vice-President, 2nd Vice-President, the immediate past President (deemed the Junior Past-President) and the next-to-immediate past President (deemed the Senior Past-President), shall constitute the Board-elected Officers of the Society.

At the Annual Meeting, the Board shall nominate one or more of its elected members or Vice-Presidents 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 Secretary (copying the President) within three weeks of its distribution date in order to be counted.

In the case of a within-term vacancy in the position of a Board-elected Officer, the remaining Board-elected Officers shall serve as a nominating committee for a replacement. It shall be the responsibility of the committee to ascertain in advance the willingness of the nominees to serve if elected. Members of the Board may also nominate candidates, provided that each nomination has a mover and one seconder, and provided that the mover ascertains in advance the willingness of the nominee to serve if elected. Nominees for the office of President, 1st Vice-President or 2nd Vice-President shall be drawn from elected members of the Board or Vice-Presidents, while nominees for the office of Junior Past-President or Senior Past-President shall be drawn from past Presidents of the Society. The Secretary shall conduct the election by email ballot of the Board, with votes to be returned (copying the President or 1st Vice-President as appropriate) within three weeks in order to be counted.

Section 2. Appointed Officers of the Society: Prior to December 1st each year the President-Elect will appoint, with the approval of the Board, 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 serve as Teller in Society elections and votes, and to carry out duties as specified elsewhere in the Constitution and Bylaws. The Secretary is a voting member of the Board.

Section 3. Ex-Officio Members of the Board: As specified in Article V, Sections 4 and 5, the following are ex-officio voting members of the Board:

1. the Editor-in-Chief of the IEEE Transactions on Information Theory,
2. the Executive Editor of the IEEE Transactions on Information Theory,
3. the Editor-in-Chief of the IEEE Journal on Selected Areas in Information Theory,
4. the Chair of the Conference Committee.

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 10% of the electorate comes from that region and fewer than two elected Board members or Board-elected officers come from that region. The size of the electorate is the number of voting Society members according to the official IEEE membership records on December 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 Board-Elected Officers of the Society,
- the Chair of the Nominations and Appointments Committee, and
- 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.
- Board members may make nominations at the Annual Meeting. 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 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 1% of the 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 Regions 8, 9, and 10, if such 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.

In case of a within-term vacancy in an elected Board membership and when at least one year of the term remains, the Nominations and Appointments committee shall within six weeks of notification of the vacancy prepare and submit to the Board a list of at least two replacement nominees, confirming each candidate's eligibility and willingness to serve if elected and securing the candidate's biography for submission with the nomination. No later than two weeks following submission of the candidate list, additional candidates may be nominated by members of the Board, provided that such candidates are confirmed to be eligible and willing to serve if elected, and with each such candidate requiring the endorsement of five Board members. If Regions 8, 9, or 10 are under-represented following the vacancy, then at least one nominee must be drawn from each under-represented region. Election shall be by email ballot of the Board, with votes returned to the Secretary (copying the President) within two weeks in order to be counted. The elected candidate, deemed a Board-elected member, shall serve for a shortened term that fills out the remainder of the term of the vacated position, during which period the candidate is not eligible for nomination as a Board-elected Officer. After this period, the Board-elected member will normally be eligible for regular election to a second term.

Section 8. Removal of Board-elected Officers, Board-elected Members, Appointed Officers, and Ex-Officio Members from Office or Appointed Members from a Committee: A Board-elected Officer, a Board-elected Member, an Appointed Officer, an Ex-officio Member of the Board or an appointed member of a Society Committee

may be removed from Office, 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 present at the time of the vote, provided a quorum is present, are in favor of removal.

Section 9. Removal of Members of the Board Elected by the Membership: A member of the Board elected by the voting members of the Information Theory Society may be removed from the Board and any Society Office or Position, 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 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 Board member shall be removed the Board 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. **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. 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 by the President to this position.) The Junior Past President shall also be a member, and the Board 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 during their term of service.

