

IRMMW-THz

International Organizing Committee

International Society of Infrared, Millimeter, and Terahertz Waves: IRMMW-THz

"Promoting the worldwide collection, dissemination and exchange of scientific and technical knowledge in the areas and disciplines involving infrared, millimeter and terahertz waves."

BY-LAWS

"In parliamentary procedure, particularly Robert's Rules of Order, the bylaws are generally the supreme governing document of an organization, superseded only by the charter of an incorporated society. The bylaws contain the most fundamental principles and rules regarding the nature of the organization... Unless otherwise provided by law, the organization does not formally exist until bylaws have been adopted." citation: <http://en.wikipedia.org/wiki/Bylaw>

STATEMENT OF PURPOSE:

The International Organizing Committee (IOC) of the International Society of Infrared, Millimeter, and Terahertz Waves (IRMMW-THz) is hereby established to prepare, promote and perpetuate the *International Conference on Infrared, Millimeter, and Terahertz Waves*. In this endeavor the committee is tasked with establishing and relaying specific conference guidelines, promoting the conference series, selecting the general location, date, length and program focus, assuring a high standard of scientific excellence at each venue, approving the local organizing committee (LOC) chair, as well as specific conference location, dates, program and financial arrangements, assisting with invited speaker selections, maintaining technical co-sponsorship with the IEEE, assuring digest issuance and the archiving of proceedings, and both seeking and maintaining the endorsement and approval of the attending scientific community.

The IOC will be self maintained through voluntary support and participation by appointed and confirmed members selected from the representative scientific community. An elected IOC chair and vice-chair chosen from, and by the current membership will be responsible for setting up and chairing IOC meetings at each conference venue and for general guidance of, and communications concerning IOC activities and responsibilities.

These By-Laws are intended to be a guide for IOC, LOC and scientific community members in assisting with the outlined purposes of the committee and as an aid for future members. Further information as well as current, past and future venues, news and committee information is available on the conference series website: <http://www.irmmw-thz.org>.

The specific ARTICLES are broken into two parts. Part I gives the background and purpose for the conference series. Part II represents the governing regulations and guidelines for the IOC, LOC and established conference set-up and organizing procedures. Firm rules and operational procedures have been intermixed with more loosely established guidelines, suggested actions, and helpful advice. Those ARTICLES or sections of articles in Part II that document firm rules and procedures appear in normal type, as you see here. Those sections that have been deemed non-binding or which simply contain helpful guidelines or information for LOC and IOC members appear in *italics*.

ARTICLES: LINKED TABLE OF CONTENTS

PART I: History and Purpose of the Conference	4
1. ARTICLE. Conference Background and Purpose of these By-Laws.....	4
PART II: Governing Regulations and Guidelines	7
2. ARTICLE. Composition, Selection and Membership of the IOC.....	7
3. ARTICLE. Responsibilities of the IOC	11
4. ARTICLE. Annual Meetings and Exchanges	12
5. ARTICLE. Voting and Decision Making	13
6. ARTICLE. Nomination and Selection Process for hosting IRMMW-THz	13
7. ARTICLE. Composition and Responsibilities of the LOC	15
8. ARTICLE. General Conference Format and Content Guidelines.....	18
9. ARTICLE. Abstract and Paper Submission Guidelines.....	20
10. ARTICLE. Web Hosting, Content and Upkeep	21
11. ARTICLE. Selection, Solicitation and Support of Invited Speakers	22
12. ARTICLE. Fulfilling IEEE Technical Co-Sponsorship.....	23
13. ARTICLE. Proceedings Format, Distribution and Archiving	24
14. ARTICLE. Guidelines for Banquet and Special Events.....	25
15. ARTICLE. Kenneth J Button Prize	25
16. ARTICLE. Local Financial Guidelines	26
17. ARTICLE. Association and Involvement with IRMMW-THz Journal.....	27
18. ARTICLE. General Conference Sponsorship and Advertising	28
19. ARTICLE. Financial Maintenance of the IOC and Series Website	28
20. ARTICLE. Amending these By-Laws.....	29
AMENDMENTS TO THESE BY-LAWS	29
21. ARTICLE. 2010 Exceptional Service Award	29
22. ARTICLE. 2010 Hosting Fees for Future Conferences	30
23. ARTICLE. 2010 Formal Recognition For Retiring Ioc Members	31
24. ARTICLE. 2010 Establishment of Society General Secretary	31
25. ARTICLE. 2010 Society Membership and Fund Raising	31
26. ARTICLE. 2011 Society Sponsored Student Presentation Prize	32
27. ARTICLE. 2011 Process for Handling Testimonials	33

28. ARTICLE. 2012 Number of Papers per Registered Participant	33
29. ARTICLE. 2013 Establishment of LOC Start Up Fund	33
30. ARTICLE 2014 Requirement for IOC Participation on all LOC Committees	34
PART III. ARTICLES OF INCORPORATION	36
Corporate Officers and Board Members (October 1, 2009)	37

PART I: History and Purpose of the Conference

1. ARTICLE. Conference Background and Purpose of these By-Laws

- a. **CONFERENCE HISTORY.** The International Conference on Infrared, Millimeter, and Terahertz Waves (IRMMW-THz), is the oldest and largest continuous forum specifically devoted to the field of ultra high frequency electronics and applications. The first conference in this series, named *the First International Conference on Submillimeter Waves and their Applications*, was held at the Georgia Institute of Technology in Atlanta in 1974 under the co-sponsorship of the IEEE Society on Microwave Theory and Techniques and the Optical Society of America. The General Chair was James J. Gallagher of the Georgia Institute of Technology and the Program Chair was Kenneth J. Button of the MIT Francis Bitter National Magnet Laboratory. In his Foreword to the Conference Digest, Ken Button predicted that the Conference would “be the first of a long series because the submillimeter wave specialty has become well-defined and moderately well populated.”
- b. This prediction was very prescient and the Conference has grown into a respected and self sustaining event that has now spanned more than three decades, thanks, in large part, to the efforts of Ken Button. The first three meetings (1974, 1976 and 1978) were held bi-annually, but beginning with the 4th meeting in 1979, the conference series was renamed as the International Conference on Infrared and Millimeter Waves (IRMMW) and was held annually. The Conference also began to rotate between locations inside and outside the United States. Ken Button became the conference coordinator and in 1979, coupled the conference to the International Journal of Infrared and Millimeter Waves, which published the conference proceedings. The appeal of Florida in the northern hemisphere’s winter time anchored the US series to an early December schedule, which remained through the 20th venue in 1995. When the conference was held outside of the United States, it was typically held in the fall or early spring. Between 1974 and 1999, the Conference was held in either the US or Europe, except for two meetings in Japan (1984 and 1994).
- c. Starting with the year 2000, when the Conference was held in China, it was decided to institute a three-way rotation for the Conference between Asia, Europe and the United States. The conference date settled out to the September time frame as a good compromise between weather conditions in all three regions and lack of overlap with other popular meetings. This ternary schedule remains today and is affirmed by the current By-Laws as the preferred schedule for future conferences.
- d. In 2004 an agreement to couple together the then independent European based conference series, International Conference on Terahertz Electronics, with the IRMMW conference resulted in the first joint conference held in Karlsruhe, Germany. The formidable series title now became: Joint 29th International Conference on Infrared and Millimeter Waves and 12th International Conference

on Terahertz Electronics. The international organizing committee was greatly expanded to encompass both conference communities at this time, and the joint event went through one complete three year cycle before the two series were merged in Pasadena, California into the 33rd International Conference on Infrared, Millimeter, and Terahertz Waves (IRMMW-THz).

- e. On May 7, 2009 the International Society of Infrared, Millimeter, and Terahertz Waves was formally incorporated and recorded in the State of California, USA as a mutual benefit non-profit organization registered with EIN number EIN 27-0578778. Peter Siegel was elected as the first Chair and treasurer and Gian Piero Gallerano was elected as the vice-chair and secretary. Each serves for a 3 year term. The purpose of the society is to formalize the conference series, allow the raising of capital funds for support of future conferences and conference activities (speaker support, prizes, etc.) through a tax-exempt mechanism. The IOC was morphed into the society board of directors at this time and the board was expanded with four new members approved by the existing committee. In July 2009 the society applied for tax exempt status with the US Department of Internal Revenue.
- f. CONFERENCE DIGEST. The early conferences (through 1987) held in the US were co-sponsored by IEEE and the Conference Digest was published by the IEEE Press. Conferences held outside of the United States at that time did not have IEEE sponsorship or published proceedings. Conferences 13 (1988) through 18 (1993) were sponsored in part by the SPIE and the Proceedings were published through the SPIE. The SPIE Proceedings enabled the Conference Proceedings to be published and archived whether the Conference was held in the United States or overseas. The agreement with SPIE was dropped after the Eighteenth Conference. A Conference Digest was prepared for Conferences 19 through 24, but the Digest was not archived by the IEEE or the SPIE. Starting with the Twenty-Fifth Conference in 2000, the IEEE has co-sponsored the Conference and has archived the Conference Digest (except for the year 2001). This relationship with IEEE is extremely desirable and is to be maintained via the procedures outlined in these By Laws.
- g. CONFERENCE FUNDING. Historically each local organizing committee has taken full responsibility for funding the annual meeting and no financial disclosures have been required. Funds for maintenance of the conference organizing committee or any other conference related expenses not associated with a specific venue were not accumulated. Conference proceedings were paid for and released under the responsibility of the local organizing committee or host. In 2000, IEEE was brought back as a Technical co-Sponsor of the conference series and beginning in 2008 a small endowment was begun to help pay the expenses of web site maintenance. IEEE dictates the format of the proceedings and pays a small fee to the International Organizing Committee to archive the conference digest. Local sponsorship (financial and technical) is often sought and is the responsibility of the local organizers. Applying for and maintaining IEEE technical co-sponsorship has become the responsibility of the International Organizing Committee (IOC) in recent years and is mandated in

these By-Laws as a continuing duty of the IOC chair. In 2009 the IOC agreed by unanimous decision that a small hosting fee would be charged to the local organizing committee (LOC) for each attendee at the conference. This fee would be set by the IOC, communicated to the local organizing committee at least one year in advance of the conference, and would be donated to the IRMMW-THz society following the conference. In 2008 the fee was set at US\$100/attendee. For 2010 the fee was set at US\$50 per attendee. In the event that the registration is collected by the IOC through the IRMMW-THz Society, this fee would be held back from funds turned over to the LOC before, during or following the conference.

