



IEEE NPSS Policies and Operations Manual

January 2026

Preface

The [IEEE Nuclear and Plasma Sciences Policies and Operations Manual](#) has been written to collect relevant information for Administrative Committee (AdCom) members in one central place. It contains relevant policies from the Constitution and Bylaws (CBL) and recent relevant AdCom motions. Please note that the IEEE and TAB Constitution, Bylaws, Policy and Operations Manuals supersede this manual. In addition, this manual includes introductions to AdCom operations and various functional committees such as Chapters, Distinguished Lecturers, Awards, Conferences and others. The manual should serve as an introduction for new AdCom members and as a reference for everybody. It will be updated regularly to reflect recent changes.

Many thanks to all who contributed to this manual (in alphabetical order): Janet Barth, Peter Clout, Cinzia Da Via, Paul Dressendorfer, Ralf Engels, Harold Flescher, Dan Fleetwood, Steve Gold, Susanne Kühn, Albe Larsen, Christoph Ilgner, Ned Sauthoff.

*Dedicated to my wife Marion and our children Vera and Martin for their support during my term as society president.
October 2018, Stefan Ritt*

Revision History

December 2018	Initial revision
August 2020	Added Conference Budget Tool and recent motions, other minor updates.
November 2023	Added EduCom and recent motions, other minor updates.
January 2024	Added ComCom and NPSS C&BL
January 2025	Change “Initiatives” → “Projects” (section 3.1.7), many minor tweaks
April 2025	Updates for Projects (section 3.1.7) and Awards (section 8), plus a few minor tweaks
May 2025	Added membership of FinCom (section 3.1.9), added Nominations (section 7), added Best Practices (section 15)
September 2025	Added role of TC chairs and Elected Member (section 2.2)
January 2026	Added guidelines for YP and WIE events (section 14)
February 2026	Updated amount for WIE events to \$7000 (section 12)

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1 Registrations

1.1 Basecamp

All AdCom members need to register electronically in two places. First, one has to create an account at the Basecamp site (<http://basecamp.com>). After that, members will get an invitation to join the NPSS AdCom project. The Basecamp system is the primary means of communication among AdCom members. Posting an entry will be seen by all other members, replying to an email message from Basecamp will also be distributed to everybody. New AdCom members can look at old threads to see what has been discussed in previous years. One can configure the Basecamp account to receive only a daily summary instead of all submissions.

1.2 Indico

We use Indico to register for our meetings so you will also need to set up an account as described at <http://elog.psi.ch/adcom/>. The login key for Indico once your account is set up is the well-known AdCom password you get from the secretary. All our meetings on Indico have the address **<https://indico.cern.ch/e/AdComMMMMYY>** where MMM is the month like “Mar” and YY the year like “20”. Please register for each AdCom meeting through the individual Indico sites, where you also will find all necessary information such as dinner locations and the agenda including all presentations. Indico sites are archived, so you can look at previous meetings back to 2015.

2 AdCom

2.1 AdCom Meetings

There are three AdCom meetings per year. The first meeting is usually a one-day retreat and a one-day business meeting, where strategic topics are discussed in more detail. At the beginning of the meeting, the society President gives a new member orientation and introduction to IEEE and our society. The second meeting in the summer is usually a virtual-only meeting. The in-person meetings usually offer remote participation.

AdCom members except Liaisons are expected to attend all three meetings. Liaisons are expected to attend one meeting per year. The travel allowance for liaisons is up to \$1500 per year and the Treasurer should be informed by the last meeting of the previous year when they want to attend. The dates for the upcoming AdCom meetings are shown on the NPSS website at <https://ieeenuss.org/adcom-info> under “Meetings and Minutes”.

Members who miss any three meetings in a row, are automatically removed from AdCom except in extremely extenuating circumstances.

Normally the Finance and the Communications Committees meet the afternoon before the general AdCom meeting. For the most part, your attendance is not required at these, but you will receive a notification or invitation if it is.

AdCom meetings start with dinner the evening before the meeting. There will also be dinners on each AdCom meeting night. Each AdCom member may bring one guest to each dinner. For AdCom members both breakfast and lunch are provided each full meeting day.

In person meetings generally start at 8 am and run usually until 6 pm. Virtual meetings typically run for 3 hours and are held at a time that aims to account for the different time zones of AdCom members. You will receive information concerning each meeting about six weeks beforehand so you can make your hotel reservations. It is expected that you book airline tickets as soon as reasonably possible. If you are bringing a companion to dinners, the NPSS secretary will need that information as well as the companion's name. In all cases the travel claim must meet NPSS travel policies in Section 3.2 below and IEEE travel policies for IEEE reimbursement. You must confirm your attendance by the required due date to allow for appropriate planning of the meeting logistics.

In addition to using the Indico account for meeting registration, it is also used to track the meeting agenda. Material for each meeting is posted to Indico. Committee chairs are expected to upload their reports at the latest the day before a meeting is scheduled, but it is preferred that they are submitted earlier. The reports will be posted on the protected AdCom section of our website <http://iee-npss.org/adcom-info/>. The username and password can be obtained from our secretary. The password is the same as the access key for Indico. To upload slides to Indico, you must follow <https://elog.psi.ch/adcom/>.

If your institution does not reimburse you for AdCom travel, you will be reimbursed by NPSS. This must be done with the "SAP Concur" app you can download to your smartphone or via the Concur website. It allows direct scanning of your receipts during your travel using the camera of your smartphone. In addition, you have access to your travel expenses via a web site. To register for Concur, please go to <https://www.ieee.org/about/volunteers/secure/concur-registration.html>. For more information feel free to contact our Treasurer Ralf Engels.

Please also note that if you have signed up for an AdCom dinner, you will not be reimbursed for dinner elsewhere. That is also true for breakfast and lunch on the days of AdCom meetings. The travel allowance is \$4500 per year with requests for exceptions to be approved by the NPSS President. All reimbursed commercial carrier travel is in coach.

All expense reports must be submitted as soon as possible but certainly **within 60 days** after the expenses have been incurred. Failure to submit expense reports within the 60-day window will result in non-reimbursement.

Dinners usually begin at 6:30 pm. There is usually a social mixing time of ~45 minutes when wine and beer are served. We do not provide for cocktails or hard liquor except at our official Annual Meeting, the last dinner of the year when cocktail service is offered. Most dinners have limited menu choices, and the secretary will need to know whether you or your companion have food allergies or sensitivities enough in advance to let the restaurant accommodate these special needs. Please tell the secretary about physical restrictions because many restaurants are not ADA compliant.

2.2 Roles of TC Chairs and Elected Members

2.2.1 The TC Chairs are responsible to:

- Attend AdCom meetings as described in the Society Bylaws.
- Ensure proper communications between AdCom (leadership and meetings), the Technical Area (TA) executive committee and their community at large.
- Follow own TA Bylaws and ensure that they are current.
- Ensure that the appropriate number of representatives are elected to the TA executive committee and that the meetings are held in accordance with the bylaws.
- Appoint a contact person within their committee for each AdCom functional committee as necessary.
- Report to AdCom on status of conference and other TA activities, including awards
- Ensure that conferences are run accordingly to the NPSS Conference Committee guidelines.
- Work with TC elected member(s) to ensure that all the TA-relevant information on the website is current.
- Work with TC elected member to ensure that the relevant information is communicated to ComCom and provide articles to the Newsletter editor in a timely manner.

2.2.2 TC elected members are responsible to:

- Attend AdCom meetings as described in the Society Bylaws
- Assist the TC chair in ensuring proper communications between AdCom (leadership and meetings), the Technical Area (TA) executive committee and their community at large
- Act as a point of contact for WIE/YP/EA and other AdCom liaisons or appoint appropriate representatives.
- Ensure that AdCom liaisons have a current list of points of contact.
- Ensure and oversee a timely response to AdCom liaisons.
- Ensure that relevant TA activities are reported to the respective AdCom liaisons in a timely manner.
- Work with TC chair to ensure that all the TA-relevant information on the website is current.
- Work with TC chair to ensure that the relevant information is communicated to ComCom and provide articles to the Newsletter editor in a timely manner.

3 NPSS Fiscal Policies

3.1 NPSS Policy Manual

3.1.1 Publications

- Special issues - Publication of a conference-related special issue of a journal shall be at the discretion of the Editor-in-Chief of the journal, subject to approval by the appropriate Technical Committee Chair(s).

3.1.2 Young Professionals

- NPSS will support Young-Professionals functions at NPSS-sponsored conferences to a total of up to \$5000 per conference to cover costs related to these functions.

3.1.3 Women in Engineering

- NPSS will support WIE functions at NPSS-sponsored conferences to a total of up to \$5000 per conference or school to cover costs related to these functions.
- NPSS approves up to \$9k per year for WIE travel to WIE conferences and for WIE speakers to attend NPSS conferences or schools as guest speakers at WIE. Funding (not to exceed \$1,500/event) for NPSS Women in Engineering events to cover travel costs for speakers from outside the conference community.

3.1.4 Support outside of NPSS

- NPSS will support the National Council on Radiation Protection and the Coalition for Plasma Science each at the annual rate of \$5000. Support will be revisited in 2025.

3.1.5 Students

- NPSS will offer NPSS membership for students at an annual fee of US\$2.

3.1.6 Conferences

- Every NPSS conference, financially sponsored and technically co-sponsored, shall provide free conference registrations for two people (who are there to work the membership desk and not there to attend the conference). Each conference will provide a membership desk in a highly trafficked area at no cost to NPSS. This shall be part of every TCS MOU approved by NPSS and the TC chairs will assure this is part of their conferences and understood by the conference chairs.
- For Technically Co-sponsored Conferences, AdCom will individually determine if NPSS will pay the MCE TCS Fee for each of the conferences considered for Technical Co-sponsorship (TCS)
- NPSS provides up to \$20k for maintenance of the NPSS/IEEE Conference Budget Tool.

3.1.7 Projects

A new project is a 1 to 3-year activity to pilot a new idea. They are not considered operational activities although successful projects could result in on-going operational activities. They are generally considered forward looking and strategic in nature. NPSS funds initiatives within the operational budget or via the IEEE Foundation NPSS Fund.

Requests for NPSS funds for projects are submitted to FinCom using the NPSS Project Form found at <https://ieee-npss.org/adcom-info/> under Additional Resources – Project Submission Forms.

Project requests are reviewed by FinCom, who will present their recommendation to AdCom. Given the timing of the IEEE budget process, we will have a preliminary review of submitted projects at the Feb/March FinCom meeting. At this meeting possible synergies between them and/or interest in them by other technical areas will be explored and communicated to the applicants for possible revisions. A final submission will be due by early/mid-May. To ensure a timely review process, the initial submission to the FinCom Chair and the NPSS Treasurer must be done by the end of January.

Once a project fund got granted, the recipient must present a yearly report.

3.1.8 Travel Policies

IEEE travel policies must be followed unless NPSS rules are more stringent (Ref. IEEE Finance Operations Manual). Travelers shall book only the most economical airfare, i.e., non-refundable, economy-class, coach-fare tickets which is the lowest fare offered by the airline, well in advance (IEEE Policy). Reimbursements of expenses shall be requested using SAP Concur.

NPSS responsibility for travel reimbursement for AdCom members is limited to travel to the two in-person AdCom meetings. NPSS also provides funding for Functional Committee Chairs, Liaison members and editors in chief travel associated with their AdCom positions. Travel reimbursement will be provided to AdCom members whose employers do not fund such travel.

Technical Committee Chairs and Technical Committee elected members are not funded by NPSS for travel support to TC meetings or conference attendance. If a TC decides travel support to TC meetings or conference attendance is justified, the TC's conference may provide that support by carrying the expense in their conference budget.

Voting AdCom members and NPSS officers, Functional Committee chairs and EICs who wish to request travel support in excess of the \$4500 budgeted for AdCom meetings each year and Liaison members who wish to request funding beyond the \$1500 budgeted for one AdCom attendance must provide the NPSS Treasurer at the last AdCom meeting of the year, a budget and rationale for the requested excess expense. Liaison members of AdCom are funded by NPSS to attend one AdCom meeting each year, coordinated with the NPSS President, who may make exceptions as deemed necessary.