Section 3. Constitution and Bylaws Committee: The Constitution and Bylaws Committee shall consist of the Senior Past-President and the Junior Past-President. The Senior Past-President shall be the 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. Publications Committee: The Publications Committee shall consist of the 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 Chair of the Steering Committee of the Journal, and the Editor-in-Chief of the Newsletter. The Committee shall 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 Executive Editor shall be eighteen months. At the end of a term of office, the Transactions Executive Editor shall assume the office of the Transactions Editor-in-Chief. 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 in consultation with the present Transactions Editor-in-Chief and Executive Editor. The nominee shall be appointed with approval of the Board. The outgoing Transactions Editor-in-Chief is not eligible for immediate re-appointment as Transactions Executive Editor. Both the Transactions Editor-in-Chief and Transactions Executive Editor shall be voting members of the Board. Transactions Associate Editors are appointed by the Transactions Editor-in-Chief, subject to the approval of the Board. The 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 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 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 5. Conference Committee: The Conference Committee shall consist of the Society Conference Committee Chair, who shall serve as an ex-officio voting 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 of the Board. In turn, the Conference Committee Chair will appoint at least two additional members, also with approval of the Board. Typically the chair and members of the Committee will serve for three years, with members serving in staggered terms.

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, including (i) making recommendations to the Board regarding Society sponsorship of proposed technical meetings, (ii) monitoring forthcoming technical meeting proposals, soliciting new proposals, and

coordinating organizing teams as needed, (iii) maintaining helpful guidelines and suggestions for the preparation of proposals, for conducting Workshops and Symposia, and for preparing final reports, and (iv) ensuring that Board-approved policies governing technical meetings are properly followed by the organizers.

Section 6. Online Committee: 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 of the Board. Typically the Chair and members of the Committee will serve for three years.

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

Section 7. Membership Committee: The Membership Committee shall consist of the 2nd Vice-President of the Society, who shall serve as 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 2nd Vice-President in consultation with the Nominations and Appointments Committee, and with the approval of the Board. The WITHITS Liaison shall be appointed by the 2nd Vice-President in consultation with WITHITS and with the approval of the Board. Typically members of the committee will serve a two-year term.

The Subcommittees of the Membership Committee shall include

1. the Student and Outreach Activities Subcommittee, and
2. the Schools Subcommittee.

Subsection A) The Student and Outreach Activities Subcommittee shall consist of the 2nd Vice-President, a Subcommittee chair, and additional members 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. Additional Subcommittee members will normally include at least two graduate students or postdoctoral fellows, and will include an IEEE Young Professionals liaison. Typically the Subcommittee Chair and appointed members will serve for two years, with the members serving in staggered terms.

The Student and Outreach Activities Subcommittee shall be responsible for planning and implementation of student activities and outreach activities at Society Symposia and Workshops, including: (i) planning and implementation of activities at symposia and workshops that address the concerns of student members of the Society; (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 (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 Schools Subcommittee shall consist of the 2nd Vice-President, a 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 of the Board. Typically the Subcommittee Chair and appointed member will serve for two years 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's Schools program, including (i) monitoring forthcoming School proposals, soliciting new proposals, and coordinating organizing teams as needed and (ii) 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. 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.

Under the leadership of the Chapter Liaison, the Membership Committee 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. As described in Article VII, Sections 10, 11, and 12, the Membership Committee is also responsible for the operation of the Society's Distinguished Lecture Program, and for selection of the Society's Distinguished Lecturers, Padovani Lecturers and Goldsmith Lecturers.

Section 8. Diversity and Inclusion Committee: The Diversity and Inclusion Committee shall consist of a Chair, the Junior Past-President as an ex-officio member, and at least four additional members. The Chair shall be appointed by the Nominations and Appointments Committee with the approval of the Board. In turn, the Chair will appoint at least four additional members, also with approval 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 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, religion, geography, seniority, or other personal characteristics not related to ability, performance, or qualifications. The Committee is charged with ensuring that Infor-

mation 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 9. Claude E. Shannon Award Committee: The Claude E. Shannon Award Committee shall consist of the President (who shall serve as Chair), the 1st Vice-President, the 2nd Vice-President, and four other members appointed by the Nominations and Appointments Committee before January 15th. 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 or the IEEE Journal on Selected Areas in Information Theory. Typically the appointed members of the Committee will serve for two years, in staggered terms.