- h.** THE INTERNATIONAL ORGANIZING COMMITTEE (IOC). An International Advisory Committee (IAC) was included at the very first Conference in 1974, in recognition of the strong international nature of the Conference subject material and the need to include scientists from around the world in advising the local committee. The IAC is established by each Conference and the membership is selected by the Local Organizing Committee. The International Organizing Committee (IOC) is distinct from the IAC. The IOC was established in 2000 with the purpose of meeting annually at the Conference to review the attendance and financial results of the annual Conference; and to plan future Conferences, including site selection. The function of the IOC had in effect been previously carried out by Kenneth Button, together with a small and somewhat informal group of dedicated colleagues known as the Program Council. The IOC was established in 2000 to continue this important organizational function, but through a formal Committee system. The first Chair of the IOC was Richard Temkin (2000-2002), followed by Terence Parker (2003-2005), Koji Mizuno (2006-2008) and Peter Siegel (2009-2011). In July 2009 the then current IOC was formally transformed into the Board of the International Society of Infrared, Millimeter, and Terahertz Waves. The present By-Laws are intended to formally codify the rules and regulations of this International Society.
- i.** As the number of attendees has risen to the 400-600 level in more recent times, and the popularity of terahertz technology and applications has given rise to solicitations for hosting the conference from countries that were not traditionally part of the original ternary cycle, determinations of continental affiliation have been necessary. In 2007/8 the IOC voted to include Russia, Australia and India in the cycle with Asia. Other countries are likely to apply to host the conference in future years and a mechanism for deciding which leg of the ternary cycle should be applied is part of these By-Laws.
- j.** Although traditionally the conference falls in the September time frame, this period is not optimal in some locations and a mechanism for re-assigning the conference dates for specific host countries is also part of these By-Laws.
- k.** The length of the conference, the format of the sessions, the inclusion and form of the Plenary and Keynote talks, and many other general features of the conference series have converged over the last 10 years into a format which has proven to be very appealing and satisfying for both attendees and organizers. These characteristics have become a recognized hallmark of the IRMMW-THz event

and as such are detailed and supported by these By-Laws so as to maintain a winning and familiar format for the future. In addition, specific guidelines for operation and maintenance of the IOC, suggestions and support mechanisms for the local organizing committees (LOC), and an interface to the attendees themselves are hereby enumerated and detailed in these pages.

- l. FORMATION OF THE INTERNATIONAL SOCIETY.** In May 2009 the IOC agreed to a more permanent presence and incorporated into a mutual benefit non-profit filed with the state of California, USA and titled: International Society of Infrared, Millimeter, and Terahertz Waves. The organization's charter is to promote the worldwide collection, dissemination and exchange of scientific and technical knowledge in the areas and disciplines involving infrared, millimeter and terahertz waves. Folded into the society are all the IOC functions described in these articles including but not limited to, (1) organizing, overseeing and maintaining the International Conference on Infrared, Millimeter, and Terahertz Waves, (2) promoting and interacting with the Journal of Infrared, Millimeter, and Terahertz Waves, (3) serving as a host organization and distribution agency for the executors of the Institute of Physics Kenneth J. Button Prize. In September 2009, the society was specifically tasked with the accumulation of funds through a fee per attendee process that would accompany each conference so that the society could use these funds in support of future venues.
- m.** This document is meant to be a vibrant, changeable guide that can be amended as needed to allow the conference series to best meet the needs of the scientific community that forms the basis of its support. As the field expands or shrinks, changes center, or moves from area to area around the world, these By-Laws will be available to help assist with the successful organization, execution and dissemination of knowledge that is the central operating principle of the IOC.

PART II: Governing Regulations and Guidelines

2. ARTICLE. Composition, Selection and Membership of the IOC

- a.** The International Organizing Committee shall be made up of representatives from host countries that have already, or plan to participate in the organizing and carrying out of individual conferences. In addition members should have acknowledged international standing in one or more of the fields of study covered by the conference venue. Diversification by representative locality, professional affiliation, area of expertise, nationality, age, gender and race are all desirable attributes for the makeup of the overall IOC.
- b.** Former Chairs of the IOC will retain full honorary membership and voting rights on the IOC for as long as they fulfill the requirement of attending at least one IOC meeting in a three-year cycle (*wording slightly modified Sept. 2, 2013 by vote of IOC, without change of content or intent*).

- c. The LOC chair of the next two conferences in the series will have temporary membership in the IOC with all voting rights, and if they are not already permanent members, will rotate off the IOC at the conclusion of the hosted conference. For example, at the 2008 IOC meeting, the LOC chair of the 2008 and 2009 conferences will hold voting membership on the IOC. At the conclusion of the 2008 conference, the LOC chair of 2010 will assume IOC membership through the end of the 2010 conference. The 2009 LOC chair will rotate off the IOC at the end of the 2009 conference.
- d. IOC members are strongly encouraged to attend every IRMMW-THz conference, but at a minimum must not be absent at more than two sequential IOC meetings, typically held during every conference.
- e. IOC members are strongly encouraged to participate directly in the hosting or carrying out of future conferences, and at a minimum must participate directly in at least one conference every six years, either as an LOC member or as an active organizer and participant as acknowledged by the LOC chair.
- f. ~~IOC members are strongly encouraged to rotate off the committee every six years and to suggest or nominate potential replacement members that represent their particular host country and area expertise. The IOC chair may ask any member who has not rotated off the committee after six years to do so at his/her discretion.~~ *Modification to By-Law Article 2.f. by IOC on Sept. 2, 2013:* IOC members are appointed for a period of six years, including any period in which they may have served as Ad-Hoc members. In exceptional cases, as for instance the involvement of an IOC member in the LOC of a just completed or newly selected conference, or the active involvement of an IOC member in a standing subcommittee, they may extend their term for an additional specified period, following an invitation by the IOC Chair. IOC members that rotate off the committee will retain the status of Advisory IOC member for a period of nine years. They may suggest potential replacement IOC members that represent their particular host country and/or area of expertise. Such nominees will be considered, but are not assured selection to a committee slot. A formal selection process will be called for by the Chair if he/she deems it appropriate and the selection process will follow that described in *Article 2.g.*
- g. IOC members shall be nominated and elected to office via the following process:
 - i. The IOC chair, in consultation with the vice-chair and former chair persons shall determine if new membership or a change in membership is desired.
 - ii. The IOC chair will send out a general announcement to the IOC soliciting nominations for new or replacement members. If possible, this shall be done at least six months prior to the start of the next conference. The announcement will specify the reasons for the changes as well as any guidelines for the nomination process and criteria for member selection.
 - iii. Nominations shall be open to all current members of the IOC and shall be sent directly to the IOC chair. A brief description of the nominee's

credentials, how they meet any specific criteria outlined by the IOC chair and an assurance of the nominee's willingness to serve on the committee if selected must accompany each nomination.

- iv. IOC members may nominate more than one individual and may go on record as seconding any particular nominee before voting begins.
 - v. The IOC chair will have the right to reject any nominee if seconded by one of either the vice chair or a former chair of the IOC.
 - vi. If more than one nominee is presented for any offered position, i.e. three persons are nominated for a single newly affiliated country, a general vote will take place wherein the IOC plus the IOC chair, vice chair and former chair persons will each levy one vote for one of the competing nominees. Votes will be tallied and the winner selected by a simple majority. In the event of a tie with more than two nominees a run off vote will take place between the tied candidates. If the run off results in a tie, than the IOC chair will cast the tie breaking vote. The final tally and selected member(s) shall be announced to the full IOC before the next conference takes place.
 - vii. The entire process should take place before the occurrence of the next conference. Any new members will be notified and asked to attend the next IOC meeting where they will be introduced by the IOC chair. This is the reason for strongly encouraging the IOC chair to begin the nomination process well before the start of the next conference.
 - viii. If a new member is elected after the close of abstract or paper submission for the current conference, and the new member would like to participate in the conference, the upcoming conference LOC will be asked to try and accommodate a submission from the new IOC member. It will be up to the LOC chair to determine if this is possible.
- h. An IOC chair will be appointed by nomination and voting of the full IOC every three years. The chair will represent and rotate between US-Europe-Asia and serve one full conference cycle of three years. The chair will begin his/her term immediately following the close of the conference for which the prior chair's term ends (third of three events). Following the 2008 conference in Pasadena the chair changed from Asia to the US as the conference began a new Asia-Europe-US cycle. With this course, the next shift will occur after the cycle finishes in the US again at the close of the 2011 conference. The chair that follows will be selected from IOC membership in Europe. After the close of the 2014 conference the chair will be taken up by an IOC member from Asia. This cycle will continue until the cycle shifts or is altered by majority vote of the IOC. In all cases the IOC chair must be a contributing member of the IOC in order to be nominated. This includes former chairs as well as temporary IOC members serving as one of the two upcoming LOC chairs. The procedures for election of the IOC chair are as follows:

