

# **RULES OF THE ACOUSTICAL SOCIETY OF AMERICA**

The Rules of the Society were approved *in toto* by the Executive Council of the Acoustical Society of America on 8 June 2007 after review by the Technical Council. The Sections of the Rules are grouped as 1 General; 2 to 15 Executive Council and Responsibilities of Officers; 16 to 19 Technical Council and Technical Committees; 20 to 43 Administrative Committees; and 44 to 53 Members, Membership and Fees. This version includes changes approved by the Executive Council through 23 April 2010.

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## 1. GENERAL

**1.1** The activities of the Society are conducted in accordance with the provisions of the Bylaws, these Rules, and resolutions approved from time to time by the Executive Council in accordance with Article XIII of the Bylaws, viz.

### *Article XIII. Rules*

The Executive Council may, by majority vote, interpret the meaning of provisions of these Bylaws and adopt Rules, not inconsistent with the Bylaws, to govern the various activities of the Society.

**1.2** Amendments and additions to the Bylaws are made in accordance with the provisions of Article XV of the Bylaws.

**1.3** Additions to these Rules are made by action of the Executive Council in accordance with § 2.4 below. An amendment to these Rules, except as specified in § 1.4 below, is made by approval of a two-thirds majority of the voting members of said Council actually present and voting, provided that notice of the proposed amendment including the day the vote is scheduled have been given to every voting member at least 10 days before the vote on the amendment is taken, except that a member of said Council may waive the right to said notice either before or after the vote is taken.

**1.4** Additions and amendments to Rules that relate to the Technical Council and to the technical and administrative committees are made in accordance with Rules specific to the Technical Council and the committees, as specified in §16.3 and 20.7 below.

**1.5** The affairs of the Society are conducted by the Officers of the Society, the Executive Council, the Technical Council, standing Administrative Committees and Technical Committees, Technical Specialty Groups, Interdisciplinary Technical Groups and *ad-hoc* committees.

**1.6** Ex-officio members of committees do not have a vote unless otherwise specified.

## 2. OFFICERS AND EXECUTIVE COUNCIL

**2.1** The officers of the Society and their general responsibilities are specified in Article V of the Bylaws. Specific responsibilities, in addition to those specified in the Bylaws, are given in § 5 to 15 of these Rules.

**2.2** The composition and responsibilities of the Executive Council are specified in Article VI of the Bylaws.

**2.3** Regular meetings of the Executive Council are held twice each year, usually, but not necessarily, on the first and last days of the regular spring and fall meetings of the Society. Additional meetings of the Executive Council may be called by the President, as required, upon adequate notice.

**2.4** In the Bylaws and these Rules, the terms “action” or “approval” of the Council mean, unless otherwise specified, by motion or resolution approved by a majority of the Council; and a “majority” means more than half of those actually voting, not counting abstentions or absences. Council actions may be taken only if a quorum consisting of at least half of all the elected members are present. Voting members are defined by Article VI of the Bylaws. In general, the conduct of the meetings shall be in accordance with the latest edition of *Robert’s Rules of Order, Revised*.

**2.5** A member of the Executive Council may not be replaced by a proxy at an Executive Council meeting.

**2.6** Executive Council actions, except for amendments to these Rules in accordance with § 1.3, may be voted on by mail ballot. The substance of a mail ballot shall be approved in advance at a meeting of the Executive Council, and discussion should take place at that time. A mail ballot may also be conducted without prior approval provided that ballots are returned by every member of the Executive

Council entitled to vote without requesting additional discussion. Mail ballots should be phrased so that a simple response is possible (e.g., either approve, disapprove, abstain or request further discussion). A request for further discussion on a mail ballot not previously approved shall have the effect of tabling the subject until the next regular meeting of the Executive Council. The vote on mail ballots shall be confirmed at the following regular meeting of the Council. The Technical Council may also conduct mail ballots between meetings, using the same procedures and under the same conditions as described above, see § 17.7.

**2.7** The usual order of business at Executive Council meetings is: (1) Call to order, roll call, and announcements; (2) Approval of minutes of the previous meeting; (3) Reports of the President (including appointments), the Editor-in-Chief (including appointments of Associate Editors), the Treasurer, the Executive Director, the Standards Director, the Vice-President (as Chair of the Technical Council); (4) an Executive Session, including reports of the Committee on Medals and Awards, the Membership Committee, the Committee on Prizes and Special Fellowships, the Committee on Salaries and Honoraria, and any issues involving potential litigation; (5) Reports of Administrative Councils, Administrative Committees, and Ad-hoc Committees; (6) Unfinished business; (7) New business. The order may be changed and items taken out of the usual order, as circumstances require.

## 3. ELECTION OF OFFICERS AND EXECUTIVE COUNCIL MEMBERS

**3.1** Every year, a slate of candidates for the officers and new Executive Council members to be elected shall be prepared by a Nominating Committee in accordance with Article IX, Section 2 of the Bylaws and § 34 of these Rules. The Executive Director shall publish an announcement of the election, along with the candidates’ names and photographs, in an issue of the Journal of the Acoustical Society of America or other official publication of the Society distributed at least 90 days before the election date (see § 3.4 below).

**3.2** Any full Member or Fellow of the Society in good standing may, by letter received by the Executive Director not less than sixty days prior to the election date, propose additional candidates for the positions to be filled. The name of any eligible candidate so proposed by fifty full Members or Fellows shall be entered on the ballot as required by Article IX, Section 2 of the Bylaws.

**3.3** The election shall be conducted in accordance with the provisions of Article IX, Section 3 of the Bylaws and § 3.4 to 3.14 below.

**3.4** The election date shall be ten days before the first day of the regular spring meeting of the Executive Council.

**3.5** The election shall be by mail ballot which the Society’s office shall mail to every full Member and Fellow of the Society in good standing at least 30 days, but not more than 50 days, prior to the election date. The ballots shall be accompanied by brief biographical statements about each candidate, prepared by the candidates themselves, and also by statements of objectives for the Society prepared by each candidate for the offices of President-Elect and Vice-President Elect, see § 34.4

**3.6** When there is more than one candidate for an office, the order of listing the candidates shall be varied on different ballots so that each candidate’s name occupies every position on the ballot approximately the same number of times.

**3.7** Each voter shall return the ballot by mail to the Society's office, enclosed in an inner sealed envelope imprinted with the word "Ballot", which shall in turn be enclosed in an outer pre-addressed and sealed envelope on which the voter shall print his/her name. When received, the outer envelope shall be removed after checking the imprinted name with the Society's membership list to determine that the voter is a member in good standing. The inner sealed envelopes shall be delivered to the tellers, or they may be opened by the office staff if so instructed by the tellers.

**3.8** The deadline for receipt of ballots shall be ten calendar days before the election date. The deadline date shall be clearly indicated on the ballots.

**3.9** Tellers shall be appointed by the President at the fall meeting of the Society preceding the election. The President may authorize the Executive Director to appoint tellers. The tellers shall perform the vote count so it is completed on or before the election date.

**3.10** If a ballot indicates votes for more than two candidates for Member of Executive Council, or for more than one candidate for any other office, the portion of the ballot relating to that office shall be declared invalid. However, votes indicated on the ballot for other offices shall be considered valid and shall be counted.