The NPSS President reviews and approves expenses identified in the previous paragraph as he/she sees appropriate and has the discretion to provide travel support beyond this funding profile as appropriate.

Hotel reimbursements for AdCom meetings are limited to the night before one's first meeting of the AdCom series through the night of the last meeting of the AdCom series.

3.1.9 NPSS Finance Committee (FinCom)

FinCom meets on the day before the NPSS AdCom Retreat or AdCom Meeting. FinCom consists of the three NPSS Presidents (Past, Current and Vice President), The Finance Chair(s), Treasurer, Publications Chair, and the Technical Chairs of the three largest Technical Committees. These members of FinCom are funded for the extra day of travel.

4 Chapters Policy

4.1 Introduction

The policy of the IEEE Nuclear and Plasma Sciences Society is to foster local activities in the technical areas of interest of the Society by promoting the formation of Chapters and Student Branch Chapters affiliated with the Society, and by providing financial and technical support to those chapters, as outlined in this document.

4.2 Assignment of Responsibility

The management of the Society Chapters program is the responsibility of the Society Chapter Coordinator, who also serves as chair of the Functional Committee on Chapters and Local Activities. In addition, the Chapter Coordinator is responsible for the maintenance of the Society's Chapters webpage, and also advises the President on official actions related to the chapters program, including the approval of new chapters and the provision of financial assistance to existing chapters.

4.3 Creation of Chapters

The formation of new Society chapters and student chapters is governed by IEEE rules that require a petition signed by Society members from the Sections involved, or by student or graduate student members of the educational institution, followed by approval by the regional parent bodies, including Sections, Regions, and, for student chapters, the university student branch. In addition, in all cases, approval by the Society is also required. Up-to-date information on the IEEE Chapters program is available at:

<https://mga.ieee.org/resources-operations/geographic-unit/chapters>.

Society members are encouraged to pursue the creation of new Chapters to promote local activities in the technical areas of interest of the Society.

4.4 Chapter Officers

Chapter Chairpersons and other chapter officers who serve in formal positions (Vice Chair, Secretary, Treasurer) shall be members of the Society in good standing. Changes in chapter leadership shall be reported to the Society Chapter Coordinator as soon as they take effect, as well as to the IEEE using vTools and as otherwise directed by the Student Branch (for student branch chapters), Section, Region, and MGA.

4.5 Financial Support for Chapters

Society Chapters may request up to \$500 in funds per annum by contacting the Society Chapter Coordinator. Such requests must be accompanied by a budget indicating how the requested funds will be used. The Chapter Coordinator shall forward the request to the Society President, along with a recommendation for approval, and then to the Treasurer for action. Funds will only be awarded if the Chapter's reports are current.

New Chapters may apply to the Chapter Coordinator for a first-year award of up to \$1000 to assist in the start-up of Chapter activities. The Chapter Coordinator shall forward the request to the Society President, along with a recommendation for approval, and then to the Society Treasurer for action. Such requests must be accompanied by a budget indicating how the funds will be used.

All funds supplied by the Society to the Chapters shall be used for legitimate chapter purposes. Such purposes include:

- Inviting speaker(s) to chapter meetings
- Fees for the use of meeting space
- Advertising
- Refreshments at meetings

4.6 Chapter Responsibility and Accounting

The Chapter Chairperson, or a delegate, shall be responsible for holding and disbursing funds and shall maintain a record of funds received and funds expended. This record shall be made available for auditing, upon request.

4.7 Chapter Reporting

Chapter Chairpersons shall respond to requests by the Chapter Coordinator for periodic status updates for reporting at Society administrative meetings. Chapter Chairpersons shall also submit reports to the IEEE, as required. In addition, Chapter Chairpersons shall submit annual reports to the Society at the end of each calendar year (or academic year, in the case of student branch chapters) which:

- Provide updated information about all Chapter committee persons, including names, positions, and contact information
- Provide a summary of the activities during the past year
- Provide an accounting for the expenditure of funds supplied by the Society

4.8 Society Chapters Page

The Society Chapters page is located at <http://ieee-npss.org/chapters/>. The Chapter Coordinator shall maintain an up-to-date list of Chapters, Chapter chairs, and Chapter contact information on the Chapters page. Changes in Chapter Chair contact information should be forwarded to the Chapter Coordinator, who shall communicate those changes to the Society Webmaster for posting. The Chapter Policy document as well as Chapter Annual Report forms shall be downloadable from the Society's Chapters webpage.

4.9 Use of the Society Name and Logo

Society chapters and joint chapters may use the Society's name and logo on their webpage and chapter documents, as evidence of their affiliation with the Society. However, they may not use either the Society's name or logo on the webpage or literature for conferences, workshops, or other external events that they sponsor, without the permission of the Society, unless the Society has itself agreed to sponsor that event.

5 Conferences

5.1 General Information

The Nuclear and Plasma Sciences Society technical committees sponsor conferences on an annual or biennial schedule. In addition, NPSS sponsors or co-sponsors several conferences each year in collaboration with other organizations. Various details about conferences and the conference calendar can be found on our website <http://iee-npss.org/conferences/>

5.2 Conference Committee

The Conferences committee is in charge of supporting conference organizers and interfacing them with IEEE Conferences, Events & Experiences (CEE)

<https://events.ieee.org>

It consists of appointed members of the NPSS technical committees, a chair and the NPSS President, NPSS Vice-President, and NPSS Treasurer. The current members are listed on <http://iee-npss.org/technical-committees/conferences-committee/>

The committee collects and distributes information for conference organizers. Every few months, designated General Chairs are invited to a phone meeting to learn about available material to organize and support conferences. Moreover, it offers support in organizing and approving Technical co-sponsorship and sponsorship of conferences. Don't hesitate to contact it for any related question.

5.3 Sponsorship of conferences

NPSS sponsors conferences of allied technical areas in different ways.

“Full sponsorship” means that the IEEE NPSS is the only organization that is responsible for the conference. It therefore has sole responsibility for all aspects of the conference, including all the surplus or deficit generated by the conference. For a fully sponsored conference, either IEEE or NPSS must appear in the conference name.

“Co-sponsorship” means that the IEEE NPSS participates in all aspects of the conference, including the financial aspects, but shares responsibility for the conference, including financial responsibility, with some other not-for-profit organization. The main ways that co-sponsorship differs from technical co-sponsorship are that with co-sponsorship, the IEEE NPSS will have defined responsibilities for conference finances, the technical program, and will share in any profit or loss generated by the conference. The requirements for co-sponsorship and process for applying for co-sponsorship are essentially the same as for technical co-sponsorship, although the conference finances will receive considerable scrutiny. For a co-sponsored conference, either IEEE or NPSS must appear in the conference name if the IEEE NPSS participation is 50% or above.

“Technical co-sponsorship” means that the IEEE NPSS, usually through one of its Technical Committees, is significantly involved with the development of the technical program. The IEEE NPSS assumes no financial responsibility for the conference but usually provides the \$1450 fee to the IEEE for the technical co-sponsorship. The conference is charged \$22/paper if a conference record is

published in Xplore. The conference is expected to provide a space for an IEEE membership booth and waive registration for those supporting it. The procedure and details are given below.

For fully sponsored and co-sponsored conference, the conference is expected to budget a minimum surplus of 15% over projected expenses. The IEEE non-member individual registration fee shall be at least 20% above the fee for IEEE members, in accordance with IEEE Policies 10.1.15.

5.4 Material for Conference Organizers

The subpage <http://iee-npss.org/organizing-a-conference/> on the conference committee webpage provides various links and materials for conference organizers. They cover schedules, task descriptions and timelines etc.

5.5 Registration of a new Conference

Any co-sponsored or sponsored conference has to be registered in the IEEE Conference system. The conference is then also displayed in the IEEE Conferences Calendar. The registration is done on the webpage

<https://www.ieee.org/conferences/organizers/conf-app.html>

by clicking on “Start a new application”.

5.6 Material to display and communicate at your conference

Logos: When organizing an NPSS conference, the IEEE NPSS logo must appear on the conference website. A zip file of NPSS logos is available at

<http://iee-npss.org/wp-content/uploads/2017/07/NPSS2013logoTM-EPS-JPG-PNG.zip>

Several requirements and policies from IEEE and NPSS need to be communicated at your conference. Please have a look on <http://iee-npss.org/material-to-communicate-at-your-conference/> and follow them. Material to promote the membership at conferences is also provided at this webpage.

5.7 Software for conferences

The IEEE NPSS works with several different conference software products. All of them have a rich functionality for a conference. The capability of the software may differ depending on the size of the conference. Details and descriptions of the software are given on <http://iee-npss.org/software-for-conferences/>

5.8 Conference record and plagiarism tool

Conference record requirements and how to meet them is sketched on <https://iee-npss.org/conference-record-requirements/>. In addition, instructions are given for the use of the plagiarism tool.

5.9 Details on technical co-sponsorship

There are benefits and requirements for technical co-sponsorship. The full procedure is listed on <http://iee-npss.org/technical-co-sponsorship-by-npss/>. The following paragraphs summarize the required steps for technical co-sponsorship application:

- The first step is to contact the Chair of one of the NPSS Technical Committees (<http://iee-npss.org/technical-committees/>), because, usually one of these Technical Committees brings the application to the NPSS AdCom (governing board). Give the Chair details of your conference (topic areas, dates, location, size, etc.), and also address the “Requirements for Technical Co-Sponsorship” listed on the previously mentioned website.
- If you are interested in having manuscripts originating from the conference published by IEEE, you should also describe your publication plans (e.g., publishing a Conference Record or in either the IEEE Transactions on Nuclear Science, the IEEE Transactions on Plasma Science or the IEEE Transactions on Radiation and Plasma Medical Sciences), as well as defining the process for reviewing papers submitted for presentation and therefore publication. If you are contemplating having IEEE publish a Conference Record, you should contact the NPSS Publications Chair. If you are considering publishing in the Transactions, you should also contact the Editor-in-Chief of the appropriate Transactions. Note that any manuscript published by IEEE will be subject to the same standards and review process as all other manuscripts submitted to that publication.
- Expect some iteration and discussion with the Technical Committee in preparing the proposal and the Memorandum of Understanding (MOU). Once the proposal for Technical Co-Sponsorship is complete, the Chair of the Technical Committee will bring it to the NPSS AdCom, which meets three times per year. Thus, it is essential to start the process early, since also IEEE wants the conference application submitted 12-18 months before the conference date.
- If AdCom approves the proposal, you will need to fill out an IEEE Form (<https://www.ieee.org/conferences/organizers/conference-application-form.html>). If help is needed, please contact the Conferences Committee Chair.
- After approval by the NPSS Conference Committee, the MOU will be finalized and signed by both the NPSS and a responsible individual from your conference, and then will be approved by IEEE. Until this MOU is signed by all parties and approved by IEEE Conferences Services, you are not Technically Co-Sponsored, and thus cannot use the logos or include any mention of the IEEE or NPSS on your promotional materials. After approval, usage of the IEEE logo becomes mandatory.

5.10 Obtaining early conference funds

Conferences might require obtaining funds well before the conference, such as for committee site visits or venue reservations. To accommodate these requests, NPSS has put in place a process to obtain such funds:

- If a conference committee is not yet appointed, the TC chair appoints a temporary Acting Treasurer. FinCom recommends the selection of a previous conference treasurer as Acting Treasurer.
- The Acting Treasurer determines any up-front funding requirements and asks the NPSS Treasurer to open a concentration banking (CB) account in the name of the conference.
- The NPSS Treasurer asks CEE to open a CB account and issue checks.
- The signature cards for the CB account are signed by the Acting Treasurer and the TC Chair.
- Expense reports associated with early activities are initialled by the Acting Treasurer and submitted to the NPSS Treasurer for processing.