- i. At the IOC meeting prior to the completion of the current term of the IOC chair, the IOC chair will announce to the committee that nominations will soon be required for a new chair.
- ii. Nine months prior to the completion of the current IOC term, the IOC chair will issue a “Call for Nominations for Chair” from the full IOC committee. The call will provide at least one month for nominations to be received and have a defined closure date.
- iii. Nominations will be submitted in writing (i.e. e-mail, text message, letter etc.) directly to the IOC chair. Only one nomination per member is allowed. It is strongly recommended that potential nominees be contacted before their name is submitted to confirm that they will serve if elected. After all names have been collected the IOC chair will be responsible for contacting nominees to make certain they know of their nomination and are willing to go through the nomination process.
- iv. Nominations will contain a short statement of qualifications and background which can be distributed to IOC members for the voting process. This statement is the responsibility of the nominator.
- v. The IOC chair will assure that all nominees meet the selection criteria and then distribute the nominee names to the IOC membership after close of the submission window.
- vi. If more than three names have been submitted an initial down-selection to three candidates will be conducted by straight vote of the IOC. Voting must be in writing and the IOC chair is responsible for collecting votes from at least a majority of the IOC membership. Nominees will retain voting rights in accordance with their position on the IOC.
- vii. Once three or fewer nominees have been selected a short (one paragraph) additional statement of qualifications and purpose will be solicited from each nominee. This will be distributed to the IOC during the final voting process.
- viii. The IOC chair will request one final vote to select one of the three (or two) nominees remaining. Selection will be by simple majority participation from the IOC. If only one name is on the ballot, the IOC chair will ask for endorsement of the candidate from the IOC membership. Majority approval will be required for validation of a single candidate.
- ix. The IOC chair will announce the chair elect to the IOC before the start of the conference after which the new chair will assume responsibilities.
- i. After selection and within three months of start of term, the IOC chair will designate a vice-chair from the pool of existing IOC members (including former chairs as well as honorary LOC members serving temporarily on the IOC). The vice-chair will serve alongside the chair and assume all the responsibilities of the chair if for some reason the chair is unable to continue through the full term. In this instance a new chair will not be nominated or selected until the close of the

current cycle. The selection of vice-chair is at the discretion of the elected chair but must have endorsement of the majority of the IOC membership either through direct vote or in written form.

3. ARTICLE. Responsibilities of the IOC

- a. The IOC is directly responsible for the following:
 - i. Selection of individual conference venues through an established participating member process. Applications for hosting particular conferences need not come directly from IOC membership, but this procedure is strongly encouraged.
 - ii. Establishment of venue rotation period and country/continent locations, general conference dates, length, format and technical emphasis.
 - iii. Approval of local organizing committee chair, specific conference sites, financial plan and program.
 - iv. Assisting with invited speaker selections and solicitations.
 - v. Approving submitted paper formats and assuring digest composition, release and archiving.
 - vi. Establishing the composition, size and term length of IOC membership.
 - vii. Nomination and approval of new members.
 - viii. Nomination and approval of IOC chair.
 - ix. Establishment and maintenance of conference affiliations, specifically with IEEE.
 - x. Assuring completion of IEEE requirements for copyright transfer and Digest archiving and collection of the IEEE payment for these services.
 - xi. Maintenance of official ties with publications, specifically the IRMMW journal.
 - xii. Maintenance and oversight of the Kenneth J. Button Prize, including establishment and approval of participating members in the Prize Selection committee, assuring hosting of the prize selection committee meeting at each LOC event, announcement of prize winners at the conference following selection, providing a forum for the prize winner's Plenary talk at the conference following selection, presentation of the prize itself at the conference following selection.
 - xiii. Assuring acceptance and maintaining participation of the technical community in the conference series by tracking attendance, paper submission statistics, country of origin statistics and soliciting feedback and comments from the general community.
 - xiv. Providing mailing lists and advertising links to the LOC for each event.

- xv. Providing technical and financial guidance to the LOC as required.
- xvi. Providing a format for archiving and distribution of digests produced by each LOC.
- xvii. Maintaining the general conference series website.
- xviii. Collection of operating/membership funds for the continued maintenance and operation of the conference series.
- xix. Management of the IRMMW-THz society, including maintenance and oversight of its By-Laws, accounts, keeping of records of earnings and expenditures, filing of tax forms, maintenance of the tax-exempt status of the society.

4. ARTICLE. Annual Meetings and Exchanges

- a. The IOC will assure that a conference occurs once every year at a site determined by application and IOC approval.
- b. A yearly face-to-face meeting of the IOC will take place at every conference venue on a day and time negotiated by the IOC and LOC chairs. The LOC will provide an adequate meeting room, will allocate time outside the technical sessions, and will arrange refreshments or meals as required for meeting attendees. The IOC chair will notify the LOC chair of the requested date, time and number of attendees in writing at least one month prior to the start of the conference.
- c. A meeting Quorum will consist of attendance by a majority of the IOC membership, including IOC chair and vice chair and past IOC chairs. The Quorum will have full authority to vote on issues raised and decide on policies based on simple majority unless otherwise stated in these By Laws.
- d. The IOC chair is responsible for setting up the meeting, notifying attendees, chairing the meeting, recording and posting of the meeting minutes.
- e. The purpose of each annual meeting is to hear nominations for and select future conference venues, approve motions that have been brought forward at past meetings or over the course of the year, voting on specific measures, reviewing data from the current conference, assessing the overall status of the conference and addressing any comments/suggestions from the attending community, LOC or IOC members, observers or past and current IOC chairs and vice chairs.
- f. Specific motions for discussion will be solicited, placed on the agenda, distributed and addressed at the IOC meeting at the discretion of the IOC chair in consultation with the vice-chair and former IOC chairs.
- g. Voting procedures and tallying of results from each meeting is the responsibility of the IOC chair.
- h. Complete, detailed meeting minutes are the responsibility of the IOC chair and must be available to the IOC no later than 30 days after the annual gathering.

- i. Items on the agenda which are not addressed at the meeting can either be continued through correspondence, moved forward to the next meeting or dropped with the approval of the IOC members present.

5. ARTICLE. Voting and Decision Making

- a. The IOC will have responsibility for decision making through member voting.
- b. Each full time IOC member, including chair, vice-chair and former chairs, as well as LOC chairs from the next two sequential venues, will have one equal vote.
- c. Voting on issues will be decided, set out procedurally and monitored by the IOC chair as needed.
- d. The IOC can force a vote on any issue with a simple majority of the full membership.
- e. A majority of current IOC membership (including IOC chair, vice-chair and former chairs) will constitute a full quorum for decision making.
- f. In the event that a vote is required and a quorum can not be assembled, the IOC chair can waive the quorum requirement. However all reasonable efforts must be made to establish a quorum first, and members at large will be given the opportunity to overturn any decision from the under represented committee within 30 days of aforesaid voting, but only by a 3/5 majority of the FULL IOC.
- g. In the event of a tie vote of either the present membership or quorum or from received votes of the members at large through an established process, the IOC chair will cast the deciding vote. This applies to situations where specific voting margins are set as with the 3/5 limit.
- h. In certain circumstances alternatives to a straight majority vote may be desirable as for example, in down selecting from large numbers of nominations. In these circumstances the IOC chair may designate a particular voting procedure and weighting. The IOC may overturn such procedures only by 3/5 majority of FULL membership.
- i. It will be the responsibility of the IOC chair to try and work through each decision requiring IOC approval or vote, in a fair and timely fashion. This includes adequate explanation of the procedures, issues and consequences. The IOC chair must also make a reasonable effort to assure inputs from the entire IOC, either by direct solicitation or through face-to-face meetings.

6. ARTICLE. Nomination and Selection Process for hosting IRMMW-THz

- a. Any person or persons wishing to host a future conference must follow the guidelines issued and approved by the IOC.
- b. A complete set of helpful documents, procedures and data from past conferences will be maintained by the IOC and made available to potential hosts through contact with the IOC chair.

- c. The IOC chair will issue a “Call for Nominations to Host” at least three years and three months prior to the relevant conference. The call will go out to all IOC members. A cut-off date for nominations will be specified in the “Call”. Nominations received after the cut-off date will not be accepted unless approved by a majority vote of the FULL IOC. The “Call” will contain an outline of expected information that should be contributed, and which can be distributed openly to the IOC at large. Expected inputs should address the required information in a concise and distributable form, typically a one to three page PDF package.
- d. Required nominating package information includes but is not limited to:
 - i. Venue (or city) and suggested dates (month/days)
 - ii. Members of the local organizing committee (preliminary)
 - iii. Official sponsoring organization, if any (i.e. university, laboratory, company, etc.).
 - iv. Access to/from the nearest international airport
 - v. Meeting room facilities (number, seating capacity, etc.)
 - vi. Local Accommodations (number and rates of hotels, etc.)
 - vii. Merits of the location (social program, sightseeing, shopping, etc.)
 - viii. Other pertinent information that would help in the decision process
 - ix. Complete contact information for the proposed LOC chair
- e. Participant countries for a specific year will adhere to IOC selection criteria that will be outlined in the “Call”
- f. If a country wishes to host that has not been pre-slotted into the existing cycle, the particular slot will be determined by IOC vote and will remain in effect until and unless overturned by the IOC by a FULL 3/5 majority.
- g. No country may host the conference “out of turn” or apply for more than one slot in a given cycle unless approved by a 3/5 vote of the full IOC.
- h. After receiving nominations from IOC membership or external hosts, the IOC chair will announce to the full IOC the list of nominees and distribute their submitted inputs. Any incomplete or unresponsive nomination packages can be discarded at the discretion of the IOC chair.
- i. If more than two nominations have been submitted for a given slot the IOC chair will conduct a down selection to two before the next conference meeting. The down selection will be conducted through IOC member voting.
- j. The two remaining nominees will be informed at least one month before the start of the next conference in the series and be instructed to attend the IOC meeting for a formal presentation of their venues.