**3.11** The two candidates for member of Executive Council receiving the largest number of votes shall be declared elected.

**3.12** In the event of a tie vote for any office, the Executive Council shall determine which of the tied candidates shall be declared elected, by majority vote on the first day of its regular spring meeting.

**3.13** The President, or the Executive Director if requested by the President, shall inform each candidate of the names of the elected

candidates promptly upon completion of the vote count and verification by the Tellers and, if requested by any candidate, may provide the numerical vote count and the candidate's position in the vote count for the office for which the candidate had been nominated.

**3.14** A schedule of dates for the various events associated with the nomination and election of officers and members of Executive Council is given below, with events listed in reverse order the earliest being listed last, and the dates being given as the number of days or months prior to the first day of the spring meeting of the Executive Council. A specific example is also given.

**Schedule for Nomination and Election of Officers and Members of Council**

<u>Event</u>	<u>Time Before Spring Meeting</u>	<u>Example</u>
First day of Executive Council meeting	0	4 June '07
Election day	10 days	25 May
Deadline for receipt of ballots	20 days	15 May
Ballot mailed to members	40-60 days	5 - 25 Apr
Deadline for proposing other candidates	70 days	26 March
Publication of candidates' names in ASA publication	at least 100 days	Jan. 2007
Appointment of tellers	previous fall meeting	28 Nov 06
Nominating Committee submits slate	previous spring meeting	5 June 06
Appointment of Nominating Committee	fall meeting, 1 1/2 years earlier	15 Oct 05

**4. TERMS OF OFFICE**

**4.1** Newly elected and appointed officers and members of the Executive Council, and those changing to new positions, take office immediately upon adjournment of the regular spring meeting of the Executive Council.

**4.2** Newly elected and appointed officers and members of Council shall be invited to attend meetings of the Executive Council, without vote, during the period between their election and their taking office. The newly elected President-Elect and Vice President-Elect may attend executive sessions of Council as observers without vote.

**4.3** Any vacancy occurring among the elected or appointed officers or members of the Executive Council may be filled for the unexpired term by action of the Executive Council (Bylaws, Article IX, Section 4).

**4.4** No person shall hold more than one position on the Executive Council at any one time. When such a situation occurs, either through election or appointment, the person shall vacate the previous position on taking up the new office. The vacancy shall be filled according to the provisions of § 4.3.

**5. RESPONSIBILITIES OF OFFICERS**

**5.1** The general responsibilities of the Society officers are described in Article V of the Bylaws. Specific responsibilities, in addition to those listed in the Bylaws, are given in § 6 to 15 below.

**6. PRESIDENT**

**6.1** Chief Executive Officer of the Society. Resolves problems and questions of policy as they arise, in consultation with the other officers or with the Executive Council.

**6.2** Calls, presides, and may vote when necessary to break a tie at regular and special meetings of the Executive Council and other business meetings of the Society.

**6.3** *Ex-officio* member of the Technical Council and Investments Committee.

**6.4** Appoints a Nominating Committee (see § 34.2) at the fall meeting with the approval of the Executive Council.

**6.5** Appoints the Chairs and members of Administrative Committees, with the approval of the Executive Council at the spring meeting, after soliciting recommendations from the Committee Chairs. Appoints an Editor or other officer, as required for new periodical publications or other Society initiatives, with the approval of the Executive Council and after consultation with the Editor-in-Chief if appropriate. Appoints the Chairs and Vice-Chairs of Administrative Councils and assigns officers of the Society to these Councils, see § 21.2.

**6.6** Appoints members of Technical Committees, and both the Chairs and members of newly established Technical Committees, Technical Specialty Groups and Interdisciplinary Technical Groups, with the approval of the Executive Council at its spring meeting, after soliciting recommendations from the Chair of the Technical Council.

**6.7** May appoint non-voting representatives to the Technical Council, with the approval of the Executive Council and the Chair of the Technical Council, to provide liaison with other organizations or administrative committees of the Society.

**6.8** Establishes and appoints the Chairs and members of *ad-hoc* committees as required, with the approval of the Executive Council. *Ad-hoc* committees are automatically discharged upon adjournment of the regular spring meeting of the Executive Council, unless specified otherwise.

**6.9** Appoints the Chair and Technical Program Chair for future Society meetings, and affirms the sites of these

meetings, each with the approval of the Executive Council, and upon recommendation of the Committee on Meetings.

**6.10** Subject to later approval by the Executive Council, which may be by mail ballot, makes interim appointments for the unexpired portion of the term of any vacancy occurring on any committee of the Society in the interim between Executive Council meetings. (A vacancy occurring on the Executive Council is filled in accordance with § 4.3.) A vacancy in the Chair of a Technical Committee shall be filled in consultation with the Chair of the Technical Council, see § 16.7.

**6.11** Designates a Secretary *pro tempore* when the Executive Director is absent, preferably the Office Manager of the Society, to record the minutes of Executive Council meetings.

**6.12** Recommends Society representatives to American Institute of Physics (AIP) committees. Recommends to the Secretary of AIP Society representatives to the AIP Governing Board, with approval of the Executive Council.

**6.13** Speaks for the Society in its relationship with the American Institute of Physics and other organizations.

**6.14** Appoints members of the Society as required to participate in discussions of the Acoustical Society Foundation, see § 17.3.1, 31.5 and 39.3.

**6.15** Appoints Society representatives to other organizations, as required, in the interim between Executive Council meetings, after consultation with the Chair of the Technical Council or appropriate Technical Committee.

**6.16** Authorizes cosponsorship with other organizations of special symposia in the interim between Executive Council meetings (see § 55.2) after consultation with the Chair of the Technical Council or appropriate Technical Committee.

**6.17** Prepares a report of each regular meeting of the Society held during the President's term of office for publication in the Journal of the Acoustical Society of America.

**6.18** Approves applications for Sustaining Membership, in consultation with the Treasurer and the Executive Director.

**6.19** Serves as Chair and calls meetings of the Committee on Salaries and Honoraria, customarily during the fall meeting of the Society (see § 41).

**6.20** Cosigns certificates issued by the Society with the Executive Director.

**6.21** Authorized to spend discretionary funds for the Society, in consultation with the Executive Director, subject to limits of \$2,000 per item and \$5,000 total between meetings, and shall report on all such expenditures to the Executive Council at its next meeting.

**6.22** When requested by other organizations, may vote on or speak to issues on behalf of the Society provided that a substantial consensus exists and has been determined by consultation with members of the appropriate Technical Committees, Administrative Committees, or other Officers and Members of the Executive Council.

## **7. PRESIDENT-ELECT**

**7.1** Voting member of the Executive Council and the Committee on Salaries and Honoraria (see § 41); *ex-officio* member of the Technical Council.

**7.2** In the absence of the President, presides at meetings of the Executive Council and serves in other capacities as requested by the President or the Executive Council.

**7.3** *Ex-officio* member of the Committee on Publication Policy (see § 37); Voting member of an administrative council as assigned by the President (see § 6.5 and 21.2).