5.11 NPSS/IEEE Conference Budget Tool

All conference treasurers must use this NPSS budget tool, to make a budget that can be approved so you can have a loan. Make sure that you do this at least two or three months in advance of any work that would need funding.

Current contacts are Melly Lantigua at IEEE who is the major contact to open a new budget. The NPSS Treasurer tries to help as much as possible to ease the use of this useful tool and help future conference treasurer to setup their budgets. The tool is still a living project, and comments should be sent to the NPSS Treasurer.

For site inspection expenses the TC and an interim conference treasurer or the final conference treasurer must submit a budget into the NPSS/IEEE budget tool system, request a concentration banking (CB) account be opened in the name of the conference, and request of the NPSS Treasurer the loan that the estimate for all pre-conference expenses like site inspection be sent to their CB account. We recognize that very little planning might be done this early, and a very simple budget utilizing a previous budget may be used as the initial budget. The approval process is still the same. As soon as more information is coming in and the conference treasurer as well the General Chair are determined, the budget is updated to the complete realistic numbers. Any change to a conference budget of more than 15%, it will go through a new approval process.

The Conference Chair and the Conference Treasurer should not work for the same organization because of the potential conflict of interest, especially in situations where the organizers may be reimbursing each other.

The NPSS Budget Review Team has been created several years ago to ensure the budget meets the objectives of NPSS and IEEE. The team consists of four people, three of these people are well experienced in conferences and conference budgets (FinCom Chair, NPSS Vice President, and NPSS Treasurer). The fourth person is the chair of the Technical Committee responsible for the conference. This means the Technical Committee Chair needs to be aware of the actions of the site selection committee. Three of the four must approve the budget. They all have their best interests in the success of the conferences. The budget is evaluated based on reasonableness and sensibility for the time and location of the conference. Reviewers' comments are helpful hints and consider them as you edit your budget.

The budget should be updated at least before you set the registration fee and a couple weeks before the conference start. By then most expenses should be defined as well the income. We expect

another update a few weeks after the conference but it is ALWAYS important to keep the return at 15% until the budget is finalized and submitted to IEEE. Questions how to do so should be sent to the Treasurer.

After the conference, all information for actual income or expenses must be compiled by the conference treasurer using the tool then sent to IEEE conference finance for their audit and approval. There are several other forms needed.

6 Publications

6.1 Journals

NPSS sponsors or co-sponsors four peer-reviewed journals. The *IEEE Transactions on Nuclear Science* (TNS) and the *IEEE Transactions on Plasma Science* (TPS) are solely sponsored by NPSS. For the *IEEE Transactions on Radiation and Plasma Medical Sciences* (TRPMS), NPSS is the primary sponsor (85%) in partnership with the Engineering in Medicine and Biology Society (EMBS). NPSS is a minor sponsor (15%) of the *IEEE Transactions on Medical Imaging* (TMI), with EMBS, the Signal Processing Society (SPS), and the Ultrasonics, Ferroelectrics and Frequency Control Society (UFFC) as the other co-sponsors.

TNS, TPS, and TRPMS are each overseen by an Editor-in-Chief, Senior Editors who are responsible for managing broad subject areas, and Associate/Guest Editors who are assigned by the Senior Editors to manage the reviews in specialized topical areas. TMI is overseen by an Editor-in-Chief, supported by Associate Editors. The Editor-in-Chief for each journal is responsible for its content and adherence to IEEE's publication policies. The Publications Chair serves as a resource to the Editor teams of the journals.

Detailed information on each of these journals can be found on the NPSS Publications website at iee-npss.org/publications. All journal articles are archived on and accessible through IEEE's electronic library Xplore (ieeexplore.ieee.org/Xplore/home.jsp)

6.2 NPSS newsletter

NPSS also publishes a Newsletter four times per year which provides information on upcoming conferences, Society business, reports from technical, functional and liaison committees, short technical articles, and other items of potential interest to NPSS members. The Newsletter archive can be found at the NPSS Publications website (iee-npss.org/publications).

6.3 Conference Records

Some NPSS sponsored, co-sponsored, or technically co-sponsored conferences publish Conference Records, some of which are published by IEEE and are available on Xplore. Many of these conferences also serve as sources of papers for either special issues or regular issues of our journals; however, such submissions are subject to the constraints outlined below.

6.4 Content

IEEE Policies specify that IEEE's technical publications shall include original material which appears only once in the archival literature. Thus, any paper submitted for consideration in a journal which is based upon a paper published in a conference record must contain substantial additional technical material beyond that in the conference article. Authors must cite the previous work(s) and indicate how the new submission offers substantively novel contributions beyond those of the previously published work(s). There is not a strict threshold for how much substantial additional technical material is required beyond the previous publication; however, a general guideline is that more than half of the submitted manuscript should represent new content.

6.5 Plagiarism

All material which is posted to Xplore, i.e., both Transactions papers and Conference Record papers, must pass a screening process for plagiarism. This is performed using an automated software tool called CrossCheck. CrossCheck compares submitted manuscripts against a very large database of published technical papers (as well as over 6 billion web pages). It outputs a summary highlighting content which is similar to previously published work. This summary is evaluated by the journal editors (or conference editors for Conference Records) to ascertain whether IEEE's plagiarism requirements have been adhered to. It should be noted that both copying of other's work (plagiarism), and reuse of an author's own previously published material (multiple publications), are evaluated to ensure that appropriate citation procedures are followed.

7 Nominations

7.1 AdCom Elected Members

By default, the immediate Past President becomes the Nomination Committee Chair (NCC) and traditionally the members of the Nomination Committee are the Technical Committee (TC) Chairs as per Bylaw 6. This committee oversees identifying the appropriate number of candidates for the AdCom elected member positions that need to be filled in the following calendar year. The Nominating Committee shall submit a slate of at least two names for each vacancy to be filled.

Detailed duties of the NCC and important deadline for this task are:

- Chair to invite the TC Chairs to join the committee (or nominate an alternate) by early/mid-February.
- Seek AdCom approval of the Committee composition at the March AdCom meeting (first AdCom meeting of the year).
- Determine the number of positions that need to be filled in the following year for each TC and advertise this in the March newsletter. Solicit nominations to be made before June 1.
- Send reminders to TC Chairs between March and June 1 as regularly as needed.
- 1 June: Deadline for nominations to NCC.

- 15 June: Deadline for bios/statements from candidates
- Check membership status with <https://www.ieee.org/mv>
- 30 June: Send slate to IEEE for additional eligibility check
- 1 July: Deadline for petitions
- 26 July: NCC reviews slate
- 1 Aug: Election starts (this is initiated by IEEE Society Member Services Manager (SMSM))
- 15 Sept: Election ends
- 22 Sept: Election results are sent by SMSM to NCC
- Report outcomes of the election at the October/November AdCom meeting

Candidates must be members in good standing of the NPSS and the IEEE.

Each nomination must contain

- a statement of the willingness and ability of the nominee to serve, if elected,
- the membership status and number of the nominee,
- a short biography
- a statement of topics that the candidate wishes to address as an AdCom member.

7.2 NPSS President and Vice President

In even years the NCC also must take care of the NPSS Vice President (VP) and President ballot, which means discussing potential candidates with the senior leadership, approaching those candidates and creating the slate in a timely fashion. The due dates for ballot materials (candidate statements etc.) and elections are the same as for the AdCom ballot and the election is likewise handled by IEEE SMSM.

7.3 Technical Committees ExCom Members

In addition, it is recommended that the NCC checks with the TC Chair that they are current with submission of their ExCom slates to IEEE SMSM and they send it at about the same time as the AdCom slate is sent. This is not the responsibility of the NCC as each TC either has their own NCC or the secretary takes care of it, but it is still important to send reminders to the TC chairs. An example of a reminder sent to the TC chairs approximately in mid-June is:

Dear TC Chairs (apart from those for whom information has already been received),

Could you please:

- *confirm that you have identified the required number of candidates for your ExCom vacancies ($\geq 1.5 \times \#vacancies$)*
- *forwarded your candidate ballot materials to Mary Curtis at IEEE for eligibility checks*

8 Awards

The Nuclear and Plasma Sciences Society gives three different categories of awards each year. Some Awards are offered by the Society, some by a Technical Committee, and some by individual Conferences. In addition, there are several IEEE-level Awards for technical achievement in areas that overlap with the NPSS.

The primary responsibilities of the Awards Chair are to:

1. Chair the Awards Committee for all NPSS-level awards and appoint Chairs of Subcommittees if needed
2. Oversee the evaluation of all nominations for NPSS-level awards by the Awards Committee
3. Work with IEEE to ensure that recipients of NPSS awards receive their prize items
4. Work with the Technical Committees to prepare and submit proposal packages for new and revised awards to the TAB Awards and Recognition Committee (TABARC)
5. Publicize awards through the NPSS Newsletter, Facebook, and our conferences
6. Maintain and update the NPSS Awards web pages

It is important to keep in mind that the awards process is confidential; therefore, information regarding discussions and scores is kept strictly to the Awards Committee and Subcommittees. Overall, it is best if the Awards Chair does not distribute the scores of individual committee members and provides only average scores with standard deviations. Also, as the nomination forms and letters of support contain protected personal information (PPI), after the awards process is completed, the files will be removed from committee access.

8.1 Timetable for Awards

The activities of the Awards Chair are time critical, so it is important to keep to a schedule.

January

- Introduce yourself to Rosanne Loyal <r.loyal@ieee.org>, the IEEE liaison to the TAB Awards and Recognition Committee (TABARC). She will be your point of contact for new awards and award revisions.
- Establish Awards Committee by writing to TC Chairs
- Set up subcommittees as needed (e.g., for the Knoll and Jaszczak awards)
- Write an article for the March Newsletter (due early January) – Topic: Nomination for NPSS Awards (also announce new awards if applicable)
- Ask NPSS secretary to email Final Call for Nominations in the middle of January
- Review Awards publicity slide (obtained from previous Awards Chair) for presentation at NPSS conferences and send to NPSS Conferences Chair and web master (for upload to <https://ieee-npss.org/material-to-communicate-at-your-conference/>)

- In the final week of January, check with web master on number of nominations received for each award. You may need to extend the deadline by 1-2 weeks and ask NPSS secretary to send an announcement to membership to encourage more nominations).
- Consider using NPSS-GPT tool to check any eligibility or process questions you may have.

February

- Ask web master to transfer all nomination packages to yourself and collate them
- Create score sheet based on template (obtained from previous Awards Chair) with separate tab for each award, including names of nominees and scorers (members of Awards Committee)
- Set up private shared drive (e.g. google drive) for sharing the nomination packages with Awards Committee
- Send Committee members link to google drive, individual copies of score sheet and instructions for ranking candidates and due date for scores (typically mid March), and reminder about confidentiality of nomination materials.

March

- Compile scores from Awards Committee members into single score sheet and calculate average rankings
- Schedule Awards Committee online meeting to make the final selection if required
- Schedule Awards Committee meeting at March AdCom meeting if needed
- Notify FinCom if there are new awards that will impact the NPSS budget
- Prepare Awards Committee report for Spring AdCom – include AC membership, number of nominations received, new awards and awards under review, and any other noteworthy items.
- If Awards results are known at time of Spring AdCom meeting, announce them in your report – **Remind everyone that information is embargoed**
- Notify award recipients with cc to nominator and relevant TC Chair via email (see samples) with a signed letter attached to an email (see samples in Dropbox)
 - Request biographies and photos for June Newsletter
 - Request shipping addresses
 - Confirm venues for presentation of awards
- Notify other nominators that their nominees did not receive awards (see examples in Dropbox)
- Prepare award package (see example) for IEEE (Liz Parascondola <e.parascondola@ieee.org>). She will take care of the certificate, plaques, IRS forms, and checks.
- Watch for an email from Rosanne Loyal with information about the new TAB Awards and Recognition Committee (TABARC). This email will have updates to guidelines and the awards proposal template and provide the TABARC meeting schedule
- Post the TABARC meeting schedule to the NPSS basecamp group
- Work with TCs to finalize new awards for the April TABARC meeting. Prepare new/revised awards proposals if needed (see TABARC template). Get approval of the proposal from the

appropriate TCs and submit the proposal to Rosanne Loyal. After TABARC approves, the new awards will be approved on the consent agenda at the June TAB meeting.