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 10. Aaron D. Wyner Distinguished Service Award Committee: The Aaron D. Wyner Distinguished Service Award Committee shall consist of the President (who shall serve as Chair), the Junior Past-President, and three additional members appointed by the Nominations and Appointments Committee before January 15th. At least two members shall be former Aaron D. Wyner Distinguished Service Award winners. Typically the appointed members of the Committee will serve for two years, in staggered terms.

The Committee is charged with deciding whether to name an Aaron D. Wyner Distinguished Service Award winner for the year and with selecting a winner.

Section 11. 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 (appointed by the Nominations and Appointments Committee), the 2nd Vice-President, and three additional Society members (at least one of whom must be a member of the Board) appointed by the Nominations and Appointments Committee before January 15th. Typically the Chair and members of the Committee will serve for three years, with members serving in staggered terms.

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

Section 12. Thomas M. Cover Dissertation Award Committee: The Thomas M. Cover Dissertation Award Committee shall consist of a Chair (appointed by the Nominations and Appointments Committee), the 1st Vice-President, and at least three other Society members (at least one of whom must be a member of the Board) appointed by the Nominations and Appointments Committee before January 15th. Typically the Chair and members of the Committee will serve for three years, with members serving in staggered terms.

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

Section 13. 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 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 (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 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 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.

Section 14. Fellows Evaluation Committee: The Fellows Evaluation Committee shall consist of a Chair and at least six additional members, all of whom must be IEEE Fellows, hold membership in the Society, and represent all its major technical areas. The Chair shall be appointed by the Board upon recommendation by the President by October 1st of the previous year. The remaining members shall be appointed by the Nominations and Appointments committee 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. No person shall serve as a member of the Fellows Evaluation Committee for more than five consecutive years, regardless of position held.

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

Section 15. 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 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 several Co-Chairs, taking into account the recommendations of the Conference Committee. The Symposium 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 and Lectureships

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

Lectureships sponsored by the Society shall include the following:

1. Distinguished Lecturers
2. Padovani Lecturer
3. Goldsmith Lecturer

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 9.

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 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.

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 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 13.

The Society shall issue an open call for nominations for this award, with a deadline on the 15th of March. Nominations shall be sent to the Paper Awards Committee Chair. 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, and (b) any nomination that its members may want to submit for consideration.

The Paper Awards Committee shall submit to the Board a report listing up to three selected nominations for the Information Theory Society Paper Award at least three weeks in advance of the first 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 Board members with nominated papers, who are also excused from subsequent balloting), the 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 10.

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 members of the Board are ineligible.

The prize shall be a registration fee waiver for an IEEE International Symposium on Information Theory or an IEEE Information Theory Workshop, a specially engraved plaque and a certificate, and shall be presented at the next IEEE International Symposium on Information Theory held following selection of the winner or at an appropriate 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 7.

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 Newsletter.

The basis for judging is the success in the categories of technical and Society activities, and presentation of the chapter 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 shall be given annually for an outstanding paper appearing in any publication of the Communications Society or the 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 awards committee which shall consist of an equal number of members appointed by the Communications Society and by the Information Theory Society. The Information Theory Society members shall be members of the Paper Awards Committee. The Chair of the committee shall alternate yearly between the Societies.

The Society shall issue an open call for nominations for this award, with a deadline of February 15th. The Information Theory Society members of the joint awards committee shall be identified by February 1st. No paper previously selected for an Information Theory Society paper award or a 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 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 1st. The winners shall be notified as soon as possible, and given the option to select a Communications Society or Information Theory Society conference at which the award will be presented.

Section 7. Jack Keil Wolf ISIT Student Paper Award: The Jack Keil Wolf ISIT Student Paper Award shall be given annually for up to three outstanding papers presented at the IEEE International Symposium on Information Theory (ISIT) for which a student is the principal author and presenter. To be eligible, this author must have been a registered student of an educational institution at the time of paper submission. 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 among all student authors of the paper, and a plaque for each such author.