## **8. IMMEDIATE PAST PRESIDENT**

**8.1** Voting member of the Executive Council and the Committee on Salaries and Honoraria (see § 41); *ex-officio* member of the Technical Council and the Panel on Public Policy. Voting member of an administrative council as assigned by the President (see § 6.5 and 21.2).

**8.2** Assists the President as requested.

## **9. VICE PRESIDENT**

**9.1** Voting member of the Executive Council, the Committee on Meetings, and the Committee on Salaries and Honoraria. Presides at all meetings of the Technical Council, and may vote when necessary to break a tie. Is an *ex-officio* member of the Committee on Standards (as Chair of the Technical Council) and is an *ex-officio* member of the Panel on Public Policy and an administrative council as assigned by the President (see § 6.5 and 21.2).

**9.2** Requests the Chairs of Technical Committees, and of continuing Technical Groups to recommend new members for their committees, no later than 31 January of each year.

**9.3** Submits nominations for new members of the Technical Committees to the President, before the appointments are made at the spring meeting of the Executive Council, and after consultation with the Chairs of the various Technical Committees, and continuing Technical Groups (both Technical Specialty Groups and Interdisciplinary Technical Groups), and ensuring that the individuals are willing to serve.

**9.4** Provides liaison between the Executive and Technical Councils. Reports to the Executive Council on recommendations and actions of Technical Council, and requests Executive Council approval of Technical Council initiatives.

**9.5** Responsible for requesting the Chairs of Technical Committees and Technical Groups to submit an annual report of their committees' activities to the JASA Associate Editor for "Acoustical News," by 20 June, for publication in the Journal.

**9.6** Authorized to grant or to refuse permission for audio or video recording or photography of papers presented at a technical session of a Society meeting. Any request for such permission shall be made in advance of the session and agreed to by all those presenting papers in the session, see § 30.10.

## **10. VICE PRESIDENT-ELECT**

**10.1** Voting member of the Executive Council, the Technical Council, the Committee on Salaries and Honoraria, and the Committee on Meetings. *Ex-officio* member of the Committee on Women in Acoustics. Voting member of an administrative council as assigned by the President (see § 6.5 and 21.2).

**10.2** In the Vice-President's absence, presides at meetings of the Technical Council and reports its recommendations and actions to the Executive Council.

**10.3** Assists the Vice President as requested.

## **11. IMMEDIATE PAST VICE PRESIDENT**

**11.1** Voting member of the Executive Council and the Committee on Salaries and Honoraria (see § 41); a non-voting member of the Technical Council; an *ex-officio* member of an administrative council as assigned by the President (see § 6.5 and 21.2).

**11.2** At the request of the Vice President and with the approval of the Executive Council, undertakes studies

intended to facilitate or expand the technical activities of the Society.

**11.3** Assists the Vice President as requested.

## **12. EDITOR-IN-CHIEF**

**12.1** Calls and presides at meetings of the Editorial Board; a nonvoting member of the Executive Council and *ex-officio* member of the Technical Council, the Publication Policy Committee, the Books+ Committee, and of the External Affairs Council. Is appointed by the Executive Council for a term not exceeding three years, and may be reappointed. The Editor-in Chief may designate an alternate to serve on the Books+ Committee, see § 24.2.

**12.2** Responsible for editorial management of the Society's publications unless explicitly stated otherwise, e.g., Standards.

**12.3** Presents a detailed report, at the regular spring meeting of the Executive Council, on the publication activities of the Society during the previous calendar year.

**12.4** Presents and requests approval of plans, at the regular fall meeting of the Executive Council, for the publication activities of the Society in the coming year.

**12.5** Proposes and requests Executive Council approval of reappointments and new appointments to the Editorial Board after consultation with the Chairs of the relevant technical committees.

**12.5.1** The Editorial Board consists of Associate Editors each responsible to the Editor-in-Chief for a technical or general interest section of the Journal of the Acoustical Society of America. An Associate Editor is ordinarily appointed for a term of three years, and may be reappointed.

**12.5.2** Each Associate Editor shall ensure a high technical and linguistic quality of material that is published in the Journal. For technical papers this is achieved through a process of formal review, and interaction with both the reviewers and authors of submitted manuscripts. For news and non-archival items an Associate Editor shall edit or write so as to achieve an appropriately high quality of material.

**12.5.3** Ordinarily each Associate Editor submits approved manuscripts or other material for publication directly to the Editorial Staff at the American Institute of Physics. In special cases, an Associate Editor or an author may seek guidance from the Editor-in-Chief.

**12.6** Represents the Society on the Publication Board of the American Institute of Physics.

## **13. TREASURER**

(For a detailed list of the Treasurer's duties, see Appendix D)

**13.1** Nonvoting member of the Executive Council; *ex-officio* member of the Investments Committee, the Audit Committee, the Committee on Regional Chapters, the Technical Council, and the Committee on Standards (see § 21.2, 23.2, 29.2, 38.2, and 42.2). Is appointed by the Executive Council for a term not exceeding three years, and may be reappointed.

**13.2** Annually submits an independently audited statement of the Society's income and expenditures for the previous year, and status of the invested funds, to the Executive Council.

**13.3** Is responsible for assembling a budget, with the assistance of other officers and Division Managers, covering all income and expenses for the forthcoming year, and submitting it to the Executive Council for approval at its regular fall meeting.

**13.4** Arranges surety bonds for the Treasurer and for other officers and Society employees, as deemed prudent, with the cost charged to the Society. Arranges liability insurance for the Society, for its employees and publications, and for its elected and appointed officers.

**13.5** Conducts transactions with the Society's bank accounts in coordination with the Division Manager, Headquarters, and investment accounts in coordination with the Chair of the Committee on Investments (see § 29.1).

**13.6** Pays or arranges payment of expenditures listed in the budget previously approved by the Executive Council and pays other miscellaneous expenses. The Treasurer, at his discretion, may approve the payment of certain defined expenses by others. (See also § 16.12, 30.8, and 38.4.6.)

**13.7** Collects or arranges for the collection of all dues and other income due to the Society.

**13.8** Arranges for filing the Society's tax returns and payment of taxes. Reviews and signs the required tax forms and the New York State Annual Report.

**13.9** Sets nonmember subscription prices for the Journal, in consultation with other officers of the Society as appropriate.

**13.10** Approves applications for Sustaining Membership in consultation with the President and Executive Director.

**13.11** Represents the Society on the American Institute of Physics Committee of Society Treasurers.

## **14. EXECUTIVE DIRECTOR**

**14.1** Nonvoting member of the Executive Council and *ex-officio* member of the Technical Council, the Committee on Meetings, the Panel on Public Policy, the Committee on Public Relations, the Committee on Standards, and of each administrative council. Member of the Committee on Salaries and Honoraria. Is appointed by the Executive Council for a term not exceeding three years, and may be reappointed.

**14.2** Records minutes of meetings of the Executive Council and the Technical Council and distributes them to the Council members.

**14.3** Prepares agendas for Executive Council meetings, in consultation with the President and other Society officers and committees. Prepares agendas for Technical Council meetings, in consultation with the Vice President.