April

- Write Newsletter article for June Newsletter – Topic: Announcement of Awardees with bios

June

- Contact Curie Committee about Curie Awardee (approved at June TAB meeting) and plans for the Award presentation
- Post Awardee biographies and photos on Web Page after the June Newsletter is mailed
- Announce on Facebook the NPSS Web Page with the new Awardees

July

- Write Newsletter article for September Newsletter - Topic: General call for nominations and NPSS WIE Travel Grant (if applicable)
- Notify FinCom if there are new awards that will impact the NPSS budget
- Work with TCs to finalize new awards for the August TABARC meeting. Prepare new/revised awards proposals if needed (see TABARC template). Get approval from the appropriate TCs and submit the proposal to Rosanne Loyal. After TABARC approves, the new awards will be approved on the consent agenda at the November TAB meeting.

October

- Write Newsletter article for December Newsletter – Topic: Call for nominations with Awards details

November

- Review online nomination forms
- Review WEB pages

December

- Ask NPSS secretary to email First Call for Nominations
- Post Facebook reminder about nomination deadlines

8.2 Guidelines for Endowed Awards

Our endowed awards require working with the IEEE Foundation. Our POC is Michael Deering <m.deering@ieee.org>. Michael and his staff cannot start the process to set up the award until after final approval by TAB. However, as soon as we know that the NPSS is going to submit an endowed award, it is a good idea to give him a “heads up” that an award is “in process” so he can put it on his staff’s calendar.

The usual process is:

1. Work with the TC chair to determine who will be the primary point of contact with the donor. In the case of memorial awards, it is the TC Chair because the donors are more comfortable with someone who knew his/her loved one.
2. Provide information about the IEEE Foundation as requested. Often, US donors want reassurance about the tax-exempt status of the IEEE Foundation.
3. If the award is going to be named for an individual, the proposal to TABARC must include a permission letter from the individual or, if the individual is deceased, the family to use the name. The proposal to TABARC must also contain a statement about the impact the person had on the technical community.
4. After TAB approves the award, notify the POC and Michael Deering so they can start the process of transferring funds. The donor will write a check to the IEEE Foundation. If the award is approved in November, do this immediately so the donor can meet the December 31st deadline for tax deductions. If NPSS is providing funds, the NPSS Treasurer will transfer funds to the IEEE Foundation. The IEEE Board of Directors needs to approve fund transfers to the IEEE Foundation and so the Division IV Director needs to be involved with a motion ready for the November meeting of the Board of Directors that immediately follows the November TAB meeting.

9 Fellows

The IEEE Board of Directors can confer the IEEE Grade of Fellow “upon a person with an extraordinary record of accomplishments in any of the IEEE fields of interest. The total number selected in any one year does not exceed one-tenth of one percent of the total voting Institute membership.”

IEEE solicits nominations for the rank of Fellow annually, with the nominations due by February 7th. Any Member can nominate a candidate, can identify Fellow References, and can solicit “endorsers” to provide additional information and/or support.

The nominee must meet the following three necessary qualifications: have accomplishments that have contributed importantly to the advancement or application of engineering, science, or technology, bringing the realization of significant value to society; hold IEEE Senior member or IEEE Life Senior member grade at the time the nomination is submitted; and have been a member in good standing and completed a minimum of five full years (consecutive or not) of IEEE membership in any grade preceding 1 January of the year of elevation.

NPSS Technical Committees are invited to suggest and arrange for nominations through the IEEE process.

To evaluate the qualifications of nominees, the NPSS President appoints the Chair (and optionally a Vice-Chair) for the NPSS’s Fellow Evaluation Committee. The chair assembles a committee of IEEE Fellows who are not conflicted by having nominated or endorsed any candidate for Fellowship. At least five Committee members must prepare individual evaluations.

Based on the Committee members’ evaluations, the Chair then prepares a summary in each of these areas for each candidate, for submission to the IEEE Fellows Committee for its assessment. The

Fellows Committee recommendations are then sent first to the Cohort Fellow Evaluation Committee and from there to the IEEE Board of Directors for decision.

For further information please see ieee.org/fellows

10 Distinguished Lecturers Program

10.1 Overview

The Society supports a Distinguished Lecturers Program (DLP) that can provide lecturers for Chapter meetings, future Chapter development (including student chapters), and society and/or membership development activities such as schools. Lecturers are appointed from each of the eight technical committees (TCs) within NPSS, as well as the Transnational Committee. The chairs of the eight TCs, the Transnational Committee chair, and the DL chair constitute the DL committee. Lecturer appointments can be proposed by any member of the DL committee and are subject to the approval of the chair of the DL functional committee. Lecturers who are inactive for more than three years are subject to removal from the program.

10.2 Resources for Lecturers

The list of currently appointed lecturers can be found at the Society website: ieee-npss.org/distinguished-lecturers. Slides for lecturers to use to introduce NPSS and summarize the benefits of membership are also provided on this page. Each lecturer is expected to show these, or similar slides at the beginning of each distinguished lecture. Lecturers are expected to report their activities at least annually to the DL chair. A mailing list is maintained by NPSS to facilitate communication of program updates. The NPSS webmaster and the NPSS secretary provide administrative support to the DL by maintaining the DL website and assisting with the DL mailing list.

10.3 Financial Support

Lecturers requesting financial support must provide information on proposed lectures to the DL chair for pre-approval in advance of confirming travel. This information must include (1) purpose of the presentation; (2) title, location, and date of the presentation; and (3) estimated expenses to the DLP, if applicable. Financial support for society and/or membership development activities such as schools requires both DL chair approval and approval by the President of the NPSS. Support is not available for lecturers to provide conference presentations, seminars unrelated to future Chapter development (including student chapters), or other activities outside the scope of the DLP. To conserve DLP resources, lecturers are encouraged to seek at least partial support of lectures that are not associated with existing Chapter meetings. If the DL chair is also a lecturer, all lectures by the DL chair requiring financial support must be approved in advance by the President of the NPSS, subject to the same constraints outlined above. Typically, only one lecturer can be supported financially from the DLP per special event or school; requests for multiple lecturers at a special event or school should be made to the appointed Schools Liaison, or via a motion to the AdCom through FinCom.

10.4 Expense Reimbursement

Reimbursement of lecturer expenses follows IEEE NPSS policy. Lecturers should complete their expense report via Concur for approval not later than 60 days after the expenses are incurred. The DL chair then reviews completed reports before they are forwarded to the NPSS Treasurer and IEEE for final approval and payment.

11 Educational Activities

11.1 Overview

Educational activities have a long tradition in NPSS. Many of our conferences have courses and tutorials. Our Publications include reviews and tutorial material. Our Distinguished Lecturers program is very successful in providing educators to NPSS Chapters and Student Chapters. In addition, the society has sponsored International Instrumentation Schools for several years. To provide a better management and consolidation of all activities, the NPSS Educational Committee (EduCom) was founded in 2022 as a new Functional Committee. The purpose of EduCom is to provide strategic advice to NPSS on new educational initiatives, to effectively manage the NPSS Schools as an ongoing sustainable educational activity, and to act as the main point of contact for all educational activities of NPSS.

11.2 Committee

The EduCom Chair is appointed for a one-year term by the President as per the NPSS Bylaws. The other members of EduCom are ex officio. In addition to the ex officio members, temporary members will be added at the discretion of the EduCom Chair as organizers of the various educational activities such as schools. The ex officio members are the Distinguished Lecturers Chair, the Chapters Chair, the Transnational Committee Chair, the Publications Chair, the Women in Engineering Chair, and the Liaison to the IEEE Educational Activities Board.

11.3 Roles and Responsibilities

EduCom Roles and Responsibilities are:

- be responsible for the NPSS Schools
- identifying supportive local organizers to share work and costs with NPSS
- assembling teams to organize and run NPSS Schools
- to create an inclusive and diverse environment by organizing Women in Engineering and Young Professional Events during our educational activities
- managing the annual budget for Schools
- identify and help establish new educational initiatives in collaboration with Technical Committees
- identify hosts and speakers for NPSS educational activities

- create and maintain an EduCom page on the NPSS web site

11.4 Application for an Educational Activity

Any NPSS member can apply for an Educational Activity and optionally request funds for travel or pertinent equipment. The activity must align with the Society's strategic goals. The application must be sent to the EduCom chair and will then be reviewed by the NPSS Educational Committee. The deadline is May 31st of each year for requests for the following year. The decision will then be made at the June NPSS AdCom meeting each year. The committee can also help to identify lecturers and give general advice. The application form can be found on the NPSS EduCom Web page at <https://iee-npss.org/technical-committees/education-committee/>.

If an Educational Activity gets support from NPSS, it is expected that a 1-2 page report from the activity will be written and published in the NPSS newsletter. A final financial report with all expenses and receipts must be sent to the EduCom chair for review.

12 Women in Engineering (WIE)

The IEEE Woman in Engineering (WIE) is one of the largest international professional organizations dedicated to promoting women engineers and scientists, and inspiring women around the world to follow their academic interests in careers in engineering and science. To achieve these goals, NPSS supports several programs.

WIE functions at NPSS-sponsored, technically co-sponsored conferences and schools are supported by NPSS with up to a total of \$7000 per conference to cover costs related to these functions.

Besides, NPSS provides up to \$9000 per year (\$1500 per event) for WIE travel to WIE conferences and for WIE speakers outside of the conference community to attend NPSS conferences as guest speakers at WIE events.

The WIE International Leadership Conference (WIE-ILC) is an annual event bringing together female and male leaders from around the world. NPSS provides one travel grant per year of up to \$3000 to an NPSS/WIE member to attend this conference. The grant is administered by the NPSS Awards Chair. An application form and further details can be found on the NPSS awards website at <https://iee-npss.org/awards/npss-awards>.

13 Young Professionals (YP)

The IEEE NPSS actively promotes the activities of the [IEEE Young Professionals \(YP\) program](#) which is tailored to the needs of young people during the first 15 years of their professional career, i.e., after receiving their first degree. Dedicated YP events are organized regularly at our NPSS sponsored conferences: Evening functions or lunch events for young professionals have proven to foster improved direct contact between young professionals and colleagues at the peak of their careers.

The IEEE Nuclear and Plasma Sciences Society strives to assist young professionals (or assist YP members) further by expanding the services to our members: A pilot program at one of our large

conferences that features rapid resume/CV checks has proven to provide additional benefit to young members and will be extended in the future.

The YP committee advocates for the needs, interests and professional development of YP members. There is an option to participate beyond the fifteen-year time span according to the respective criteria defined by IEEE. The primary goal is to help YP members to evaluate their career goals, polish their professional image, and create the building blocks of a lifelong and diverse professional network.

NPSS supports Young Professional (or YP) functions at NPSS-sponsored conferences to a total of up to \$5000 per conference to cover costs related to these functions, such as the costs for meeting space, food and refreshments and/or a function speaker that does not attend the conference the YP function is being held at. Support is provided for Young Professionals functions in parallel to NPSS support for WIE functions.

14 Guideline for organizing IEEE NPSS Young Professional (YP) and Women in Engineering (WIE) events

NPSS-YP and NPSS-WIE events can be organized at sponsored conferences, schools or occasionally other events. They are generally aimed at:

- Informing: Sharing information about trends, events, and policy relevant to the community
- Training and networking: Career development, transversal skills, opportunity to interact with academic and industry leaders as well as peers
- Inspiring: Encouraging and promoting participation in the scientific and engineering community across genders and career stages

Possible event formats include:

- Seminars: Invited speaker(s) giving a talk about a technical topic or inspirational journey with a question period
- Panel: 3 to 5 panelists answering questions centered around a theme
- Workshop: technical or career development workshop where participants learn a new skill (resume building, interview, grant writing, etc.)
- Networking event: Event where participants are encouraged to initiate conversations with new people and form connections. Must be structured to facilitate new connections.
- Artistic performance: Music, graphical art or performance art, such as a theatre piece about a relevant topic
- Technical demonstration: Demonstration of a device, method or software relevant to the activities of NPSS
- Outreach: Event including people outside the NPSS community where the goal is to promote or encourage participation in science or engineering.