Selection is governed by Article V, Section 13. 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 presenta-

tions 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 Thomas M. Cover Dissertation Award 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 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.

Selection is governed by Article V, Section 12. 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 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 Thomas M. Cover Dissertation Award Committee.

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

Section 9. James L. Massey Research & Teaching Award for Young Scholars: The James L. Massey Research and Teaching Award for Young Scholars 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 a Society member, who, on January 1st of the year in which the award is given, is no more than 10 years beyond having their highest degree (up to doctorate) conferred. The award consists of an appropriately worded plaque and a \$1000 honorarium.

Selection is governed by Article V, Section 11. A Call for Nominations will be published in the 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 15th of the award year.

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

Section 10. Distinguished Lecturers: The purpose of the Society's Distinguished Lecturers Program is to promote interest in information theory by supporting Chapters who wish to invite prominent information theory researchers to give talks at their events. Normally ten Distinguished Lecturers are maintained, each serving for a two year term. The Society typically provides Distinguished Lecturers with funding for airfare and travel, while the local Chapter funds accommodation and local expenses. When traveling to a different continent, visits to two locations are required. All distinguished lectures must be freely accessible to the public.

Candidates for Distinguished Lecturer can be nominated by anyone via the Society's website with a nomination deadline of October 1st of the prior year.

Selection criteria for a Distinguished Lecturer are: (a) the quality of the candidate's contributions to research in information theory and related areas, and (b) the ability of the candidate to deliver an excellent lecture to a broad audience. Candidates normally are Society members, and may be from any geographic region and any organization, e.g., academia, industry, or government. Nominations that promote diversity are encouraged.

Selection of Distinguished Lecturers and operation of the Distinguished Lecturers Program are the responsibility of the Membership Committee.

Section 11. Padovani Lecturer: The Padovani Lecture will be delivered by an outstanding member of the Information Theory community at one of the Society's Schools of

Information Theory, held for the benefit of students and postdoctoral researchers. The award is used to defray the economy class travel expenses to the Padovani Lecturer.

Candidates for Padovani Lecturer can be nominated by anyone via the Society's website with a nomination deadline of October 1st of the prior year.

Selection criteria for a Padovani Lecturer are: (a) the quality of the candidate's contributions to research in information theory and related areas, and (b) the ability of the candidate to deliver an excellent lecture to a broad audience, and (c) the ability of the candidate to provide instruction at an Information Theory School and to interact meaningfully with the junior members of the Information Theory Society. Candidates may be from any geographic region and any organization, e.g., academia, industry, or government. Nominations that promote diversity are encouraged. Candidates normally are Society members, and must not have been previously recognized as a Padovani Lecturer.

Selection of the Padovani Lecturer and operation of the Padovani Lecturer Program are the responsibility of the Membership Committee.

Section 12. Goldsmith Lecturer: The Goldsmith Lecture will be delivered by an early-career woman researcher at one of the Society's Schools of Information Theory, held for the benefit of students and postdoctoral researchers. The award is used to defray the economy class travel expenses to the Goldsmith Lecturer.

Candidates for Goldsmith Lecturer can be nominated by anyone via the Society's website with a nomination deadline of October 1st of the prior year. Candidates must be women who, on January 1st of the year of the lectureship, are no more than 10 years beyond having their highest degree (up to doctorate) conferred.

Selection criteria for a Goldsmith Lecturer are: (a) the quality of the candidate's contributions to research in information theory and related areas, (b) the ability of the candidate to deliver an excellent lecture to a broad audience, and (c) the ability of the candidate to provide instruction at an Information Theory School and to interact meaningfully with the junior members of the Society. Candidates may be from any geographic region and any organization, e.g., academia, industry, or government. Nominations that promote diversity are encouraged. Candidates must not have been previously recognized as a Goldsmith Lecturer.

Selection of the Goldsmith Lecturer and operation of the Goldsmith Lecturer Program are the responsibility of the Membership Committee.

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.