- k. The presentations for future venues will take place near the beginning of each IOC meeting to allow non-IOC members to attend and present without having to remain during the full meeting.
- l. Final face-to-face voting for selecting the final nominee will take place following the presentations. Nominees themselves, including IOC members if they are part of the presenting panel, will not participate in the voting or be present during the IOC discussion and voting. Nominees will be present for specific questions and/or open discussions following their presentations.
- m. Results of the vote will be communicated to the nominees immediately following a decision.
- n. If for some reason no decision can be reached (vote of no confidence) or if additional requirements or solicitation of new nominees is required, this will be decided during the IOC meeting and directly communicated to the current nominees. In this event the IOC chair will be responsible for completing the selection procedure before the next IOC meeting using whatever procedures are deemed appropriate either by direct acknowledgement of the present IOC members or through discussions with the vice-chair and former IOC chairs.
- o. In the event of a tie vote the IOC chair will cast the deciding vote.
- p. The selected nominee for the conference that will take place two years hence will be required to attend the next year's IOC meeting and to present a formal progress report on plans for the venue. The IOC will have authority to request or require additional information or reporting at this time.
- q. If for some reason the IOC chair cannot meet the requirements above or must alter the procedures under specific circumstances he/she has the authority to do so with formal notification and approval of a simple majority of the IOC.
- r. All LOC committees will be required to have one or more members of the IOC in a prominent role for the duration of the preparations, and through to the end of the hosted conference. The LOC chair must make known these individuals during his/her presentation to the IOC when bidding for the conference.

7. ARTICLE. Composition and Responsibilities of the LOC

- a. In an effort to provide maximum flexibility to the local organizing committee the IOC sets out guidelines for the LOC to follow but does not mandate specific venue requirements. However, in order to maintain a reasonable level of consistency from conference to conference as well as a high standard of technical excellence, the IOC reserves the right to require any LOC to alter specific practices or to revise any aspect of the conference that is deemed inappropriate by the majority of IOC members. Consequences of noncompliance are withdrawal of the "Approval to Host" and of permission to utilize the conference name and attendee list.

- b. The Local Conference Chair has the responsibility of setting up and leading the local organizing committee (LOC), which usually has a majority of members appointed from the host institution.
- c. The Local Organizing Committee (LOC), has responsibility for making all the local arrangements, e.g. booking lecture rooms, a display area for the poster sessions, the instrument exhibition, all refreshments including the banquet, hotel accommodation, etc.
- d. If asked by the IOC chair, the LOC will formally inform the IOC of all LOC, IAC and PC members (and any other participants in the conference venue) at least one year prior to the conference itself. In extreme circumstances (as deemed by the IOC chair), the IOC has the right to veto inappropriate members on any committee by formal motion, vote and 3/5 approval of the IOC.
- e. The Conference Chair will designate and set up a local Program Committee (PC) chair, which has responsibility for the scientific program. This includes soliciting abstracts, reviewing them, organizing all the scientific sessions, inviting plenary and keynote speakers, etc. Most institutions which host the conference do not have the scientific strength and breadth to enable them to set up a PC in house to deal expertly with all topics represented at the conference. Consequently a PC is generally set up with experts from a number of different institutions appointed to represent the major specialties of the conference. These are usually appointed from the host institution and other institutions which are close enough geographically to permit a meeting to be held if necessary to review the abstracts when they are submitted. The Program Chair, usually in consultation with the Conference Chair, would have the responsibility of setting up this committee, and then he/she would have the responsibility of leading it.
- f. The Local Conference Chair will designate an International Advisory Committee (IAC), which is set up to make nominations for invited speakers to the Program Committee. This is a committee of international experts appointed from countries all over the world with expertise across the whole field of the conference, and, as stated, its main task is usually to make nominations for plenary and invited keynote speakers. It is then the responsibility of the PC to select the plenary and some of the keynote speakers from these nominations. The remaining keynote speakers are selected from the submitted abstracts.
- g. At the current time, the IOC is composed of members whose credentials and breadth would overlap significantly with the IAC. So long as this is the case, it is recommended that the IOC membership be substituted for a separately appointed IAC. The reasons for this include making best use of the IOC expertise and connections to assure top quality invited speakers, keeping continuity and subject scope consistent from year to year and encouraging greater involvement on the IOC in each individual venue.
- h. The Conference Chair or at most one designated member of the LOC will serve as an “ad-hoc” member of the IOC from selection of the nominating organization until the completion of the said conference. If already an IOC member the individual will remain an IOC member throughout. As an ad-hoc member of the

LOC, the LOC chair or designee will have full voting rights and full participation in IOC decision making and meetings throughout the period of participation.

- i. All organizational, financial and program decisions associated with the operation of the specific conference venue are the responsibility of the LOC. The IOC will provide guidance and assistance when called upon as well as assuring that the overall event is consistent with the guidelines set out in these By-Laws.
- j. The IOC currently provides no financial assistance or indemnity to the LOC, which is solely liable for any debt or profit incurred during the course of hosting the conference. In the future it is the intent of the IOC to try and provide upfront financing in the form of a low, or no interest loan to the local organizing committees that request this service. The IOC would also like to sponsor local prizes, such as student paper competitions, or support speaker or student travel. To obtain such support the LOC chair of the requesting committee will formally petition the IOC through a presentation made at the IOC meeting immediately preceding the venue in question. The availability of this support depends upon the resources and desires of the IOC at the time, and will be decided upon by a quorum vote of IOC members at the presentation meeting.
- k. The LOC is responsible for reporting to the IOC at each meeting, both on the progress of the upcoming event beginning two years ahead of the scheduled conference, as well as on total attendance, breakdown of attendees by country, number of submitted papers and number of rejected papers after the event is complete.
- l. No detailed financial disclosure to the IOC is required, however it is very strongly recommended that statistics and costs be communicated to the IOC chair for helping future organizers gauge the scope and expenses for any upcoming venues.
- m. *In order to avoid extra costs and in an effort to maintain continuity from event to event, the IOC will make available web based content that can be used to promote and host future conferences. This content is currently archived on servers at the California Institute of Technology. DNS names have also been paid for and reserved for all future events under the designation www.irmmw-thz20xx.org. Costs for these services will be covered by the fees paid to the conference committee by the IEEE and collected by the IOC for the privilege of distributing and archiving the Digest papers. Typical costs in 2008 were \$600/annum but may vary with the quantity and quality of services desired.*
- n. The LOC is responsible for hosting the IOC, the Kenneth J Button Awards Committee, the By-Laws Committee and the Editorial Board of the Journal of Infrared and Millimeter Waves during the conference. Hosting implies reservation and assignment of meeting space and financial responsibility for any refreshments that are deemed appropriate for the meetings. The LOC should make every effort to accommodate the chairs of the various parties requesting meeting space.
- o. The LOC is responsible for issuing the “Call for Abstracts”, the collection, sorting and reviewing of abstracts and final papers, the assignment of abstracts to

particular sessions or poster events, the nomination, solicitation, selection and slotting of Plenary and Keynote Speakers, acceptance and acceptance ratio of submitted abstracts, the form and content of the technical program, the collection and issuing of the conference proceedings and the endorsement of the IEEE. Although specific requirements are not levied on the LOC, the LOC is strongly encouraged to follow closely all the guidelines specified in these By-Laws under their associated Articles. Failure to pay attention to these details can result in removal of IOC endorsement.

- p. The LOC will reserve one Plenary session for the winner of the current Kenneth J Button Prize. The length and time of the session is at LOC discretion although it is required that the session be prominently placed at the conference.
- q. The LOC will include in their planning a banquet for all attendees. The time, day and cost to members of the banquet is at LOC discretion but it is encouraged that the banquet be held in the evening and towards the end of the conference. It is also recommended that the banquet cost be included in the general registration fee for attendees.
- r. The LOC will generate and maintain a local website for registration and conference information which includes the DNS name [www.irmmw-thz20XX](http://www.irmmw-thz20XX.org). For consistency it is strongly recommended that the full DNS name be www.irmmw-thz20XX.org. The site should be activated as closely as possible to the completion of the prior year's conference and can remain active as long as the LOC desires. This website will be cross-linked to the general IOC site, <http://www.irmmw-thz.org>. A template for the website is available from the 2008 venue. Servers for the site are also offered through California Institute of Technology for a small maintenance fee.
- s. The LOC will contribute the required hosting fee levied by the IOC on each attendee at the conference. This fee is set ahead of time by the IOC and communicated to the LOC upon acceptance of the hosting proposal. The 2008 fee was set at US\$100/attendee. In 2010 and 2011 this fee has been set at \$50 per attendee, regardless of the fees collected by the LOC through the registration process. The fee will be turned over to the IRMMW-THz society board chair within 30 days of the end of the hosted conference. In hardship cases the IRMMW-THz society may decide to waive all or part of this fee upon full vote of the board and 3/5 approval.