Events can be collaborative between WIE and YP, or with other affinity groups.

Before each event, at the time of preparing the conference budget, the IEEE NPSS WIE/YP pre-event request form

<https://docs.google.com/forms/d/e/1FAIpQLScoTNpOdAb8kbNucwThUwrH4Gn8JnvkWZv6VT70zDAMzjOzXg/viewform>

must be filled to access funding by the conference General Chair or his/her delegate with assistance by AdCom elected members and or WIE/YP liaisons as needed. Funding availability depends on several factors and the IEEE WIE/YP chairs/liaisons are responsible for managing the total budget. The AdCom elected member from the area of relevance are responsible to ensure that (i) the GC or a delegate fills the pre-event form, (ii) event organizers are selected and names are communicated to the YP/WIE liaisons, (iii) the final reporting from the event organizers to the YP/WIE liaisons is completed in a timely manner.

To guarantee NPSS funding for the event, we strongly recommend requesting funds as early as possible.

After each event, the IEEE NPSS WIE/YP post-event report must be completed and submitted to the WIE/YP Chair/Liaison by the event organizers, and an article must be written for the NPSS newsletter. Failure to do this may impact future funding requests. A flowchart of responsibilities is described in the following figure with more detail given below.

AdCom YP/WIE liaisons (appointed by NPSS president)	TA AdCom elected members (elected by members)	General Chair (GC) (appointed by TA exec)	Conference YP/WIE event organizers (appointed by GC)
Responsible for	Responsible for	Responsible for	Responsible for
<ul style="list-style-type: none"> Overall coordination of YP/WIE events Providing support to event organizers <i>Keeping a log of all YP/WIE events with comments on strengths/weaknesses</i> 	<ul style="list-style-type: none"> Being points of contact for AdCom YP/WIE liaisons Ensuring that GCs appoint YP/WIE conference organizers Ensuring that conferences adhere to YP/WIE event guidelines 	<ul style="list-style-type: none"> Appointing conference YP/WIE organizers Sending a notice to AdCom YP/WIE liaisons (cc-ing to TA AdCom elected members) that a WIE/YP event is planned with preliminary schedule and budget and names of conference YP/WIE organizers 	<ul style="list-style-type: none"> Planning the event in detail at least a month before start of conference send the detailed information about the event to AdCom YP/WIE liaisons so they can announce them in the different media (WIE newsletter, social media, etc.) Ensuring relevant logos and links to join YP/WIE are present at the event <i>After the event, (i) reporting to the WIE/YP AdCom liaison following a predefined format (so as to conform to the information kept in the log) and (ii) writing an article for the NPSS newsletter.'</i>
All correspondence should be cc-ed to TA AdCom elected members			

Timelines are given as a guideline but may vary from case to case. Please check with the YP/WIE liaisons, who can assist at every step of this process.

- Pre-event planning – General Chair with assistance of AdCom elected members and WIE/YP liaisons (8-12 months out)
 - Budget, including approval by NPSS YP/WIE
 - Identification of event organizers
- Pre-event planning – Event Organizers (3-6 months out)
 - Format

- Speaker/Panelist/Trainer/Performer invitations
- Room planning
- Advertising
 - Conference/School Website
 - NPSS and WIE newsletters
 - Other appropriate media
- Event organizing – Event Organizers (4 months to 0)
 - Detailed organization specific to the format
 - Guest travel plans, if applicable
 - Room setup
 - Assign photographer/videographer
- Post-event tasks – Event Organizers (0-2 months after event)
 - Payment and transfers
 - Thank you emails to guests
 - Participant survey (optional, contact YP/WIE liaisons for details of survey)
 - Article for NPSS newsletter

A report to the NPSS-YP/WiE liaisons including digital materials where applicable and a summary of the event survey (if performed) must be submitted by the organizers. The report form can be found at:

https://docs.google.com/forms/d/e/1FAIpQLSfTvnFxHBDkxk_4-k0u_pvUKrnbNzjU08XvD6oztFQZhK3bBQ/viewform

The report must be submitted no later than two months after the event.

15 Communications

15.1 Overview

Communications is defined as all NPSS community (member and public) communications other than technical publications and conferences.

15.2 Committee

The Communications Committee (ComCom) Chair is appointed for a one-year term by the President as per the NPSS Bylaws. The other members of ComCom are ex officio. The ex officio members are a Co-chair, the Society President, the Society Secretary, the NPSS Publications Chair, the Newsletter Editor, the Webmaster, the Membership Committee Chair, the Social Media Chair, the Chapters Chair, the Transnational Committee Chair, and the TC Chairs or the TC Chair's assignee. Any other AdCom member may ask, or be requested, to be a member of ComCom.

15.3 Roles and Responsibilities

ComCom Roles and Responsibilities are:

- to oversee the NPSS Newsletter

- to advise and oversee the Membership Committee which is responsible for planning and implementing the Membership Recruitment Desk at conferences
- to oversee and understand Society and IEEE membership and membership trends as reported by the Membership Committee Chair
- to encourage volunteers to provide suitable information for Social Media and to post such information
- to oversee the implementation of the Society website
- to encourage volunteers to provide necessary information for the Society website, to post such information, and to keep such information current
- To implement any other communications as defined and required by the NPSS President or the AdCom
- To maintain this IEEE NPSS Policies and Operations Manual

15.4 Meetings

Normal meetings shall be held prior to each AdCom as scheduled by the Secretary. All members are encouraged to attend and the ComCom agenda shall be set by the ComCom Chair. The agenda shall include reports by the Chair of ComCom, the Membership Chair, the Webmaster, the Social Media Chair, and the Newsletter Editor.

16 Best Practices

This paragraph contains a growing list of unrelated Best Practices. At the moment the following recommendations have been put forward:

- Each TC chair's AdCom presentation should be based on a predefined slide template to be found at <https://ieee-npss.org/adcom-info/> under "Powerpoint Template for Adcom". This aims at facilitating identification of larger challenges and/or successes thus informing AdCom for potential required action.
- Each TC Chair is recommended to appoint a member of their committee as person of contact for the AdCom YP, WIE, Initiatives and Educom chair/liaison. This structure is meant to facilitate both vertical (between IEEE and TCs) and horizontal (between TCs) communication.

17 Appendix A

17.1 NPSS Constitution and Bylaws

The NPSS Constitution and Bylaws can be found at <http://ieee-npss.org/adcom-info/> under “NPSS Constitution and Bylaws” and are printed here in Appendix B. The current version is from March 2021 and will be revised again in 2026.

17.2 Past Fiscal Motions of AdCom

This paragraph contains a compilation of motions from 2000 to today that affect the way we deal with finances and may have not yet been formally incorporated into NPSS Constitution and Bylaws. Motions that have been superseded are not included. In the future, NPSS may decide which, if any, get incorporated into our Constitution and Bylaws or remain as part of this manual.

6/22/2006 Meeting

- 11.1.3 Motion: NPSS approves the reduction of the conference return from 20% to 15% of expenses. The motion was seconded and passed.

7/13/2013 Meeting

- 11.1.2 PAST Teachers Day Initiative: A motion from PAST - IEEE/NPSS High School Teacher Initiative: AdCom to approve up to \$5,000/event for support of a Teacher’s Day event held at the next five PAST TC Conferences (IPAC and NA-PAC held in North America) which are co-sponsored by IEEE

11/19/2014 Meeting

- 11.2.1.2 Motion on TPS Page Charges: It was moved that TPS drop page charges beginning in January 2015. This will have a financial impact of about -125K\$. It is understood by AdCom that once passed these fees will not be reinstated.
- 11.2.2.4 Motion to Support Open Access Papers in TNS and TPS: It was moved and passed by voice vote that NPSS budget up to \$35k each for TPS and TNS for 2015 to publish review articles and high value articles in Open Access in these journals with a goal of raising impact factor.

11/7/2015 Meeting

- 11.2.1.2 Support for the National Council on Radiation Protection: FinCom moves that NPSS support the National Council on Radiation Protection at the annual rate of \$3000. Support will be revisited in five years (Ed-2020).
- 11.2.1.3 Support for Young Professionals Activities: FinCom moves that NPSS support Young-Professionals functions at NPSS-sponsored conferences to a total of up to \$5000 per conference to cover costs related to these functions. The motion provides support for Young Professionals that is parallel to NPSS support for WIE functions.

2/21/2015 Meeting

- 11.3.1 Motions arising from the Medical Sciences Liaison Report: Three motions were submitted:
 - NPSS stop the liaison with IEEE-USA Medical Technology Policy Committee
 - NPSS establish a liaison with National Council on Radiation Protection and Measurements (NCRP)
 - NPSS join NCRP as a Sponsoring Society at the annual cost of \$5,000.

3/12/2016 Meeting

- 11.2.1.1 Student membership: FinCom moves that all graduate and undergraduate students who are members of IEEE may receive their first year of NPSS membership at NPSS's cost, whether they sign up at a conference or on-line.

7/16/2016 Meeting

- 11.2.1.4 FinCom moves to approve up to \$9k per year for WIE travel to WIE conferences and for WIE speakers to attend NPSS conferences as guest speakers at WIE. Request to increase the funds for NPSS Women in Engineering events to cover travel costs (not to exceed \$1,500/event) for speakers from outside the conference community.

11/5/2016 Meeting

- 11.2.1.1 E-membership and Students at schools and workshops: Approve e-membership at 50% of normal NPSS dues as with IEEE dues. NPSS will also offer free first year NPSS and IEEE membership for students at schools and workshops.
- 11.2.1.2 Requirements for Membership Desk support: Every NPSS conference, financially sponsored and technically co-sponsored, shall provide free conference registrations for 2 people who are there to work the membership desk and not there to attend the conference, and the conference will provide a membership desk in a highly trafficked area. This shall be part of every TCS MOU approved by NPSS and the TC chairs will assure this is part of their conferences.

3/4/2017 Meeting

- 11.2.2 Motion from the Publications Committee: Publication of a conference-related special issue of a journal shall be at the discretion of the Editor-in-Chief of the journal, subject to approval by the appropriate Technical Committee Chair(s).

7/22/2017 Meeting

- 10.2 Amendment of Item 11.2.1.4 of the Minutes of July 16, 2016: The correct motion from FinCom, as presented to and passed by AdCom, reads:
It was moved that NPSS will increase the funding for Women in Engineering events at NPSS conferences up to an additional \$1,500/event. These additional funds are to be used to support travel for speakers from outside of the conference community.
The NPSS will fund one travel grant per year (up to \$3,000/year) for the years 2017-2019 for

a NPSS/WIE member to attend the Women in Engineering International Leadership Conference. The NPSS Awards Chair will administer the grant.

- 11.2.1.2 Reimbursement Policy: The Reimbursement Policy was approved

10/28/2017 Meeting

- Moved to make Conference Childcare grant an NPSS supported activity at the current fiscal levels for NPSS financially sponsored conferences. For the purpose of Childcare activities, any combined NPSS conferences will be considered as separate conferences
- Moves to implement the following policy for Technically Co-sponsored Conferences: AdCom will individually determine if NPSS will pay the MCE TCS Fee for each of the conferences considered for Technical Co-sponsorship (TCS)

11/10/18 Meeting

- Extends the \$5k/year for the Coalition for Plasma Sciences through 2025

11/1/19 Meeting

- Provide \$20k for the NPSS/IEEE Budget Tool for 2020
- Increase the NPSS Graduate Scholarship Award to \$2k (2 awards increased by \$1k apiece)
- TC awards presented at conferences must be covered by the conference budget.