**14.4** Reports to the Executive Council on membership statistics, mail ballots, requests and invitations from other organizations requiring Executive Council action, and other business not reported by other officers or committees.

**14.5** Maintains the files and records of the Society (see §54) except those maintained by the Standards Secretariat (see § 54.4).

**14.6** Authorized to deposit and withdraw funds from Society bank accounts, as required, in the absence of the Treasurer. Signs contracts representing the Society, as required for the conduct of Society business approved by the Executive Council, after consultation with the Treasurer if a substantial financial commitment may result. These include but are not limited to, business with the American Institute of Physics, contracts with meeting hotels and airlines, with publishers and authors in connection with the Society's book publishing program, and for services to be performed by the Society for other organizations.

**14.7** Provides general supervision of the Society employees and resolves personnel problems as they arise.

**14.8** Corresponds with other organizations and individuals on Society business, and responds to requests for information. Forwards correspondence to a specific committee, officer or other individual for action as appropriate.

**14.9** Arranges for the preparation and dissemination of information and communications between Society committees and members.

**14.10** Approves applications for Student and Associate Membership. Approves applications for Sustaining Membership, in consultation with the President and Treasurer. Reviews applications for full Membership for completeness, and forwards them to the Membership Committee for action.

**14.11** Cosigns certificates issued by the Society with the President.

**14.12** Authorized to spend discretionary funds for the Society in consultation with the President, subject to limits of \$2,000 per item and \$5,000 total between meetings, and shall report on all such expenditures to the Executive Council at its next meeting.

## **15. STANDARDS DIRECTOR**

**15.1** Chair of the Acoustical Society of America Committee on Standards (ASACOS); a nonvoting member of the Executive Council; and an *ex-officio* member of the Technical Council, the Panel on Public Policy, and of the Internal Affairs Council.

**15.2** Provides leadership and guidance for the Society's program supporting the development and publication of acoustical standards.

**15.3** Is appointed by the Executive Council, upon the recommendation of ASACOS, for a term not exceeding three years, and may be reappointed.

**15.4** Sets prices for acoustical standards with the approval of ASACOS.

## **16. TECHNICAL COMMITTEES**

**16.1** Technical Committees and the Technical Council, see § 17 TECHNICAL COUNCIL below, are organized in accordance with the following provisions of the Society Bylaws:

### *Article VII. Technical Committees*

The President, with the approval of the Executive Council, shall appoint the members of the Technical Committees, each of which shall be responsible for representing and fostering one of the fields of interest within the membership of the Society. The number and scopes of the Technical Committees shall be designated by the Executive Council. Each Technical Committee shall have a Chairman elected in a manner approved by the Technical Council from a slate of two or more candidates nominated by the Technical Committee. A Chairman shall serve for a term of three years and be eligible for re-election for additional terms, only one of which shall be consecutive.

### *Article VIII. Technical Council*

The Technical Council shall consist of the Chairs of the Technical Committees, the Vice President, the Vice President-Elect, and as *ex-officio* members without vote, the immediate past Vice President, the Chairs of technical groups appointed by the President, and the other officers of the Society. The Technical Council shall be responsible for coordinating the policies and activities of the Technical Committees and technical groups, and advising the Executive Council by formal resolutions on matters of policy concerning technical considerations. The Technical Council shall be presided over by the Vice President, or in his or her absence, by the Vice President-Elect.

**16.2** The Technical Committees and Technical Groups provide the main channels of communication between members active in various acoustical fields and the Executive Council, via the Technical Council.

**16.3** Sections 16 and 17 of these Rules may be amended by approval of a two-thirds majority of the voting members of the Technical Council, provided that advance notice of any proposed amendment is given to all its members at least ten days before a vote on the amendment is taken, and the amendment is subsequently approved by a simple majority of the voting members of the Executive Council actually present and voting. The Executive Council may not change the provisions of Sections 16 or 17 of these Rules without prior approval of the Technical Council.

**16.4 Technical Fields.** Current Technical Committees (also Technical Groups, see Sections 18 and 19 of these Rules) along with their scopes are listed in Appendix A following these Rules. The Subject Titles and PACS numbers used in the Journal for the technical fields falling within the scope of each Committee are listed in Appendix B.

**16.5 Scopes of Committees.** Each Technical Committee (and Technical Group) defines the scope of its technical fields of interest, subject to approval by the Technical Council and the Executive Council. A Committee may modify its scope or its title, subject to approval by the Technical Council and the Executive Council.

**16.6 Membership.** All members of each Technical Committee shall be members of the Society of any grade appointed by the President with the approval of the Executive Council, based on nominations made by the Chair of the Technical Council. Appointments shall be for renewable terms of three years, unless otherwise specified, with the terms of approximately one-third of the members of each Committee ending each year. The number of voting members of each Committee may be determined by the Committee itself subject to approval by the Executive Council. The selection of Committee members should attempt to maintain a reasonable distribution within each Committee of members associated with academia, industry and government, and a reasonable distribution of members associated with the various subfields within the scope of the Committee. In addition to voting members, each Committee shall include, as *ex-officio* members, its representatives on the Committee on Medals and Awards, the Membership Committee, ASACOS, and the Student Council.

**16.7 Chairs.** Each Technical Committee shall have a Chair elected from a slate of two or more candidates in a manner determined by each Technical Committee and approved by the Technical Council, in accordance with Article VII of the Bylaws. If a premature vacancy occurs in the Chair of any Technical Committee, the President in consultation with the Chair of the Technical Council shall appoint a Chair to serve the remainder of the unexpired term (see § 6.10).

**16.7.1 Responsibilities.** The Chair of a Technical Committee shall be responsible for all activity of the Committee including:

- maintaining a vigorous program of technical activity;
- appointing Chairs of subcommittees to assist in fulfilling the duties of the Committee, see § 16.7.2; submitting nominations for individuals to serve as members of the Committee, see § 16.8;
- suggesting individuals to represent the Committee in other Society committees and activities, see § 16.8;
- organizing technical sessions for Society meetings, see § 16.9.1; assigning a representative of the Committee to serve on the Technical Program Organizing Committee for each meeting of the Society, see § 30.6;
- coordinating joint technical sessions, or other joint activities, with other Technical Committee Chairs, as appropriate, see § 16.9.4;

- implementing policies that the Committee may set for itself concerning poster sessions, limiting the number of papers per author, student paper awards, etc.;
- encouraging the timely completion and submission of dossiers for suitable candidates for Fellow of the Society to the Membership Committee, and for technical area awards to the Committee on Medals and Awards, see § 16.13.1 (a dossier for a candidate for the Helmholtz-Rayleigh Interdisciplinary Silver Medal requires the support of at least two Technical Committee Chairs, see § 16.13.5);
- responding to, or arranging for responses to inquiries received by the Society regarding technical matters;
- serving on the Technical Council and filing timely reports at each regular meeting of the Society, and for publication in the Journal, see § 16.11.