8. ARTICLE. General Conference Format and Content Guidelines

- a. For consistency from year to year the IOC lists the following conference format and content guidelines that should be used as a starting point for event planning. A complete set of planning documents and guidelines can be found at: <http://www.irmmw-thz.org/committees/Hosting/index.html>
 - i. *Preferred Dates: September/October*
 - ii. *Preferred Length of Venue: M-F (one week)*

- iii. *Preferred Site: Significant, pleasant, readily accessible, generally interesting location with a range of available facilities and/or accommodations. Adequate meeting and dining facilities. Flexibility to accommodate changes in scope or program.*
- iv. The official conference language for all oral, poster and written documentation is English.
- v. *Preferred Program Format (an example from 2008 can be found on: <http://www.irmmw-thz.org/committees/Hosting/index.html>)*
 - 1. *One Plenary session each day accommodating all attendees and populated by special invited speakers. Also refer to ARTICLE 11.*
 - 2. *One Keynote talk per technical session drawn from a mix of pre-invited speakers and selections elevated to Keynote status from submitted abstracts. Also refer to ARTICLE 11.*
 - 3. *Session Topics similar to, or drawn from the following list:*
 - a. *New IR, THz and MMW applications in Biology and Medicine*
 - b. *IR, THz and MMW Astronomy, Atmospheric, Plasma and Environmental Science Applications*
 - c. *IR, THz and MMW Spectroscopy, Instrumentation and Material Properties*
 - d. *IR, THz and MMW Applications in Security and Defense*
 - e. *IR, THz and MMW Imaging and Imaging Applications*
 - f. *IR, THz and MMW Industrial Applications*
 - g. *MMW and Submillimeter-Wave Radar and Communications*
 - h. *Ultra-fast Measurements in Chemistry and Physics*
 - i. *Terahertz Instruments; both Frequency and Time Domain*
 - j. *Transmission Lines, Waveguides and Antennas*
 - k. *Gyro-Oscillators and Amplifiers*
 - l. *Free Electron Lasers and Synchrotron Radiation*
 - m. *Novel Devices and Components for IR, THz and MMW applications*
 - n. *Modeling and Analysis Techniques*
 - o. *IR, THz, and MMW Sources, Detectors and Receivers*
 - p. *High Power, Nonlinear and Optoelectronic Effects at THz Frequencies*

q. IR, THZ and MMW Future Applications, Markets and Directions

- 4. Session Structure: Oral and poster sessions sufficient to accommodate most or all of the topics in the prescribed list are recommended. Generally a mixture of approximately equal oral and poster presentations has proven successful, with parallel oral sessions as required and separate poster sessions distributed throughout the conference. It is up to the LOC to try and separate topics in such a way that clashes of topics in parallel sessions is minimized. Some guidelines are available from past conference programs and by consultation with past LOC and IOC chairs. It has proven desirable to ask submitters to choose between poster and oral presentation and to assign papers to one or the other only after LOC review. The mix of poster and oral presentations varies from year to year and depends largely on the number of quality submissions. 90 minute oral sessions followed by short breaks of 15-30 minutes has proven to be a successful format. Oral talk lengths have varied between 15 and 25 minutes with longer time reserved for Keynote and Plenary presentations. It is recommended but not required, that program chairs follow the examples of past conferences.*
- 5. Refreshment breaks between oral sessions are highly recommended as a means for promoting discussion as well as providing time for changing physical locations when there are parallel technical sessions or an accompanying commercial display.*
- 6. Poster sessions have become quite popular in recent times and are a significant part of current programs. A convenient display location close to the oral sessions is recommended with at least a portion of each poster session time slot set so as not to overlap with ongoing oral sessions. A location in proximity to any associated commercial show and some sort of available refreshments are encouraged for the poster sessions.*
- 7. No photographing of presentations will be allowed during the conference talks other than those used for general conference advertising or which have been explicitly set up and approved by the LOC or IOC.*

9. ARTICLE. Abstract and Paper Submission Guidelines

- a. A one page abstract in IEEE eXpress PDF format is highly recommended although not mandatory. Shorter (than full page) abstract submissions have been used in the past but the review process becomes much less viable with such limited information provided.*

- b. *Abstracts should be collected at least six months prior to the start of the conference. It is recommended that they be highly polished, contain a complete author and affiliation list, conform to IEEE eXpress standards and be suitable for publication in the conference digest in the event that a full paper is not submitted. A template for such a process is available from the 2008 conference chair as well as on the IRMMW-THz Hosting webpage, with complete instructions and samples.*
- c. *In order to expedite program compilation and author correspondence it is recommended that the Abstract and Final paper submission process be run through a web input database process. A template database is available from the 2008 conference chair.*
- d. *Following abstract review and selection, corresponding authors should be notified and given a minimum of one month to finalize and submit final papers.*
- e. *A two page paper in IEEE eXpress Standard PDF format is recommended for general presentations. Up to three pages are recommended for Keynote authors and up to four pages for Plenary submissions. This final submission is required of all presenters, although abstracts may be substituted if no paper is received by the required deadline. A web database input process is recommended with tracking of official title, presenting and corresponding author(s), all co-author(s) and associated affiliations. This will greatly facilitate program layout and final digest assembly.*
- f. A full digest with all submitted papers is required for IEEE technical co sponsorship and is the responsibility of the LOC (see Article 12).

10. ARTICLE. Web Hosting, Content and Upkeep

- a. The IOC will maintain the conference series website through voluntary labor commitments from IOC members or the attending community. The IOC chair is responsible for site staffing and/or upkeep.
- b. The site itself is currently maintained on servers at the California Institute of Technology. A small upkeep fee (\$50/month) is required for server maintenance. This fee has been paid from 2008 conference funds. Following depletion of these funds the website will be funded through a tax on subsequent conferences. This tax will consist of the IEEE copyright fee paid to the LOC chair at the completion and submission of the final IEEE formatted digest files. In 2008 this fee was \$1000. The fee will be turned over to the IOC chair within nine months of the conclusion of the prior year conference venue. The LOC chair is responsible for collecting this fee from IEEE and turning it over to the IOC chair.
- c. The official DNS name for the website has been reserved in perpetuity and is currently: www.irmmw-thz.org. A DNS name for each conference venue must be reserved and paid for by the corresponding LOC committee. For 2008 this name is www.irmmw-thz2008.org. Similar designations are required for future conferences in order to maintain consistency of browser based searches.

- d. *Hosting servers can be either private or commercial but should be activated as soon as possible following the close of the prior venue and stay active for at least three months following the conference itself.*
- e. The series website shall display and maintain links to all future and past sites that remain active.
- f. The series site shall be updated with current information relating to each conference venue as well as serving as an information gateway and archival site for conference related materials. Special protected areas are recommended for the use of committees and committee chairs as arranged with the website manager and current IOC chair.
- g. No formal guidelines are required for individual venue web pages however maintaining information accuracy is essential and will be policed by the IOC. Displaying formal ties and a link to the general conference series, listing IOC members, and references to past and future events should appear on the site. The official conference series name should appear prominently as: International Conference on Infrared, Millimeter, and Terahertz Waves.

11. ARTICLE. Selection, Solicitation and Support of Invited Speakers

- a. *Plenary Speakers: Generally two speakers/session at 30-45 minutes per speaker has proven to be very popular. A varied range of topics is suggested, typically those of general interest or overviews with popular appeal. Plenary speakers should be well established and well respected experts in their fields. It is recommended but not required that speakers be chosen from outside the IOC and that at least a full conference cycle be completed before any speaker is selected again for a Plenary talk.*
- b. *Keynote Speakers: Generally one speaker per technical session with slightly longer time allocated for the Keynote. It is recommended that Keynote speakers include a small number, perhaps 10-20%, of IOC members and that at least a full conference cycle be completed before any speaker is selected again for a Keynote talk. Generally pre-selecting 50% of the Keynote speakers prior to the Abstract submission deadline will assure a high quality of Keynote paper submissions and still allow new and/or unanticipated results to be presented as Keynotes at the conference.*
- c. Solicitation and invitation of Plenary and Keynote speakers is the responsibility of the LOC or Program Committee (PC) and will generally involve the IAC (International Advisory Committee) if one is in place. However, it is strongly advised that IOC membership be polled for recommended speakers in both categories prior to the invitation process. IOC members can also help with speaker solicitation. Invited speakers and topics should reflect the expected distribution of contributed papers, both their technical area emphasis, as well as the broad international participation of the contributors.