3/7/20

- The Igor Alexeff Outstanding Student Award gets increased from \$1000 to \$2000.
- Provide \$30k for the NPSS/IEEE Budget Tool in 2021
- Five years of support at \$5k/year for the National Council on Radiation Protection (NCRP).

11/12/22

- NPSS student membership fee shall be \$2.00

3/23/23

- The Chapters Program may use up to \$5000/yr to support free one-time-only IEEE+NPSS undergraduate student memberships to support student chapters in low-income countries.
- Support for the Coalition for Plasma Sciences in 2023-2025 at \$10000/yr

6/24/23

- Up to \$500k from the 2023 surplus goes to the NPSS Foundation Fund.

18 Appendix B

18.1 NPSS Constitution

Article I – Name and Object

Section 1. This organization shall be known as the IEEE Nuclear and Plasma Sciences Society.

Section 2. The Society's purpose shall be scientific and educational in character. The Society shall strive for the advancement of the theory and practice of electrical and electronic engineering and of the allied arts and sciences and for the maintenance of high scientific and technical standards among its members, all in consonance with the Constitution and Bylaws of the IEEE and with special attention to such aims within the field of interest of the Society, as hereinafter defined.

Section 3. The Society shall aid in promoting close cooperation and exchange of technical information among its members, affiliates, and interested nonmembers, and, to this end, shall hold meetings for the presentation and discussion of original contributions, shall publish transactions reporting advances within the scope of the Society, and, through its committees, shall study and otherwise provide for the needs of its members and affiliates.

Article II – Field of Interest

Section 1. The fields of interest of the Society are the nuclear and plasma sciences and related emerging technologies. Areas of technical activity include: computer applications in nuclear and plasma sciences; fusion technology; nuclear and medical imaging; radiation instrumentation; radiation effects; particle accelerator science and technology; plasma science and applications; pulsed power science and technology; and nuclear power instrumentation and control systems.

Section 2. The Society shall devote itself to publication or other dissemination of original contributions to the theory, simulation, experiments, educational methods and applications of these fields, and to the development of standards. The process for modifying the Field of Interest shall be in accordance with the procedures in the TAB Operations Manual and the procedure defined in Article VIII of this Constitution.

Article III – Membership

Section 1. Membership in the Society shall be available to all members of the IEEE having an interest in the nuclear or plasma sciences.

Section 2. Affiliates may participate in the activities of the Society as provided by the IEEE Bylaws and subject to the applicable IEEE rules and regulations and to any additional limitations imposed by the Society Bylaws.

Article IV – Finances

Section 1. The Society shall collect from each member and affiliate an assessment or fee in accordance with IEEE Bylaws and applicable rules and regulations. The amount of the fees shall be established by the NPSS AdCom.

Section 2. The Society may charge registration fees at its technical meetings, symposia, conferences, and conventions. The registration fee for nonmembers of the IEEE shall be higher than for members in accordance with IEEE policies.

Section 3. The Society may raise revenues by other means such as, but not limited to, advertising, shows, requests for contributions, and charges for sending out notices to non-Society members, and by publishing Transactions, Conference Proceedings and other technical documents, provided such means are consistent with applicable IEEE rules and regulations.

Section 4. The fiscal year of the society shall be the same as that of the IEEE.

Article V – Administration

Section 1. The Society shall be managed by an Administrative Committee (AdCom) consisting of 16 directly elected members, plus certain ex officio members, including the Chairpersons of each Standing Technical Committee, as specified herein and in the Bylaws. The number of directly elected members shall always exceed the number of ex officio members with voting rights.

Section 2. The terms of office of the directly elected members shall be four years. Elections of members shall be held annually to fill vacancies for the coming year. The terms of office of the ex officio members shall be specified in the Bylaws.

Section 3.

(a) The affairs of the Society shall be managed by the President, as directed by the AdCom, and in accordance with the powers and duties as defined hereunder and in the Bylaws. In the event of the President's prolonged absence or incapacity, the Vice President shall take over the presidential duties until the President is able to resume his responsibilities.

(b) In the event that neither the President nor the Vice President is able to perform the presidential duties, then the most recent Past President shall do so until either the President or the Vice President is able to resume their duties. In the event that neither the President nor Vice President is able to perform their duties, or if both are incapacitated, or if both offices become vacant for a period of greater than 60 days, the AdCom (under the direction of the most recent Past President) shall promptly elect an Acting President from among the eligible elected members to assume the duties of President until either the President or Vice President takes or resumes office, or until the next election.

(c) The President shall appoint a Secretary and a Treasurer for the Society, and persons to fill other roles as called for in the Bylaws or as needed.

Section 4.

(a) The President and Vice President shall be elected for coincident two-year terms by the voting members of the AdCom from among the eligible members of the AdCom. These elections of President and Vice President shall be held as defined in the Bylaws.

(b) All directly elected AdCom members are eligible for election as President or Vice President. In addition, the Vice President is eligible for election as President. No individual may be elected to two successive terms as President.

(c) In the event the Vice President is required to complete the term of the President, the Vice President will be eligible to run for President in the next full-term election.

(d) The Vice President will, except under circumstances deemed unusual by a majority of the voting members of AdCom, become the sole nominee for the succeeding Presidential election.

Section 5. The AdCom shall utilize the services of IEEE Headquarters as bursar for Society funds as provided by the IEEE Bylaws, rules, and regulations. If any part of the Society funds is received and deposited separately, the terms and conditions shall be in accordance with IEEE policies and subject to the provisions of Society Bylaws and to any special limitations that may be imposed by the AdCom.

Section 6. The President shall be an ex officio member of all committees of the Society. As a member of the IEEE Technical Activities Board (TAB), the President shall ensure appropriate representation of the Society at IEEE and TAB meetings by personal attendance, or by the alternate as defined in the TAB Operations Manual.

Section 7. The work of the Society shall be conducted through the AdCom and through both standing and ad hoc committees as provided herein and in the Bylaws. Further information on the policies and procedures can be found in the NPSS Policies and Operations manual.

Section 8. The President shall appoint the Chairs of the standing Functional Committees provided in the Bylaws. Other special or ad hoc committees may be authorized and appointed by the President.

Section 9.

(a) Standing Technical Committees may be administered by either elected or appointed committee officers as specified herein and in the Bylaws.

(b) Each Appointive Standing Technical Committee shall be directed by a Chair who shall be appointed or reappointed annually by the President of the Society as specified in the NPSS Bylaws. Appointive Standing Technical Committees are encouraged to prepare a Constitution and Bylaws, which shall be reviewed and approved by the AdCom upon request.

(c) Each Elective Standing Technical Committee shall consist of at least 15 members and shall be governed according to a written Constitution and Bylaws approved by the committee and by the AdCom which shall include the following:

- (1) Provision for periodic election of officers;
- (2) Provision for amendment of their Constitution and Bylaws subject to the approval of the AdCom;
- (3) A statement of criteria for membership.

Section 10. The AdCom may remove any individual from any NPSS position, with or without cause, according to the process specified in the Bylaws.

Article VI – Nomination and Election of Administrative Committee Members

Section 1. Nominating procedures shall be as prescribed in the Bylaws and shall include provision for nomination by petition of Society members. Those nominated by petition shall be included on the ballot and shall be so identified. To be considered as part of the slate of candidates for any position, a petition must contain the original signatures of a minimum of 2% of the eligible Society members. The number of signatures required on a petition shall depend on the number of eligible society voters as listed in the official IEEE membership records at the end of the preceding year. Signatures can be submitted by signing and mailing a paper petition or electronically through the official IEEE annual election website. The name of each member signing the petition shall be clearly printed or typed. For identification purposes, signatures on paper petitions shall be accompanied by membership numbers or addresses as listed in the official IEEE membership records. Only signatures submitted electronically through the IEEE annual elections website or original signatures on paper petitions shall be accepted. Facsimiles or other copies of the original signature shall not be accepted.

Section 2. The election process of the members of the AdCom shall be as prescribed in the Bylaws.

Section 3. In the case of an AdCom vacancy, the President may appoint a replacement to fill the position. That appointee shall serve only until any remaining portion of the incomplete term or new full term can be filled in a regularly scheduled election. The sum of the partial terms served on AdCom as an appointed and elected member does not count towards established term limits.

Article VII – AdCom Meetings

Section 1. The AdCom shall meet as required to conduct business and in accordance with the Bylaws. Meeting of the AdCom shall generally follow Robert’s Rules of Order.

Section 2. A majority of the voting members of AdCom or any committee thereof shall constitute a quorum.

Section 3. The vote of a majority of the members present and entitled to vote, at the time of a vote, provided a quorum is present, shall be the act of the AdCom, or any committee thereof, except when the Constitution or Bylaws requires a greater majority.

Section 4. The AdCom or any committee thereof may meet, vote, and take action by any means of concurrent communication. The normal voting requirements for quorum and majority shall apply when action is taken by any means of communications allowing all the persons participating in the meeting to communicate with each other at the same time.

Section 5. The AdCom or any committee thereof may take action without a meeting if applicable (e.g. email voting). An affirmative vote of a majority of all the voting members of the AdCom or any committee thereof shall be required to approve the action. The results of the vote shall be confirmed promptly in writing or by electronic transmission. The writings and/or electronic transmissions shall be filed with the minutes of the proceedings of the AdCom or any committee thereof. “Electronic transmission” means any form of electronic communication (such as e-mail) not directly involving the physical transmission of paper, that creates a record that may be retained, retrieved and reviewed by a recipient thereof, and that may be directly reproduced in paper form by such a recipient.

Section 6. All votes and actions taken by the AdCom or any committee thereof shall be recorded in the minutes of the appropriate body. Votes and actions taken between meetings shall be recorded

with the minutes of the next meeting. The Secretary of the appropriate body shall be responsible for creating and recording these Minutes, and ensuring that they are both archived and available to all NPSS members.

Section 7. Proxy voting is not allowed.

Section 8. Individuals holding more than one position on the AdCom, or any committee thereof, shall be limited to one vote on each matter being considered by the AdCom or committee.

Article VIII –Conferences

The Society may hold meetings, conferences, symposia or conventions either alone, with other IEEE organizational units, or in cooperation with other organizations, subject to applicable IEEE rules and regulations.

Article IX – Publications

Section 1. The Society shall support a program by which Transactions, Conference Proceedings, newsletters, and other forms of publication appropriate to the Society's activities and fields of interest are published and distributed. Publications undertaken by the Society shall be subject to IEEE policies and to further guidance and controls prescribed by the AdCom or its duly appointed committees.

Section 2. All publications of the Society shall have unrestricted circulation, subject only to the payment of appropriate fees.

Article X – Amendments

Section 1. Amendments to the Constitution may be initiated by approval by a two-thirds (2/3) vote of the AdCom at an AdCom meeting, provided that notice of the proposed amendment to the Constitution has been sent to each member of the AdCom at least three weeks prior to such meeting. After such approval, the proposed amendment shall be publicized in the Society Newsletter, with notice that it will be submitted by the Secretary of the Society to the Vice President Technical Activities for final approval unless at least twenty-five Society members object within 60 days of the date of mailing of the notice. If such objections are received, the AdCom may reconsider its recommendation, or a copy of the proposed amendment shall be distributed with a ballot to all members of the Society at least 45 days before the date set for the return of the ballots; the ballots shall carry a statement of the deadline for their return. Ballots will be distributed and tallied by IEEE Headquarters. When a vote, as prescribed by IEEE procedures, of the entire Society membership is made necessary, approval of the amendment by at least two-thirds (2/3) of the ballots returned shall be necessary for its enactment. If approved by Society members, the proposed amendment will be submitted by the Secretary of the Society to the Vice President Technical Activities for final approval. The amendment shall take effect immediately upon approval by the IEEE Vice President Technical Activities. If the amendment changes the membership of AdCom, the then current AdCom members will continue to serve until their terms expire.