**Note:** Detailed information about Distinguished Lectures is given in the Online Handbook.

**16.7.2 Delegation.** A Technical Committee may designate whatever Committee officers in addition to its Chair that it deems appropriate. It is desirable that each Committee Chair appoint a Subcommittee Chair for Program Planning, who may also serve as Vice Chair of the Committee and preside in the absence of the Chair. Other Subcommittee Chairs may be appointed to select candidates and prepare dossiers for Fellowship and awards of the Society. Published lists shall identify only the Committee Members and the Chair.

**16.8 Nominations.** Every year, upon call from the Chair of the Technical Council, but not later than 31 January, the Technical Committee (and Technical Group) Chairs shall submit nominations for new members of their respective Committees. The Chairs of the Technical Committees (but not those of the Technical Groups) may also suggest new representatives of their Committees to the Chairs of the Administrative Committees on Medals and Awards, Membership, the Student Council, and ASACOS, although primary responsibility for nominating these representatives rests with the Chairs of the Administrative Committees.

**16.9 Responsibilities.** Article VII of the Bylaws specifies that each Technical Committee "... shall be responsible for representing and fostering one of the fields of interest within the membership of the Society." Specific activities of each committee within this general responsibility are listed below.

**16.9.1** Shall organize regular technical sessions, special sessions and symposia for Society meetings, to inform the membership of new technical developments and problems within the scope of the Committee. May propose a Distinguished Lecture for approval by the Technical Council. Sessions and Lectures are ordinarily organized six to twelve months in advance of a meeting and announced in the Call for Papers for the meeting. Special sessions honoring individuals by name require approval, in advance, by the Executive Council, see § 30.11.

**16.9.2** Shall assign a representative to the Technical Program Organizing Committee to participate in scheduling the technical sessions for the regular Society meetings (see § 30.6).

**16.9.3** Shall provide a forum for informal discussions of current technical problems and developments, and for discussions of non-technical matters affecting the activities of the Society and its members.

**16.9.4** When Technical Committees have overlapping interests, joint technical sessions and other joint

activities shall be coordinated by the Committee Chairs or other assigned Committee members.

**16.10 Meetings.** Technical Committees ordinarily hold meetings twice each year, during the regular spring and fall meetings of the Society.

**16.11 Reports.** Each Technical Committee Chair shall prepare a brief written report to be submitted to the Technical Council at its regular spring and fall meetings, describing the Committee's activities since the previous report, and preferably not exceeding 200 words. Oral presentations at the meeting may be more detailed. An annual report of the Committee's activities shall be prepared by each Committee Chair for publication in the Journal and submitted to the JASA Associate Editor for "Acoustical News" by 20 June each year.

**16.12 Expenses.** Miscellaneous small expenses incurred in connection with Committee business for postage, telephone, stationery, etc., may be reimbursed by the Society at the discretion of the Society Treasurer. Reimbursement for substantial expenses shall be made by the Society only if approved by the Treasurer in advance of the expenditure. The cost of travel and subsistence incurred in connection with Technical Committee business shall not be reimbursed by the Society.

**16.13 Awards.** Nominations for Technical Area Awards, including the Silver Medal and various named awards, originate in the Technical Committees.

**16.13.1** Technical area awards are customarily presented at the regular fall meetings of the Society, except that the Helmholtz-Rayleigh Interdisciplinary Silver Medal is presented at the spring meeting. The Chair of a Technical Committee desiring to have an Award presented in the technical area within its scope at a particular fall meeting shall submit nominations for three candidates believed to meet the qualifications for the Award to the Chair of the Committee on Medals and Awards, not later than six weeks in advance of the first day of the preceding regular spring meeting of the Society. The nominations shall indicate the relative ranking of the three candidates by the Technical Committee, and be accompanied by dossiers and proposed citations for each of the candidates on forms provided by the Committee on Medals and Awards. Submission of dossiers shall be coordinated with the representative of the Technical Committee.

**16.13.2** All Technical Committees may nominate candidates for the Silver Medal, see also § 16.13.5. The Technical Committees on Architectural Acoustics, Psychological and Physiological Acoustics, Structural Acoustics and Vibration, and Underwater Acoustics may nominate candidates for the Sabine, von Békésy, Trent-Crede, and Pioneers of Underwater Acoustics Medals, respectively, or alternatively for the Silver Medal, but not for both awards in the same year.

**16.13.3** The maximum number of Technical Area Awards in any calendar year is four. The minimum interval between Technical Area Awards in each technical area is governed by Procedures of the Committee on Medals and Awards, see Note following § 31.5.

**16.13.4** Nominations for Technical Area Awards shall not be entertained for candidates who have previously received a Society award in the same technical area, or who are members of the Committee on Medals and Awards at the time the nomination is made or acted upon, or for deceased persons whose death occurred

more than one year before the month that the award is to be conferred.

**16.13.5** Candidates for the Helmholtz-Rayleigh Interdisciplinary Silver Medal shall ordinarily be supported, and submitted jointly, by the Chairs of two or more Technical Committees. A single dossier is required, and is to be submitted not later than six weeks in advance of the previous regular fall meeting of the Society. A proposed citation and other information should be submitted on forms provided by the Committee on Medals and Awards, see §16.13.1. A Technical Committee supporting a candidate for the Helmholtz-Rayleigh Interdisciplinary Silver Medal is not excluded from nominating candidates for a technical area award in the same year, see § 16.13.2.

**16.13.6** When a Technical Committee representative on the Committee on Medals and Awards will be absent from a meeting of that committee, the Chair of that Technical Committee may assign an alternate, preferably a past representative to the Medals and Awards Committee or the Chair of the Technical Committee, himself or herself. The replacement must be a Fellow of the Society. The alternate will not have voting privileges unless he/she is a past representative from the relevant technical committee to the Medals and Awards Committee.

**16.14 Technical Initiatives.** Within the general responsibilities of each Technical Committee (see § 16.9) proposals for new activities shall be submitted to the Technical Council for approval, and funding shall be approved by the Technical Council under the Technical Initiatives Program. When the same or similar initiatives are undertaken by several Technical Committees, the resulting program shall be coordinated by the Technical Council, see § 17.3.

**16.15 Amendment of Procedures.** Each Technical Committee may establish and amend its own procedures for conducting its business, subject to approval by the Technical Council.

**16.16 Disestablishment.** A Technical Committee may be dis-established, or changed, in accordance with § 17.6.

## 17. TECHNICAL COUNCIL

**17.1 Members.** The Technical Council shall be composed of the Chairs of the Technical Committees, the Vice President, the Vice President-Elect, and *ex-officio*, the immediate past Vice President, the Chairs of each Technical Specialty Group and Interdisciplinary Group, and the other officers of the Society. The President may appoint non-voting representatives to the Technical Council, with the approval of the Executive Council and Chair of the Technical Council, to provide liaison with other organizations or administrative committees of the Society. Two such appointments shall include the Vice Chair of ASACOS to provide liaison with the standards program of the Society, and the Chair of the Committee on Meetings to facilitate the planning of meetings.

**17.2 Officers.** The Vice President shall be the Chair and presiding officer of the Technical Council. In the Vice President's absence, the Vice President-Elect shall preside. The Executive Director shall act as secretary of the Technical Council and shall prepare and circulate minutes of its meetings. In the absence of the Executive Director, the Chair shall designate another person, preferably the Office Manager of the Society, to serve as the secretary of the Technical Council *pro tempore*.