- d. *Traditionally neither Keynote nor Plenary speakers have received financial compensation, registration discounts or travel support, although exceptions abound. These are up to each LOC and are largely based on the financial support and sponsorship of the particular event. No IOC funding is available for this form of financial discount at the current time.*
- e. *Example invitation letters for both Keynote and Plenary speakers from the 2008 conference are available on the Hosting web page, <http://www.irmmw-thz.org/committees/Hosting/index.html>*

12. ARTICLE. Fulfilling IEEE Technical Co-Sponsorship

- a. Setting up and maintaining IEEE co-sponsorship of the conference *series* is the responsibility of the IOC, however meeting the IEEE guidelines and all inputs to IEEE for individual venues is the responsibility of the LOC.
- b. The following steps and guidelines outline the current requirements:
- c. IEEE MTT ADCOM approval for technical co-sponsorship of the IRMMW-THz series is renewed every three years by the IOC and is the responsibility of the IOC chair. However a separate application for each venue *must* be submitted by the LOC chair at least nine months prior to the conference and preferably sooner. The application is available from the 2008 conference chair and is posted at <http://www.irmmw-thz.org/committees/Hosting/index.html>. This application with the contained information accurately updated must be submitted to the IEEE ADCOM representative— in 2008, Ryan Miyamoto ryan.miyamoto@ieee.org.
- d. Following submission and notification of technical co-sponsorship approval by the IEEE ADCOM, the LOC must apply to the IEEE Conference Publications Management Group for conference registration and assignment of a conference numeric designation and official title. This title must be XXth International Conference on Infrared, Millimeter, and Terahertz Waves. The IEEE application must be submitted via the web at: http://www.ieee.org/web/conferences/organizers/required_documentation.html under the link <http://ta.ieee.org/InfoSched/Welcome.aspx>. Questions or additional information is available by writing to conference-service@ieee.org.
- e. Completion of the IEEE application will result in an email noting the conference numeric designation (typically 5 digits, 2008 = designation 14045). The conference will also be referenced and archived at IEEE at site: <http://ta.ieee.org/infosched/submission.aspx?tag=14045>.
- f. The numeric designation can now be used to register for access to PDF eXpress – the paper validation site and process. This application is processed through: http://www.ieee.org/portal/cms_docs/pubs/confstandards/pdfexpress/pdf_eXpress_Site_Setup.jsp.
- g. Access to the PDF eXpress site can be used in the abstract and paper submission processes for screening submissions for compliance with IEEE archival

requirements and the access password can be given out to prospective paper submitters.

- h. The designated LOC publications coordinator will receive from IEEE (confpubs@ieee.org) a “Letter of Acquisition” which explains all the remaining steps associated with creating and archiving the conference papers on IEEE eXplore. A sample letter can be found at: <http://www.irmmw-thz.org/committees/Hosting/index.html>. This letter must be signed and returned to IEEE by the LOC chair or designee.
- i. The IEEE requires 3 sets of IEEE eXplore compliant PDF files covering the complete conference technical submissions as well as cover pages, general conference information and any other materials that are to be published as part of the conference digest. Also required are 6 complete CD ROM/DVD/USB versions of the digest. Instructions and formats for preparing these document files are located at:
<http://www.ieee.org/portal/pages/pubs/confpubcenter/instructions.html>.
- j. In addition to the digest compilation specific copyright and cataloging procedures are required at time of paper submission. These are listed at: <http://www.ieee.org/portal/pages/about/documentation/copyright/cfrmlink.html>
- k. **Note that every submitted paper must contain an IEEE copyright code at the bottom left of the first page of the PDF document. For 2008 this was done by having the code already inserted into the word document template used for abstract and full paper submissions. The correct code will be listed in the IEEE Letter of Acquisition. For 2008 this code was: 978-1-4244-2120-6/08/\$25.00 ©2008 IEEE.
- l. Complete paper submission and handling instructions helpful to both LOC and authors can be found in the file Author-Instructions-for-IRMMW-THz2008.pdf located at: <http://www.irmmw-thz.org/committees/Hosting/index.html>.
- m. Note the LOC chair is responsible for fulfilling all IEEE paper input and digest archive procedures.
- n. After receipt and verification of all materials, IEEE will issue payment (currently \$1000) to the IOC as compensation for these services.

13. ARTICLE. Proceedings Format, Distribution and Archiving

- a. Each LOC is responsible for producing and distributing to each paying attendee at the conference both a program guide and a complete digest of accepted papers. These may be in paper or electronic form, however the digest must be submitted to IEEE as an IEEE eXpress compliant electronic PDF file set as discussed in the preceding ARTICLE. It is recommended that the program booklet be available and distributed in paper form.
- b. *A sample program and digest can be found at:*
<http://www.irmmw-thz.org/committees/Hosting/index.html>.

- c. *Program Book Format: The program booklet should list in a concise form all sessions, their locations and time, talk and poster session titles, presenting and co-authors, affiliations and sufficient information for attendees to quickly orient and plan their time at the conference. Additional information on associated events, local activities, food, lodging and other useful orientation information are strongly encouraged. Some information on the general conference series, information relevant to the current venue as well as an advertisement for the subsequent venue are also suggested.*

14. ARTICLE. Guidelines for Banquet and Special Events

- a. All LOC chairs are required to hold a banquet or general event for all attendees and associated guests. It is recommended that the banquet or event be set in the middle of, or towards the end of the conference so that attendees will have some familiarity with the facilities as well as other attendees.
- b. At some place in the conference where all attendees are gathered (banquet suggested), several communal announcements are required. The IOC chair will announce the location of the next venue and relay any conference series related news items appropriate to the general community. The LOC chair or designee will provide some general statistics to the community on the current conference, minimally, the number of papers submitted and accepted, and the number of registered attendees. The LOC chair or designee will pass the conference trophy, currently a framed copy of the Call for Papers, to the next LOC chair or designee. If desired the Button Prize Committee chair or designee will announce the current year Button Prize winner (selected at the prior conference) and present the associated plaque and award.
- c. *Due to the current length and size of the conference it is suggested, but not required, that the LOC provide some associated special events or excursions for attendees and their guests. These may include additional receptions, outings, special sessions, snacks or meals, entertainment or other activities that may be generally appreciated by the attending community.*

15. ARTICLE. Kenneth J Button Prize

- a. The Kenneth J. Button Prize is associated with the IRMMW-THz conference series and is administered by the Kenneth J Button Prize Committee, current chair Dr. Terence Parker.
- b. Each year the Kenneth J Button Prize Committee selects one recipient from a number of submitted candidate nominations that come from the general scientific community. Procedures and guidelines for nominating recipients can be found at: http://www.irmmw-thz.org/button_prize/index.html.
- c. The IOC is responsible for including this process with each conference.

- d. The LOC will provide meeting space and refreshments for the prize committee at no cost to the committee or the IOC.
- e. The chair of the prize committee will inform the LOC chair of committee needs for meeting space and number of attendees at least one month prior to the conference. Every consideration will be given to the prize committee chair for choice of time and date with deference to the LOC chair for final decision in light of associated conference logistical arrangements.
- f. Selection of the Kenneth J Button Prize winner follows an accepted procedure set up by the first prize chair:
 - i. Nominees are solicited through the conference website, the Journal of Infrared, Millimeter, and Terahertz Waves - JIMT, the hosting organization of the prize itself – Institute of Physics, and if desired by verbal or written announcement to the community at large.
 - ii. Nomination packages are collected by the Prize Committee Chair well in advance of the next conference venue.
 - iii. Nomination packages are distributed to Prize Committee members in advance of the conference.
 - iv. An initial candidate down selection process may occur if desired by the Prize Committee chair.
 - v. Prize committee members meet for discussion and review of nominees at the conference.
 - vi. Voting takes place at the conference through a defined process wherein first, second and third choice candidates receive weighted votes.
 - vii. The Prize Committee chair announces the winning candidate.
 - viii. Remaining candidates may be moved forward for consideration in the next cycle if they receive significant numbers of votes to warrant reconsideration.
 - ix. The Prize Committee chair informs the winner at his/her discretion sometime after the close of the conference. Other committee members are asked to keep the selection proprietary until this time.
 - x. The Prize winner is announced on the series website and is given his/her prize at the next conference in the series as well as a slot for presenting a Plenary talk.

16. ARTICLE. Local Financial Guidelines

- a. Conference fees will be set by the LOC and will fluctuate according to event location, number of expected attendees, local costs and services provided. Discounts or waivers for students, retirees, invited speakers etc. are at the discretion of the LOC. Historically all attendees, including IOC and LOC

members, invited Plenary and Keynote speakers, students and guests have been required to pay equal registration fees as a baseline. The registration fee will include a hosting fee for the IRMMW-THz Society which is set by the society board at least two years in advance of the conference. This fee is levied on a per attendee basis regardless of whether or not the fee is actually collected from all attendees. The fee will be turned over to the society chair within 30 days of the end of the conference. *In 2008 a 25% student discount was offered throughout the registration period, early registration with a 20% discount was offered for one month, and a few (very few) speakers were given some degree of fee discount, typically 50%, and only in cases of great need or specific petition. In 2010 and 2011 the hosting fee was set at \$50 per attendee.*

- b. The LOC is responsible for certain specific costs that must be accommodated within the scope of the conference. These include: (1) any brochure or advertising costs, (2) costs for digest (CD) assembly, publication, distribution and archiving at IEEE, (3) program book assembly and printing, (4) hosting the required IOC and committee meetings, (5) website setup and maintenance fees for the local event, (6) costs for meeting halls and appropriate audio visual support, (7) costs associated with attendance and presentations by the LOC chair at a minimum of two annual IOC meetings plus the IOC meeting at the conference itself.
- c. Proceeds (or debt) from any individual venue are the sole property and responsibility of the LOC.
- d. Financial compensation from IEEE for Digest archiving will be collected by the IOC.