Section 2. Amendments to the Constitution and Bylaws may also be initiated by a petition submitted by at least twenty-five members of the Society to the President or Secretary of the Society, who shall immediately notify the AdCom of the proposed amendments, and these shall be considered at the

next AdCom meeting held at least three weeks following the notice to the AdCom members. Should the AdCom approve the amendments by at least a two-thirds (2/3) vote, the amendments will be implemented as in Section 1. In the event that the necessary majority is not attained, then the amendments, together with any supporting material from the members proposing the amendments and a summary of the AdCom position prepared by the President or designee, shall be published in the next Society Newsletter. Following publication, a ballot of all Society members shall be held, as described in Section 1, and the subsequent steps outlined there shall be followed.

Section 3. Society Bylaws and amendments thereto may be adopted by a two-thirds (2/3) vote of the AdCom, provided that notice of the proposed Bylaw or amendment has been sent to each member of the AdCom at least three weeks prior to the meeting at which the vote is held; or a Society Bylaw, or amendment, may be adopted by a two-thirds written vote of the eligible voting members of the AdCom, provided a two week period is provided for such responses. In either event, the proposed Bylaw or amendment shall be published in the Society Newsletter. The revision to the bylaws will take effect following Society AdCom approval, publication in the Society Newsletter, filing by the Secretary of the Society with the Secretary of the Technical Activities Board, and Approval by the IEEE Vice President, Technical Activities.

Article XI – Periodic Review

Section 1. The President shall appoint five members of the AdCom every five years to evaluate the effectiveness and currency of this Constitution and Bylaws, to study the rules and governance required by the activities of the Society at that time, and to define the changes appropriate to the existing and anticipated needs of the Society. The committee will be chaired by the Vice President, and will submit a report on proposed revisions to the Constitution and Bylaws in time for action by AdCom no later than the last AdCom meeting of the year.

18.2 NPSS Bylaws

1. Membership: There shall be two grades of Society membership: Student Members and Higher-Grade Members. Student members shall have all the rights and privileges of Society membership with the exception of the right to vote and to hold office. Members of the IEEE in all grades may become members of the Society upon payment of the dues specified in Bylaw 3. Life members' dues are waived as provided in IEEE Bylaws.

2. Affiliates: Nonmembers of the IEEE who are members of certain other organizations accredited by the IEEE as provided in IEEE Rules and Regulations may become affiliates of the Society upon payment of the dues and fees specified in Bylaw 4. The rights of Affiliates shall be as specified by IEEE rules, regulations, and policies.

3. Membership Dues: The assessment or dues for membership in the Society shall be established by the AdCom. It will include the NPSS Newsletter as well as any other membership benefits endorsed by AdCom.

4. Affiliate Dues: Affiliates shall pay the Society and IEEE dues or assessment specified in IEEE rules and regulations.

5. Administrative Committee: Article V of the Constitution provides that the AdCom shall consist of 16 directly elected members, plus certain ex officio members. The members of the AdCom shall be the President, Vice President, most recent Past President, the Chair of each Standing Technical Committees, the Chair of each Standing Functional Committees, Secretary, Treasurer, Editors-in-Chief of the Society Transactions, Editor of the Newsletter, Liaison Representatives for Standards and IEEE-USA, and other liaison representatives appointed by the President. If the term of the Chair of an Elective Standing Technical Committee ends during a calendar year, he or she shall continue to serve as the ex officio representative of the Technical Committee on AdCom until the end of the calendar year, if so designated in the Constitution and Bylaws of the Technical Committee.

5.1. The voting members of the AdCom shall be the elected members, President, Vice President, most recent Past-President, and the Chair of each of the Standing Technical Committees. However, in the case where the Past Chair of an Elective Technical Committee is permitted to complete a calendar year as its ex officio representative instead of the current chair, that individual shall continue to be a voting member of the AdCom. The presiding officer of the AdCom meeting shall not cast a vote unless (1) the vote is by secret ballot or (2) his or her vote can change the outcome of the vote.

5.2. The AdCom shall meet at least three times per year, upon dates proposed by the President and approved by the AdCom, at least six months in advance of the meetings. Additional meetings may be called at the discretion of the President or upon request of at least twelve (12) voting members of the AdCom with at least three weeks' notice.

5.3. AdCom meetings are open to visitors. Visitors to AdCom meetings may be granted the privilege of the floor at the discretion of the meeting's presiding officer or by action of the AdCom. Disruptive visitors can be removed from AdCom meetings at the discretion of the meeting's presiding officer. Should AdCom meet in Executive Session, any visitor present may be asked to leave.

5.4. The final regularly scheduled meeting in the calendar year is designated the Annual Meeting. Each standing committee shall provide a written report of its activities at the annual meeting and at additional times as appropriate.

5.5. Any directly elected member who misses three successive meetings shall be automatically dropped from AdCom, unless AdCom votes at that third meeting to waive this provision for good cause. At AdCom's discretion, such waiver can also apply to additional missed meetings. The member who is removed shall be so notified by the Secretary.

6. Nomination and Election of the Administrative Committee: The Nominating Committee shall be chaired by the most recent Past President and shall nominate candidates for all directly elected positions on the AdCom. In the event of the incapacity or conflict of interest of the Chair, the most recent Past Chair of the Nomination Committee available shall be the Chair of the Nominating Committee. With extenuating circumstances, the President may appoint a different individual to this position. The Chair shall not be eligible to be elected to the AdCom during his term of service.

6.1. At least two thirds of the voting members of the Nominating Committee shall be voting members of the AdCom. Apart from the Chair, the Nominating Committee shall consist of the Technical Committee Chairs. A Technical Committee Chair may, in consultation with the relevant Technical Committee and the President, name an alternate to serve on the Nominating Committee. A member of the Nominating Committee may be nominated and run for a position for which the Nominating Committee is responsible on the following conditions: (i) the nomination is not made by a member of the same Nominating Committee and (ii) the member resigns from the Nominating Committee prior to its first meeting of the year in which the nomination shall be made. AdCom shall approve the membership of the Nominating Committee at the first meeting of the year.

6.2. The number of vacancies for elected members to the AdCom shall be the difference between the number authorized in Article V, Section 1, of the Constitution and the number with continuing terms. The Transnational Functional Committee will be allocated one directly elected AdCom member. The vacancies shall be allocated into categories corresponding to the Standing Technical Committees with the number of vacancies per category chosen to maintain representation among AdCom membership in proportion to the technical interests of the NPSS membership as determined by periodic surveys to be conducted at least every five years. The Nominating Committee shall submit a slate of at least two names for each vacancy to be filled. Nominations must be submitted to the Chair of the Nominating Committee on a nomination form that includes their membership number, a statement of the willingness and ability of the nominee to serve if elected, the membership status of the nominee in the IEEE and NPSS, a short biography, and a statement of the issues that the candidate wishes to address as an AdCom member.

6.3. The Chair of the Nominating Committee shall ensure that, before April 1, a call for nominations is conveyed to the whole membership either through the Newsletter or through a separate notification. Additional nominations for the available category vacancies may be submitted to the Society President between June 1 and July 1, using the same nomination form described in Bylaw 6.2, upon petition signed **by a minimum of 2% of the Society members in good standing, as listed in the official IEEE membership records at the end of the prior year, or by five members of the AdCom.** Only signatures submitted electronically through the IEEE society annual elections website or original signatures on paper petitions shall be accepted.

6.4. The Chair of the Nominating Committee shall ensure that the committee determines the slate of nominees by July 1.

6.5. Current elected members of the AdCom who are serving full terms and current Nominating Committee members are ineligible for nomination by the Nominating Committee or by petition. Per IEEE requirements, Associates may not be nominated for Society offices, though they may vote in society-wide elections.

6.6. All nominees and petition candidates must be members in good standing of the Nuclear and Plasma Sciences Society and the IEEE.

6.7. The Chair of the Nominating Committee shall annually arrange for the distribution (through IEEE Headquarters) to the members of the Society, on or about July 31, of a ballot to elect the candidates to fill vacancies on the AdCom. The names on the ballot shall be followed by an indication of the method of nomination, whether by committee nomination or by petition. The names of the nominees shall be labeled by categories corresponding to the Standing Technical Committees. The ballot shall be accompanied by a short biographical sketch and position statement prepared by each nominee or petition candidate

6.8. Six weeks after distribution of the ballots, the IEEE Headquarters shall count and tabulate the votes received and report the results to the AdCom. The candidate with the most votes in each category shall be elected.

6.9. Election of the President of AdCom: An election for President will be held by written ballot before the final AdCom meeting of the even-numbered years. The ballot for election of the President will indicate two choices: 1) the current Vice President and (2) an indication that an open election is desirable. The ballots shall be distributed by the Chair of the Nominating Committee to all voting members of AdCom for return to the Secretary of AdCom 30 days prior to the final AdCom meeting of the year. The Secretary of AdCom is responsible for counting the ballots and the Chair of the Nominating Committee will independently count the ballots and verify the tally. The Secretary of the AdCom will announce the results of the election. Should the Vice President fail to receive a majority of the votes on the returned ballots, then AdCom will itself determine a slate of candidates for President and vote at the final AdCom meeting.

6.10. Nomination and Election of the Vice President of AdCom: The Nominating Committee shall determine a slate of candidates for Vice President according to the guidelines set forth in Article V, Section 4 of the Constitution. In selecting candidates for the NPSS Vice President, the Nominating Committee will ensure that those candidates shall be eligible for and will, barring unforeseen circumstances, be willing to serve for the full terms of all succeeding positions (two years as Vice President, two years as President, and two years as the most recent Past President). The slate of candidates for Vice President will appear on the same ballot as the election for President (specified in Bylaw 6.9) and will be subject to the same election schedule. In the event that there are more than two candidates for Vice President, the election shall be carried out using an instant runoff voting procedure, in which each voter shall rank the candidates numerically on the ballot, beginning with the number one for the first choice, and runoff counts of the candidates shall be conducted in rounds. If, in any round, no candidate receives a majority of the votes cast, the candidate (or candidates, if there is a tie) with the fewest number of votes shall be eliminated and the remaining candidates shall

advance to the next round. In each round, a voter shall be considered to have cast one vote for the candidate the voter ranked highest on the ballot who has not been eliminated in a previous round. In the event that this procedure does not produce a clear majority for any candidate, AdCom will choose the winner by a majority vote at the AdCom meeting.

6.11. Advisory Committee: An advisory committee consisting of the President, Vice President, Past President, Secretary, Treasurer and any other current members of AdCom, whether voting members or not, who have held the position of President, shall form the Advisory Committee.

6.12. The Advisory Committee shall advise the President on issues that the President or other members of the Advisory Committee choose to raise between meetings of the AdCom. Business shall generally be conducted by telephone, e-mail, or similar means of communication. Advisory Committee communications are privileged.

7. Standing Technical Committees: The Standing Technical Committees of the Society shall be:

The Computer Applications in Nuclear and Plasma Sciences Committee

The Fusion Technology Committee

The Nuclear Medical and Imaging Sciences Committee

The Particle Accelerator Science and Technology Committee

The Plasma Sciences and Applications Committee

The Pulsed Power Science and Technology Committee

The Radiation Effects Committee

The Radiation Instrumentation Technical Committee

7.1. Standing Technical Committees may be of either of two forms, elective or appointive, in accordance with Article V, Section 9, of the Constitution of the Society.

7.2. The Chair and Vice Chair of Standing Technical Committees shall be members in good standing of the Nuclear and Plasma Sciences Society and the IEEE.

7.3. The terms of office of the Chair and Vice Chair of elective Standing Technical Committees shall be in accordance with the rules of each committee except that no Chair shall serve consecutively for more than three years except in the case where a conference is held less frequently than annually. In such cases, a fourth year is permissible.

7.4. The President of the Society shall, in consultation with the Technical Committee, appoint the Chair and Vice Chair of the appointive Standing Technical Committees for a term of one year. A Chair may not serve consecutively for more than three years except in the case where a conference is held less frequently than annually and the appointive Standing Technical Committee requests to have their Chair serve for two of the conferences. In such cases, a fourth year is permissible.