**17.3 Responsibilities.** The Technical Council coordinates the activities and policies of the Technical Committees. Similar technical initiatives undertaken by several Technical Committees shall be coordinated by the Technical Council and procedures for such initiatives should be formalized as far as possible in order to ensure uniformity across technical areas. The Technical Council approves resolutions and recommendations on matters of policy involving technical matters, which are brought to the attention of the Executive Council by the Vice President as Chair of the Technical Council. The Technical Council provides liaison within the Society on technical matters of joint interest.

**17.3.1** Upon request by the Chair of the Acoustical Society Foundation, the President may appoint, in consultation with the Chair of the Technical Council, one or more representatives from the Technical Council to participate, without vote, in Foundation discussions of the purpose and acceptability of a restricted gift being offered to the Foundation.

**17.4 Communication.** The Technical Council serves as a means of communication among the Technical Committees and Technical Groups, and unifies and coordinates their activities. The Technical Council is the main channel of communication between the Technical Committees, Technical Groups and the Executive Council.

**17.5 Meetings.** The Technical Council ordinarily meets twice each year on the first and last days of the regular spring and fall meetings of the Society.

**17.6 Consideration of Status of Technical Committees.** The Technical Council shall reconsider the status of a Technical Committee if two successive biennial surveys of the technical interests of Society members each show that the number of individual Society members with a primary interest in the Technical Committee has fallen below two percent of all individual Society members, and there have been no special sessions at meetings sponsored by the Technical Committee within the past two years or other evidence of its activity. The Technical Council, by a two-thirds majority of all voting members, shall decide either to disestablish the Technical Committee, convert it to a Technical Specialty Group, amalgamate it with another Technical Committee, or encourage the Technical Committee to increase its support or technical activity by the time of the next biennial survey of members' interests.

**17.7 Mail Ballots.** The Technical Council may conduct mail ballots between meetings, using the same procedures and under the same conditions as apply to the Executive Council, see § 2.6.

## 18. TECHNICAL SPECIALTY GROUPS

**18.1 Purpose.** Technical Specialty Groups are established to organize technical sessions at meetings of the Society in new or evolving acoustical areas not within the scopes of the existing Technical Committees, see Appendix A of these Rules, for fields of technical interest which may be smaller than those of the usual Technical Committees.

**18.2 Establishment.** A new Technical Specialty Group may be established by a petition to the Executive Council requesting approval of a Technical Specialty Group. The petition shall be signed by at least 50 persons, of whom at least 25 shall be Society members, who declare their intention to participate in the activities of the Group, and shall describe the technical areas to be included in the scope of the Group. The petition shall be accompanied by a list of recommended members who will constitute a session organizing committee of the Group, and a recommended Chair selected from among the petitioners who shall be a

member of the Society. The list should include both the names and addresses of the nonmember petitioners so that they may receive appropriate information from the Society's office.

**18.2.1 Term.** A new Technical Specialty Group shall have a term of three years. At the end of each three-year term, the Group shall request the Executive Council either to renew its term for an additional three years, to disestablish it or, if qualified by its activity and the support of at least two percent of all individual Society members, to convert it to a Technical Committee having the same or similar scope. Whether to renew the term of a Technical Specialty Group, to disestablish it or to convert it to a Technical Committee, requires a simple majority vote by the voting members of the Executive Council. After the initial three-year term, a Technical Specialty Group may request the Executive Council to change its status in mid-term, but unless fully qualified for the proposed change such request shall be supported by a two-thirds majority of the Technical Council.

**18.3 Membership.** Upon approval of a new Technical Specialty Group by the Executive Council, its Chair and members of its session-organizing committee shall be appointed by the President, with approval of the Executive Council, from among those individuals who are members of the Society. Appointments are initially in approximately equal numbers for either one-, two-, or three-year terms, and thereafter for three-year terms. Such appointments should ordinarily consider any recommendations accompanying the petition.

**18.4 Representation on Other Committees.** The Chair of a Technical Specialty Group shall represent the Technical Specialty Group at meetings of the Technical Council, without vote. The Group shall not be represented on the Committee on Medals and Awards, the Membership Committee, the Student Council, or ASACOS.

**18.5 Responsibilities.** A Technical Specialty Group is expected to organize at least one technical session each year in a technical area within its scope, and may cosponsor additional sessions in cooperation with Technical Committees, other Technical Specialty Groups or Interdisciplinary Technical Groups. The Group is not eligible for technical area awards of the Society, but may encourage the timely preparation and submission of dossiers on candidates for Fellowship of the Society. Other activities and responsibilities of Technical Specialty Groups, including the submission of proposals for technical initiatives and Distinguished Lectures shall be similar to those of Technical Committees, with the exceptions noted in § 18.4 above.

## **19. INTERDISCIPLINARY TECHNICAL GROUPS**

**19.1 Purpose.** Interdisciplinary Technical Groups are established to provide for increased cooperation among Technical Committees by focussing on broad principles, techniques or instruments that are pertinent to the scopes of two or more Technical Committees. The scope and technical fields of interest of an Interdisciplinary Technical Group, in general, partially overlap those of at least two Technical Committees, see Appendixes A and B of these Rules.

**19.2 Establishment.** The Technical Council may approve the establishment of a new Interdisciplinary Technical Group upon the recommendation, supported by majority votes, of the voting members of each of at least two Technical Committees that are directly and significantly affected by the proposed Group. A new Interdisciplinary Technical Group may also be established by a petition to the Technical

Council signed by at least 50 members of the Society who shall declare their intention to participate actively in the activities of the Group and shall recommend a Chair selected from among the petitioners. In either case, the establishment of a new Interdisciplinary Technical Group requires final approval by the Executive Council.

**19.2.1 Term.** A new Interdisciplinary Technical Group shall have a term of three years, which may be renewed. At the end of each three-year term, the Group shall request the Technical Council, subject to final approval by the Executive Council, either to renew its term for an additional three years, or to disestablish it. In general, an Interdisciplinary Technical Group has a scope that is not compatible with its conversion either to a Technical Committee or to a Technical Specialty Group; in exceptional circumstances such conversion may take place if approved by a two-thirds majority of the voting members of the Technical Council and by a simple majority of the Executive Council.

**19.3 Membership.** Upon Executive Council approval of a new Interdisciplinary Technical Group, its Chair and members shall be appointed by the President, after consultation with the Chair of the Technical Council, and with approval of the Executive Council. The Chair and appointed members of the Group shall all be members of the Society. Initial members shall be appointed in approximately equal numbers for either one-, two- or three-year terms, and thereafter for three-year terms. The selection of Group members shall attempt to maintain a significant overlap, in appropriate proportions, with each of the Technical Committees or Technical Specialty Groups that have a common field of interest in their scopes. In addition, the Group may include Society members who are not members of such Technical Committees or Technical Specialty Groups.

**19.4 Representation on Other Committees.** The Chair of an Interdisciplinary Technical Group shall represent the Group at meetings of the Technical Council, without vote. The Group shall not be represented on the Committee on Medals and Awards, the Membership Committee, the Student Council, or ASACOS.