17. ARTICLE. Association and Involvement with IRMMW-THz Journal

- a. The IRMMW-THz conference series has long held a close association with the International Journal of Infrared and Millimeter Waves (now Journal of Infrared, Millimeter, and Terahertz Waves – JIMT), published by Springer Netherlands. The LOC is strongly encouraged to support this link with the journal.
- b. *In 2008 all, with agreement from Journal editors, Plenary speakers were given the option of having their submitted digest paper appear in existing or expanded format as an invited paper in a designated issue of JIMT. This option was communicated directly to solicited speakers in the formal invitation letter.*
- c. *In 2008, Keynote speakers were asked in the invitation letters to consider submitting expanded digest papers to JIMT.*
- d. *In 2008, all attendees were told in the program book as well as at the introductory Plenary session that expanded paper submissions could be submitted to JIMT for possible inclusion in a special designated issue.*
- e. *Editorial staff members of JIMT are encouraged to work closely with IRMMW-THz LOC and IOC members to continue this association.*

- f. JIMT Editorial board meetings have been scheduled at several recent venues and are recommended at future venues.*

18. ARTICLE. General Conference Sponsorship and Advertising

- a. Each LOC is encouraged to solicit conference sponsorship and/or financial support from local or international science organizations and/or donors.*
- b. In the event that these sponsors are publicly advertised either on the general or the local conference website, at the conference venue itself, or in the digest or program booklet, they must be disclosed to the IOC. The IOC is responsible for assuring that such advertised sponsors are appropriate and may exercise veto authority for such public disclosure by majority agreement within the IOC.
- c. In the event that particular sponsors want to exercise control over content or venue format or impose any other restrictions that may impact the nature and operation of the conference the IOC must be informed of these constraints and has the authority to veto any requirements that are deemed inappropriate by majority ruling of the IOC.
- d. IEEE will freely advertise the conference venue both in their search engine and in Microwave Magazine and other publications with permission of the LOC. In addition the Call for Papers can be included in certain IEEE publications by arrangement with the MTT ADCOM.*
- e. The general series website will advertise and provide links to each local venue.
- f. Commercial, educational, scientific or government vendors or representatives may wish to sponsor or procure space at the conference for advertising purposes. Fees and arrangements for such participation or displays are at the discretion of the LOC. However as with financial sponsors, any outside interests that substantially alter the content, operation or operation of the conference must be brought to the attention of the IOC. The IOC has the authority, by majority ruling, to veto any requirements that are deemed inappropriate.
- g. No advertising or solicitations for personnel shall be part of any technical presentation.
- h. No photographing of presentations will be allowed during the conference talks other than those used for general conference advertising or which have been explicitly set up and approved by the LOC or IOC.

19. ARTICLE. Financial Maintenance of the IOC and Series Website

- a. The LOC is responsible for all costs and any debt associated with a specific venue and no fees, financial disclosure or other financial responsibilities are levied on the LOC with a two exceptions: (1) A small fee for maintaining the general series website will be collected each year by the IOC. The funds will be derived from the fee paid by IEEE to the conference series for the right to archive and distribute

the conference digest. (2) A hosting fee which may be part of the registration for the conference and charged on a per attendee basis. The fee is set by the IRMMW-THz board and communicated to potential conference hosts before final acceptance of the hosting contract.

20. ARTICLE. Amending these By-Laws

- a. These By-Laws are intended as an aid for future IOC and LOC members and potential conference hosts. They are representative of the thoughts and experiences of the committee that produced them, and the times during which they were first put down in writing. They are neither immutable nor meant to be overly constraining. They can, and should be revisited each year and modified according to the desires and combined wisdom of the IOC. As such ARTICLES can be added as amendments through introduction and 3/5 favorable vote of the IOC. ARTICLES can also be removed or amended with similar ease.
- b. In an effort to expedite initial amendments or changes, the By-Laws committee will remain in place for two years following the release and approval of the initial By-Laws document. After this period the IOC chair or a designate will be responsible for maintaining and updating these By-Laws.
- c. After the last major By-Laws update process in October 2009, the main text of these BY-Laws shall remain unchanged except for minor typographic upgrades. All subsequent changes or amendments shall appear as AMENDMENT ARTICLES so as to more readily identify changes to the document. As such AMENDMENT ARTICLES should be consulted whenever referring to items that appear in the 20 core ARTICLES contained above.

Submitted to the IRMMW-THz IOC by Peter Siegel, January 2009.

Unanimously Approved by the full IOC: April 20, 2009.

First Amendment Process to By-Laws completed October 10, 2009. Addition of hosting fee to be levied on LOC and held by the IRMMW-THz Society in support of past and future conferences. Unanimously approved. Changes were incorporated directly into the 20 core ARTICLES. All subsequent amendments will appear as additional ARTICLES below.

AMENDMENTS TO THESE BY-LAWS

21. ARTICLE. 2010 Exceptional Service Award

- a. Beginning with IRMMW-THz 2010 an Exceptional Service Award is established to recognize outstanding service to the society. The award is intended for a single recipient who will be selected each year through a formal nomination and voting process detailed below. The award is to be announced and distributed at the conference banquet by the board chair or

designated representative and is to include a plaque or certificate with the award description and recipient's name. The registration fee for the conference during which the award is presented will be waived by the LOC chair. The society chair or designate will be responsible for managing the award process, drawing up the plaque and presenting the award.

- b. The award recognizes exceptional service by an individual to the IRMMW-THz Society and therefore the recipient is to be formally approved by the current board members through a nomination and voting process that takes place each year at least three months prior to the date of the conference. The board chair or designate is responsible for soliciting nominations, distributing the names, compiling the vote tally and announcing the winner to the board and the prize recipient no less than one month prior to the conference. Nominations can be contributed by present and past board members or members of the community at large, but voting takes place through current board members only. The nomination process will be clearly enunciated on the society web page and maintained by the society board chair. At a minimum, nominations should include a short write up highlighting the proposed recipient's contributions and the nominator's reasons for proposing a particular candidate. This write up will accompany the list of names distributed for final voting. No limit is placed on the number candidates that are nominated each year. Voting will consist of a simple majority selection process with a close off date set by the board chair or designate. Votes from 3/5 of the society board constitute a quorum for selection of a candidate. The process is reset and repeated each year with no special preference given to candidates nominated in a prior year.
- c. The board chair will record, maintain and publish the names of all prize recipients, be responsible for notifying local organizing committee chairs of these recipients each year, and assure that the recipients receive a waiver of the conference and banquet fee if they so desire. In the case of financial hardship on the part of the local organizing committee, the local committee chair may appeal to the society board for reimbursement of the fee waiver. A majority vote by the board will decide whether or not to grant such reimbursement on a case by case basis.

22. ARTICLE. 2010 Hosting Fees for Future Conferences

- a. Hosting fees for the 2011 and 2012 conferences were set at \$50/paid attendee (including students and discounted attendees).
- b. Hosting fees for the 2013 and 2014 conferences were set at \$50/paid attendee (including students and discounted attendees). Amended Oct. 3, 2011.
- c. Hosting fees for the 2015 and 2016 conferences were set at \$50/paid attendee (including students and discounted attendees). Amended Sept. 24, 2012.

- d. Hosting fees for the 2017 conference were set at \$50/paid attendee (including students and discounted attendees). Amended Sept. 3, 2013.
- e. Hosting fees for the 2018 conference were set at \$50/paid attendee (including students and discounted attendees). Amended Sept. 14, 2014.

23. ARTICLE. 2010 Formal Recognition For Retiring IOC Members

- a. Retiring IOC (Society Board) members who inform the Board Chair at least 3 months before attendance of their last conference as full board member shall be recognized with a certificate or plaque at either the board or IOC meeting and/or the conference banquet for past services rendered to the Society. The board chair is responsible for implementation directly or through a chosen proxy.

24. ARTICLE. 2010 Establishment of Society General Secretary

- a. The position of Society General Secretary is established to incorporate the administrative functions of the board secretary and treasurer functions. The position entails management of funds, keeping of accounts, filing of taxes, taking of meeting minutes, and all administrative duties necessary to maintain the corporation's status as a mutual benefit corporation. The General Secretary reports to the Board Chair.
- b. The General Secretary will be appointed and affirmed each year at the Society board meeting through a nomination and voting process that conforms to established quorum rules. A simple majority vote is necessary for election. The current Board Chair is responsible for conducting the nomination and election process which may be open or closed ballot at the discretion of the chair.
- f. A requirement of the General Secretary is coordination and information transfer to the current board chair so that detailed information necessary for carrying out the functions of the position are held by more than one individual at all times. The General Secretary is also responsible for transfer of all relevant information and documents to any newly elected official that assumes either the General Secretary or Chair function.
- g. No restrictions are placed on the number of terms served or the number of sequential nomination and election processes for the General Secretary position.

25. ARTICLE. 2010 Society Membership and Fund Raising

- a. Membership and fund raising activities under the Society banner are authorized. These include any and all activities that are consistent with the

Society's role and function as a mutual benefit corporation. These may include, but are not limited to, membership fees, implementation and subscription to newsletters or other informative brochures, discount and gift offers etc.

- b. Activities will be coordinated through the office of the Society General Secretary and approved by the Society board through simple majority vote.