7.5. The Chairs and the Vice Chairs of elective Standing Technical Committees shall be elected by the respective committees. The name of the Chair and the Vice Chair so elected shall be transmitted along with a notification of the length of term of office to the Secretary of the AdCom by the outgoing Chair of each elective Technical Committee promptly after election.

7.6. Appointive Standing Technical Committee shall gain elective status by presenting a petition requesting such status signed by at least 15 members of the Committee, which shall demonstrate that the requirements of Article V, Section 9 of the Constitution have been met. Approval of the elective status of a Standing Technical Committee shall be processed as an amendment to the Bylaws in accordance with Article X of the Constitution.

7.7. Standing Technical Committees may be created or changed by amending the Bylaws in accordance with Article X of the Constitution.

7.8. Standing Technical Committees shall take the initiative in their respective fields of interest on behalf of the Society.

7.9. Each of the Standing Technical Committees shall as a minimum submit a written report of its activities to the AdCom prior to the final meeting of each year. The committee membership and activities of the Standing Technical Committees will be publicized to the membership of the Society via the Newsletter, Transactions or on the Society website, and suggestions for committee membership will be invited from Society members and chapters.

7.10. Status and Fields of Interest of Standing Technical Committees:

7.10.1. The field of interest of the Appointive Computer Applications in Nuclear and Plasma Sciences Committee shall include real-time and off-line computer systems, including hardware and software aspects of data acquisition, data analysis, data storage, and control, in any and all of the technical disciplines covered by the Society.

7.10.2. The field of interest of the Elective Fusion Technology Committee shall include the engineering aspects of controlled fusion research and fusion reactor technology.

7.10.3. The field of interest of the Elective Nuclear Medical and Imaging Sciences Committee shall include radiation sources and detectors, radiation standards and monitoring, scanning and imaging systems, including image reconstruction and analysis.

7.10.4. The field of interest of the Elective Particle Accelerator Science and Technology Committee shall include the theory, design, construction and operation of nuclear particle accelerators, their beam diagnostics, and their applications in high energy particle physics, low-energy nuclear physics, radiation sources and general technology.

7.10.5. The field of interest of the Elective Plasma Science and Applications Committee shall include plasma science and engineering, including: magnetofluid dynamics and thermionics; plasma dynamics; gaseous electronics and arc technology; controlled thermonuclear fusion; electron, ion, and plasma sources; space plasmas; high current relativistic electron beams; laser-plasma interactions; diagnostics; plasma chemistry, plasma processing and colloidal and solid state plasmas.

7.10.6. The field of interest of the Elective Pulsed Power Science and Technology Committee shall include the understanding, development and applications of pulsed power to plasma physics, nuclear science and related fields.

7.10.7. The field of interest of the Elective Radiation Effects Committee shall include the effects of radiation on materials, components and systems.

7.10.8. The fields of interest of the Elective Radiation Instrumentation Technical Committee shall include sensors, electronic instrumentation, and systems for the measurement of ionizing radiation and high-energy particles with the emphasis on the tools, not the results of experiments using these tools.

8. Functional Committees: The President of the Society shall appoint the Chairs of the following Standing Functional Committees:

- Awards Committee
- Chapters and Local Activities Committee
- Communications Committee
- Conferences Committee
- Distinguished Lecturers Committee
- Fellow Candidate Evaluation Committee
- Finance Committee
- Membership Committee
- Publications Committee
- Young Professionals (YP) Committee

The remaining Functional Committees have their Chair's selection defined elsewhere in the Constitution or Bylaws:

- Nominating Committee
- Transnational Committee

8.1. Except where otherwise specified in the Bylaws, each committee Chair shall appoint the members of the committee.

8.2. The terms of office of Chairs of Standing Functional Committees shall be one year. Chairs may be reappointed at the discretion of the President.

8.3. The Chairs of Standing Functional Committees shall be members in good standing of the Nuclear and Plasma Sciences Society and the IEEE.

8.4. Awards Committee: Solicits nominations for the various awards made by the Society, evaluates the nominees and selects those to whom the awards will be made. The Chair of the Awards Committee serves as the NPSS liaison to the TAB Awards and Recognition Committee (TABARC) and is responsible for ensuring the addition to the TAB Awards Manual of all changes to NPSS awards through the TABARC and TAB approval process.

8.5. Chapters and Local Activities Committee: Provides organizational and program assistance, especially with respect to conferences and educational activities, to support and motivate NPSS Chapters and Student Chapters. Promotes and assists in the creation of new Chapters and Student Chapters.

8.6 Communications Committee: Prepares and maintains promotional material for membership recruitment and other purposes as required. The Communications Committee is responsible for the

maintenance of the web site for both membership promotion and to publicize NPSS activities either directly or through links to conference, publication, and other web sites.

8.7. Conferences Committee: Responsible for recommending policies and procedures to AdCom for all conferences and symposia for which the NPSS takes either full or partial responsibility and for ensuring compliance with IEEE conference policies. In addition, provides assistance in the planning, operation and closeout of sponsored, cosponsored or technically cosponsored conferences as needed, and serves as a liaison between conference organizers and IEEE Meetings, Conferences and Events.

8.8. Distinguished Lecturers Committee: Responsible for the administration of the NPSS Distinguished Lecturers program, the goal of which is to provide Society lecturers to support NPSS chapters and to provide technical outreach to other IEEE and non-IEEE groups.

8.9. Fellow Candidate Evaluation Committee: Evaluates the credentials of and ranks the IEEE Fellow Candidates referred to the NPSS for evaluation. The committee shall follow the procedures and guidelines established by the IEEE Fellow Committee.

8.10. Finance Committee: Monitors the financial status of the Society and reports any developing trends along with recommended actions, conducts financial studies and analyses on any Society or IEEE issues having financial implications for the Society, and reports on these matters regularly at AdCom meetings.

8.11. Membership Committee: Responsible for encouraging and recruiting new Society members and Society affiliation by inviting IEEE members who have an interest in NPSS activities, by generating interest among non-IEEE members, and by making application forms available and soliciting memberships at appropriate meetings and symposia.

8.12. Nominating Committee: Formed and administered according to the Bylaws pertaining to nominations, the Nominating Committee develops a slate of nominees for the directly elected member positions on the AdCom that become vacant each year and recommends candidates for Vice President of the Nuclear and Plasma Sciences Society.

8.13. Publications Committee: Reports to AdCom on all publication activities sponsored by the NPSS. In particular, proposes an annual budget for each publication and brings to AdCom's attention any proposed new initiatives for discussion and possible approval. Also keeps AdCom apprised of IEEE publications policies and procedures and ensures that NPSS publications follow these policies and procedures. The Publications Committee shall be chaired by the Publications Chair, and includes the Editor-in-Chief of the Transactions on Nuclear Science, the Editor-in-Chief of the Transactions on Plasma Science, the Editor-in-Chief of the Transactions on Radiation and Plasma Medical Sciences, the Editor of the Newsletter, and the Treasurer of the Society. The Publications Chair is responsible for the publication program and assuring the financial soundness and maintenance of schedules and format standards. The responsibility for the technical content of any Transactions shall be controlled by that Transactions' Editor-in-Chief, who shall be nominated by the Publication Committee Chair or by the Society President and approved by the AdCom.

8.14. Transnational Committee: The committee fosters the involvement in NPSS activities of people from countries other than the United States and Canada. The directly elected member representing the Transnational Committee is the Chair of this committee. Candidates for this position must be

members whose primary residence is outside of the United States and Canada. The President shall, in consultation with the Transnational Committee, appoint a Vice Chair for this Committee.

8.15. Young Professionals (YP) Committee: The purpose of the YP committee shall be to advocate for the needs, interests and professional development of members who have entered the profession within 15 years of receiving their first degree. There is an option to participate beyond the fifteen-year time span according to the respective criteria defined by IEEE. The main goal is to help YP members to evaluate their career goals, polish their professional image, and create the building blocks of a lifelong and diverse professional network.

9. Disbursements: Disbursement from Society funds shall be on the authority of the treasurer as directed by the AdCom, and in accordance with established procedures and policies of the IEEE. The President and AdCom may authorize the Treasurer to disburse funds to defray legitimate expenses incurred by the Chairs and members of the Standing Technical and Functional Committees and others in connection with required attendance at official Society, IEEE or other meetings and the costs of publications. Such expenditures must be approved by the President before being incurred.

10. Ballots: All ballots, for purposes of election of members of AdCom or changes in the Constitution, shall be issued to all voting members of the NPSS on instructions of the Chair of the Nominating Committee pursuant to action by the AdCom. Ballots for directly elected AdCom members will direct Society members to only vote for candidates of Standing Technical Committees of which they are active members or that cover topics in which they are active. No ballot shall be counted unless unambiguously marked by a qualified voter to indicate a choice and received on or before the specified deadline date. This specified deadline date shall be at least six weeks subsequent to the date of distribution of the ballots. The counting of the ballots shall be entrusted to IEEE Headquarters. The Chair of the Nominating Committee shall report the results to the AdCom. In the event of a tie vote in an AdCom election, the individual selected will be determined by a majority vote of all the voting members of AdCom. The vote shall be carried out by electronic means and conducted by the Secretary.

11. Beginning of Terms of Office: All terms of office of elected members of the AdCom shall begin January 1 of the year immediately following their election, except in the case where an elected member of AdCom does not complete a term of office. In this special case, the term of office of the replacement will begin immediately after the results of the election are known.

12. Meetings: The Society may not organize or sponsor a meeting, conference, symposium, or session thereof without consulting the Chair of the Conferences Committee. Fiduciary responsibility for each NPSS-sponsored conference shall rest with four discrete individuals: The Conference Chair, the Conference Treasurer, the Chair of the Technical Committee with oversight over the conference, and the NPSS Treasurer. If a conflict of interest or another circumstance requires it, the President, in consultation with the Chair of the Technical Committee or with the NPSS Treasurer, may appoint a substitute to exercise the oversight responsibilities of either of the latter two positions. All of these positions must be filled by members in good standing of the IEEE as well as NPSS (and/or a cosponsoring IEEE Society), with the exception of the Conference Treasurer, who, with the NPSS Treasurer's approval, may have the NPSS membership requirement (but not IEEE membership) waived.

13. Vice Chairs: The Chair of a Standing Technical Committee, and the Chair of the Transnational Committee, may designate the Vice Chair of the Committee to represent the Committee at an AdCom meeting, provided that the Vice Chair of the Committee has been identified to the Secretary at the start of the calendar year. This representative shall have the privilege of the floor and may vote on all matters coming before AdCom.

14. Removal from Office

14.1. Appointed AdCom Members: All Presidential appointees, including the Chairs of Appointive Technical Committees, serve at the pleasure of the President, and as such can be removed from office by the President. An appointed member of AdCom can also be removed using the process described in Bylaw 14.2.

14.2 All NPSS Positions: While NPSS conferences and Technical Committees may have their own removal processes, the AdCom may remove any individual from any NPSS position with or without cause. This prerogative of AdCom should be exercised after due circumspection and only in extreme cases and always with great caution. A petition signed by a minimum of three voting AdCom members is necessary to initiate the removal process, and the petition must include the name of the member to be removed, the position in question, and a description of the grounds for removal. The petition shall be submitted to the Society Secretary who will, upon receipt, notify all voting AdCom members that such a petition has been received, notify the member in question, and give that member 30 days to provide a written response. After this period, the Secretary will send a ballot that includes the statement of the grounds for removal and its rebuttal to each voting AdCom member. The ballots will be returned to the Secretary who will tally the votes 30 days after the ballots were sent. Should a minimum of two thirds (2/3) of the eligible voting AdCom members vote in favor of removal, then the member in question will be removed from office immediately. In the event that the Secretary is the member in question, the President will designate an alternate AdCom member to perform the duties assigned to the Secretary in this Section.