**19.5 Responsibilities.** An Interdisciplinary Technical Group shall be expected to organize at least one technical session each year, ordinarily cosponsored with at least one Technical Committee or Technical Specialty Group, with the goal of emphasizing the commonality of interests among Technical Committees. The Group is not eligible for technical area awards of the Society, but may encourage the timely preparation and submission of dossiers on candidates for Fellowship of the Society. Other activities and responsibilities of Interdisciplinary Technical Groups, including submission of technical initiatives and proposals for Distinguished Lectures shall be similar to those of Technical Committees, with the exceptions noted in § 19.4 above.

## **20. ADMINISTRATIVE COMMITTEES — GENERAL**

**20.1** Ad-hoc Administrative Committees are established by the President with the approval of the Executive Council, see § 20.3. Standing Administrative Committees are established by the Executive Council.

**20.2** Administrative Committees customarily meet during the regular spring and fall meetings of the Society; they may meet at other times when required for expeditious conduct of their business.

**20.3** Ad-hoc committees are automatically discharged upon adjournment of the regular spring meeting of the Executive Council, unless otherwise specified, see § 6.8.

**20.4** The Chairs and members of Administrative Committees shall be members of the Society. They shall be appointed by the President with the approval of the Executive Council at its regular spring meeting. In these Rules, it shall be understood that all committee appointments made by the President require the approval of the Executive Council unless explicitly stated otherwise. The President customarily consults the Chairs of the committees for their recommendations before appointing members or Chairs of their committees.

**20.5** All appointments to committees are for three-year terms, unless the Procedures specific to the committee specify otherwise, the terms to begin and end immediately upon adjournment of the spring Executive Council meeting. Members may be reappointed for additional terms, unless the committee Procedures specify otherwise. The terms of approximately one-third of the members of each committee shall terminate each year; when a new committee is formed, the initial terms may be adjusted to establish this pattern of rotation.

**20.6** A vacancy may be filled at any time by an interim appointment made by the President for the unexpired portion of the term, subject to approval by the Executive Council at its first subsequent meeting.

**20.7** The Chair of an Administrative Committee is responsible for ensuring that the Committee fulfills its duties as outlined in the appropriate Sections of the Rules of the Society listed below, see § 22 to 45. Each administrative committee may establish and amend its own Procedures for conducting its business. The Procedures of the Committees on Medals and Awards, on Membership, and on Prizes and Special Fellowships are subject to final approval by the Executive Council. Changes to the title of an Administrative Committee require approval by the Executive Council.

**20.8** The Chair of each Administrative Committee, with the exceptions listed in § 21.2.1 shall submit a written report to the Chair of the appropriate Administrative Council at the regular spring and fall meetings of the Society describing the Committee's activities since the previous report. The Chair of each Administrative Committee, or an alternate, shall represent the Committee at meetings of the appropriate Administrative Council.

## **21. ADMINISTRATIVE COUNCILS**

**21.1 Purpose.** Administrative Councils serve as a liaison among a group of Standing or Ad-hoc Administrative Committees, or both, of the Society that have broadly related areas of responsibility, and as a means of coordinated communication between this group of Administrative Committees and the Executive Council.

**21.2 Members.** The Administrative Committees, and Society Officers, assigned to a specific Administrative Council shall be determined by the President with the approval of the Executive Council. The current structure of the Administrative Councils is listed in Appendix C of these Rules.

**21.2.1** Each Administrative Committee, see § 22 to 45, with the exception of the Audit Committee, the Committee on Ethics and Grievances, Local Meeting Committees, the Nominating Committee, the Committee on Medals and Awards, the Membership Committee, and the Committee on Salaries and Honoraria, shall be assigned to an Administrative Council. The duties of their respective offices shall be taken into account when

assigning the appointed Officers of the Society, and individual expertise or interests when assigning the elected Officers.

**21.2.2** Each Administrative Council is composed of the Chairs of Administrative Committees within its area of responsibility, one or more of the elected or appointed Officers of the Society (none of whom shall serve as Chair), and a Chair and Vice Chair, both of whom shall be elected Members of the Executive Council. In the absence of the Chair of an Administrative Committee, another member of that Committee shall represent the Committee; the incoming Chair of a Committee shall be eligible to attend Administrative Council meetings as soon as the appointment has been approved by the Executive Council, see § 20.4.

**21.3 Meetings.** Each Administrative Council shall meet during the regular spring and fall meetings of the Society, after the relevant Administrative Committees have met. Each Committee shall report on its current business, with particular emphasis on items that interface with other committees, that concern policy issues, or that require further discussion or action by the Executive Council.

**21.4 Responsibilities.** The Chair of each Administrative Council shall consolidate the reports of Administrative Committees into an oral presentation to the Executive Council, requesting action by the Executive Council as necessary, and provide a written copy to the Executive Director within one month for attachment to the Minutes of the Executive Council meeting. The Chair of an Administrative Council may request the presence of one or more Chairs of Committees during a presentation to the Executive Council, either as a resource person or for other reasons.

**21.4.1** The Chair shall be responsible for initiating actions by Administrative Committees assigned to that Council, if requested by the Executive Council.

**21.4.2** The Chair of an Administrative Council may delegate duties to the Vice-Chair, including the chairing of meetings.

**21.5 Exceptions.** Further to the exceptions noted in § 21.2, other Administrative Committee Chairs may on occasion be asked to report directly to the Executive Council in addition to their Administrative Council. This may be necessary on matters having significant financial impact, of confidentiality, concerning important policy issues, or when urgent action by the Executive Council is required.

## **22. COMMITTEE ON ARCHIVES AND HISTORY**

**22.1** Charged with determining and developing cost-effective management procedures for the documentation, collection, storage, maintenance, and use of archival and historical collections of the Society, and implementing those procedures as authorized by the Executive Council.

**22.2** Composed of a Chair and other members appointed by the President.

**22.3** Activities of the Committee shall include the tracking, and when possible the consolidation, of the currently scattered archives of various technical committees.

**22.4** A specific and continuing activity of the Committee is to ensure the preservation and availability of artifacts and documentary materials for review and possible use during future anniversary meetings of the Society.

## **23. AUDIT COMMITTEE**

**23.1** Charged with assisting the Executive Council in fulfilling its financial oversight responsibility. The Committee reports directly to the Executive Council.

**23.2** Composed of three members serving for staggered three-year terms, generally chosen from the elected Members of the Executive Council, but excluding all officers. Members are appointed by the President with the approval of the Executive Council at the spring meetings of the Society. The longest-serving member of the Committee shall ordinarily act as its Chair, and no individual shall serve as Chair for more than one year consecutively. In addition, the Treasurer shall be an *ex-officio* member of the Committee.

**23.3** To monitor the appropriateness and integrity of the Society's financial reporting process, accounting policies, and internal controls, the Committee shall meet annually with the Society's independent auditing firm prior to the preparation of the final version of the annual auditor's report. The Committee shall review the draft auditor's report and the accompanying notes, as well as any opinions expressed by the Auditor and the Auditor's "management letter," and shall report its findings at a meeting of the Executive Council at least once per year. The meeting with the Auditor may be conducted via a teleconference, and may include those staff from the auditing firm who participated in the audit.