26. ARTICLE. 2011 Society Sponsored Student Presentation Prize

- a. An annual student paper/presentation prize has been authorized. The prize is directly sponsored by the Society, through an established Student Prize Committee (b below) and consists of a cash award presented to the three best student presentations of a regular submitted paper. The prize has been implemented for the first time at the 2011 conference in Houston, Texas with the following stipulations. These stipulations are suggested for future conferences but are not binding. However changes must be approved by the majority vote of the Society board:
 - i. *Prospective participants sign up through the paper upload process each year (notification and rules are posted on the web site of the current conference).*
 - ii. *A pre-established Student Prize Committee (with some help of other IOC/TPC members) selects 6 - 8 contributions for further consideration based on the 2 page abstract submitted via the regular paper acceptance process.*
 - iii. *Successful shortlisted candidates are notified by email and double checked for attendance at the conference. Unsuccessful candidates are also notified.*
 - iv. *Shortlisted candidates give a presentation to the Student Prize Committee during the conference. The conference LOC will provide a room and timeslot for these presentations to take place in consultation with the chair of the prize committee.*
 - v. *The winner and up to two runners up will be selected for a cash award. The awards will be presented at the conference banquet by the Chair of the Student Prize Committee or an approved designate.*
 - vi. *The value of the awards will be designated each year by the IOC in consultation with the Student Prize Committee. The IOC Chair is responsible for providing the funds via the Society accounts. In 2011 the fee was set at \$500 first place, \$300 second place, \$100 third place. In addition certificates were printed and distributed for all finalists (3 runner ups, 1st, 2nd, 3rd place winners).*

- vii. The value of the prize for 2013/2014 was set at: \$500/\$300/\$200 for 1st/2nd/3rd, \$400/\$400/\$200 for a first place tie, and \$500/\$250/\$250 for a second place tie at the Society Board Meeting on Sept. 2, 2013.
- viii. The value of the prizes for 2015 were set to be identical with those in vii. Above at the 2014 Society Board Meeting on Sept. 14, 2014.
- b. The IOC Chair will assemble a Student Prize Committee each year to carry out the functions of the student prizes. The Committee shall consist of a minimum of three members of the IOC. The Committee will designate a Chair who will be responsible for coordinating the activities of the Student Prize Committee with the IOC. The Committee shall be responsible for delineating the rules, the prize process and the cash award for the prize each year, and shall present these to the IOC for formal approval by quorum vote before the announcement of the prize on the pending conference web site.

27. ARTICLE. 2011 Process for Handling Testimonials

- a. If a board member wishes to honor a colleague or other individual who has passed away during the period between successive conferences he/she should propose the honoree's name to the society Chair for presentation to the full board for a quorum approval vote before the deadline for compilation of the upcoming conference program book. The deadline will be requested from the upcoming conference LOC chair and communicated to the proposer and the society board. A quorum vote will take place via email after a short discussion period set by the society Chair. A simple majority will dictate the outcome.
- b. If the board approves the honoree, the proposer will prepare a one page memorial tribute and deliver it to the upcoming conference LOC chair for inclusion in the program book. The memorial must conform to the format, page limits and any printing restrictions that apply to the general program book and be delivered on a schedule determined by the LOC chair.
- c. Any additional memorial processes must be raised before the full board at the next full Society board meeting and be discussed and approved by a board vote through a quorum majority.

28. ARTICLE. 2012 Number of Papers per Registered Participant

- a. As an addition to Article 9 subheader g is included as follows:
 - g. There will be no limits placed on the number of papers per registered participant.

29. ARTICLE. 2013 Establishment of LOC Start-Up Fund

- a. The Society sets aside \$25,000 to be utilized as a perpetual conference START-UP FUND for future support of Local Organizing Committees who need to utilize it in the preparatory phases of the conference (typically 18-6

months ahead of the event) and prior to the collection of registration fees. The fund was established through a grant made to the Society by Peter H. Siegel through Caltech in 2013. The fund can be drawn upon, for any amount up to the maximum of \$25,000, after a request to the Society Chair and a simple majority approval of the Society Board.

- i. The requested funds will be provided by the Society treasurer to the LOC Chair through whatever transfer mechanism is most appropriate.
- ii. The LOC Chair will sign a Start-up Fund form prepared by the Treasurer with the amount of the request.
- iii. In compensation for the Start-Up funds, the total Hosting Fees of the affected conference will be increased by an amount equal to the Start-Up Fund bequest, plus a 3% service fee.
- iv. The LOC requesting the Start-up bequest should pay this portion of the Hosting Fees as soon as possible before the start of the affected conference, and in any case no later than 30 days after the close of the conference.
- v. The funds have to be used for the purpose of organizing the conference. No other restrictions are placed on how the funds are utilized.

30. ARTICLE. 2014 Requirement for IOC Participation on all LOC Committees

- a. As an addition to Article 6, Nomination and Selection Process for hosting IRMMW-THz, all LOC committees will be required to have one or more members of the IOC in a prominent role for the duration of the preparations, and through to the end of the hosted conference. The LOC chair must make known these individuals during his/her presentation to the IOC when bidding for the conference. (Repeated as item r. in Article 6).

2010 Amendments added and approved by 3/5 vote at Society board meeting in Rome, Italy on Monday September 6th, 2010 by 2010 IRMMW-THz Society Board quorum (see Board meeting Minutes at <http://www.irmmw-thz.org/committees>).

2011 Amendments approved in place at 2011 Board Meeting in Houston Texas (see Minutes of 2011 Society Board Meeting).

2012 Amendments approved at 2012 Board Meeting in Wollongong, South Australia (see Minutes of the 2012 Society Board Meeting).

2013 Amendments approved at 2013 Board Meeting in Mainz, Germany (see Minutes of 2013 Society Board Meeting)

Article 29 proposed and approved via email vote on October 22, 2013.

2014 Amendment (Article 30) approved by unanimous vote at 2014 Board Meeting in Tucson, AZ on 9/14/2014.

PART III. ARTICLES OF INCORPORATION

Filed with the State of California, USA, May 7th, 2009

I

The name of the corporation is: **International Society of Infrared, Millimeter, and Terahertz Waves**

II

A. This corporation is a nonprofit **Mutual Benefit Corporation** organized under the Nonprofit Mutual Benefit Corporation Law. The purpose of this corporation is to engage in any lawful act or activity, other than credit union business, for which a corporation may be organized under such law.

B. The specific purpose of this corporation is to promote the worldwide collection, dissemination and exchange of scientific and technical knowledge in the areas and disciplines involving infrared, millimeter and terahertz waves. Activities include, but are not limited to, (1) organizing, overseeing and maintaining the International Conference on Infrared, Millimeter, and Terahertz Waves, (2) promoting and interacting with the Journal of Infrared, Millimeter, and Terahertz Waves, (3) serving as a host organization and distribution agency for the executors of the Institute of Physics Kenneth J. Button Prize.

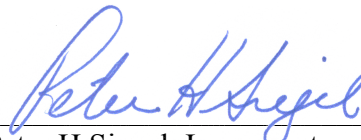
III

The name and address in the State of California of this corporation's initial agent for service of process is:

Dr. Peter H. Siegel, *Organization Chair/Treasurer*
California Institute of Technology
1200 E. California Blvd.
Pasadena, **CALIFORNIA** 91125

IV

Notwithstanding any of the above statements of purposes and powers, this corporation shall not, except to an insubstantial degree, engage in any activities or exercise any powers that are not in furtherance of the specific purposes of this corporation.



Peter H Siegel, Incorporator
5166 Oakwood Avenue
La Canada, CA 91011

Corporate Officers and Board Members (October 1, 2009)

Officers:

Dr. Peter H Siegel, *Chair/Treasurer*

Dr. Gian Piero Gallerano, *Vice-Chair/Secretary*

Chair Advisory Board:

Dr. Richard Temkin

Dr. Terence Parker

Dr. Koji Mizuno

Board Members (last name, first name, affiliation, country of residence):

Bird, Trevor, CSIRO, Australia

Chamberlain, Martyn, Durham University, UK

Coutaz, Jean-Louis, University of Savoie, France

Danly, Bruce, Naval Research Laboratory, Washington DC, USA

George, TV, Office of Fusion Energy Sciences, Department of Energy, USA

Hadni, Armand, University of Nancy, France

Havenith, Martina, Ruhr Universität Bochum, Germany

Hu, Qing, Massachusetts Institute of Technology, USA

Koch, Martin, Technische Universität Braunschweig, Germany

Leotin, Jean, Lab. National des Champs Magnétiques Intenses, Toulouse, France

Litvak, Alexander, Inst. of Applied Physics Russian Academy of Sciences, Russia

Luhmann, Neville, University of California Davis, USA

MacPherson, Emma, Hong Kong University of Science and Technology, China

Markelz, Andrea, SUNY Buffalo, USA

Miles, Robert, University of Leeds, UK

Mittleman, Daniel, Rice University, USA

Mizuno, Koji, Tohoku University, Japan (*Chair Advisory Board*)

Neil, George, Thomas Jefferson National Accelerator Facility, Virginia, USA

Nusinovich, Gregory, University of Maryland, USA

Park, Gun-Sik, Seoul National University, Korea

Parker, Terence, University of Essex, UK (*Chair Advisory Board*)

Sakai, Kiyomi, NICT/SCAT, Japan

Shen, Xuechu, Shanghai Institute of Technical Physics, China

Shenggang, Liu, Univ. of Electronic Science and Technology of China, Sichuan, China

Temkin, Richard J., Massachusetts Institute of Technology, USA (*Chair Advisory Board*)

Thumm, Manfred, Universität und Forschungszentrum Karlsruhe, Germany

Tran, Minh Quang, Ecole Polytechnique Fédérale de Lausanne, Switzerland

Wood, Ken, QMC Instruments Ltd., Cardiff University, UK

Zhang, Xi-Cheng, Rensselaer Polytechnic Institute, USA

Zhang, Chao, Wollongong University, Australia (ad-hoc)