**23.4** Based upon the findings mentioned in § 23.3, the Committee may make recommendations for modifications to ASA accounting practices for consideration by the Executive Council. The Committee shall evaluate the implementation of any modifications that have been adopted and provide a report at the first meeting of the Council following the scheduled implementation.

**23.5** The Committee shall review the independence and performance of the Society's independent auditors and may request modifications to procedures to the auditors and report these to the Executive Council. At intervals no greater than three years, the Committee shall request a copy of the peer-review report of the Auditor's firm.

**23.6** At intervals no greater than five years, the Committee shall consider whether or not to solicit independent audit proposals from the present Auditor and at least one other firm of auditors. The Committee shall instruct the Treasurer to solicit such proposals when warranted. Such proposals shall address the scope of the examination, services provided, reports rendered, and fees to be charged. The Committee shall make recommendations concerning the selection of auditors to the Executive Council no later than the year prior to the year of the audit. The firm auditing the Society's financial records shall not be permitted to perform any other services for the Society during the period that it is the Society's Auditor, or for one year thereafter.

**23.7** The Audit Committee shall be authorized to employ professional counsel as it deems necessary to investigate or resolve situations where possible irregularities in the financial or accounting procedures have come to the attention of the Committee. Each year the treasurer shall put contingency funds in the budget for this purpose.

**23.8** For ongoing review of ASA accounting and auditing procedures, at intervals no greater than three years, the Committee shall meet with the ASA bookkeeping and accounting staff, the ASA accountant, the Auditor, and those staff members from the Auditor's firm who participate in the audit. For convenience, this meeting will occur at the Melville ASA office at the same time as either the fall or the spring Officers and Managers meeting, with the intention of discussing the outcome at the Officers and Managers meeting. Arrangements for this Audit Committee visit will be coordinated by the Chair of the Committee and the Executive Director.

## **24. BOOKS+ COMMITTEE**

**24.1** Charged with considering and proposing to the Executive Council the reprinting of out-of-print books on acoustical topics, and the printing of other books and other types of publications in response to the needs of the Society.

**24.2** Composed of a Chair and other members appointed by the President, and either the Editor-in-Chief or the Editor's designate, *ex-officio*. If represented by a designate, the Editor-in-Chief shall recommend such appointment to the Chair of the Books+ Committee to include with other recommendations for appointment by the President.

**24.3** All proposals for the publication of books and similar items, see § 24.1, shall be referred to the Committee for consideration and recommendation prior to action by the Executive Council.

## **25. COMMITTEE ON EDUCATION IN ACOUSTICS**

**25.1** Charged with exploring and proposing activities for improving and promoting education in acoustics at all levels, and implement-ting those activities approved by the Executive Council.

**25.2** Arranges sessions at Society meetings to promote education in acoustics, and special events to involve local students. Appoints a representative to the Technical Program Organizing Committee when necessary, to handle organization of special sessions and events sponsored by the Committee.

**25.3** The Chair appoints judges to represent the Society at International Science and Engineering Fairs held in North America.

**25.4** Composed of the Chair and members appointed by the President. The Chair shall be an *ex-officio* member of the Committee on Regional Chapters (see § 38.2).

## **26. COMMITTEE ON ETHICS AND GRIEVANCES**

**26.1** Charged with reviewing the facts and recommending actions to the President relating to issues of ethics or grievances that have been referred to the Committee by the President. The Committee shall not consider any grievances by employees of the Society since they are covered separately by personnel procedures.

**26.2** Composed of the Chair and at least three, but not more than six, additional Members or Fellows of the Society who shall be representative of the broad diversity of the Society's membership. The Committee shall not include any current members of the Executive Council.

**26.3** A member of the Committee who has a potential conflict of interest on a particular issue shall be excused from related discussion or other action on behalf of the Committee. The committee member may be excused either at the discretion of the President or at the request of the member.

**26.4** The Chair of the Committee shall report to the Executive Council at least annually at regular spring meetings on the current state of issues before it, or report that no such issues exist.

**26.5** The Chair of the Committee shall report to the President its recommendations on any specific issue in writing within one year from the date on which the issue was referred to the Committee. The President shall then request approval of the recommendations at the next regular meeting of the Executive Council. If approved, the parties shall be informed of the decision of the Executive Council and any actions to be taken. The Society should not entertain an appeal of an approved decision unless significant new information

warrants it.

**Note:** Recommended procedures that should be followed in an attempt to resolve an ethical issue or grievance can be found online in the ASA's Online Handbook at <http://asa.aip.org/directory/dironline.org>.

## 27. COLLEGE OF FELLOWS

**27.1** Charged with promoting the continuity of the Society and supporting activities for the benefit of all its members. Activities of the College shall be approved by the Executive Council or may be requested by the Executive Council.

**27.2** Activities of the College are organized and directed by a Steering Committee appointed by the President.

**27.3** The Steering Committee of the College consists of a Chair and up to twelve Fellows broadly representing all the technical areas of the Society, plus the President, Executive Director, a representative of the Student Council and up to three past chairs of the Committee as *ex-officio* members. Its members shall serve three-year terms and may be reappointed.

**27.4** All Fellows of the Society are members of the College of Fellows.

## 28. COMMITTEE ON INTERNATIONAL RESEARCH AND EDUCATION

**28.1** Charged with seeking ways to enhance the Society's role in international research and education in acoustics and generating initiatives to be approved by the Executive Council. The Committee's emphasis will be on developing countries (see § 55.3).

**28.2** Composed of a Chair and other members appointed by the President.

**28.3** The Committee may appoint subcommittees as appropriate to implement specific initiatives, but responsibility for final decisions rests with the Committee, that then makes recommendations to the Executive Council through the External Affairs Administrative Council.

## 29. COMMITTEE ON INVESTMENTS

**29.1** Charged with reviewing the financial investments of the Society and, subject to Executive Council approval, developing investment policies and procedures to guide the Treasurer in the selection of Society investments.

**29.2** Composed of no more than six members appointed by the President, subject to approval by the Executive Council, plus the President and Treasurer as *ex-officio* members. At least one such member should have financial executive experience. In addition, meetings of the Committee should be attended by a non-voting professional investment advisor. No more than one member of the Board of Trustees of the Acoustical Society Foundation shall serve simultaneously on the Society's Committee on Investments, and that person shall not serve as the Chair of the Committee.

## 30. LOCAL MEETING COMMITTEE

**30.1** For each meeting of the Society, the President shall, with the advice of the Committee on Meetings and the approval of the Executive Council, appoint a Local Meeting Chair and Technical Program Chair both of whom shall be members of the Society. The Local Meeting Chair shall appoint additional members of the Local Meeting Committee to assist in organizing the meeting.

**30.2** The Society's office and Treasurer shall supply each Local Meeting Chair with instructions and information concerning the organization and finances of the meeting, respectively.

**30.2.1** The Local Meeting Chair and the Technical Program Chair shall establish liaison with the Technical Committees of the Society. Prior to their meeting, they should attend and report to the Technical Council in order to respond to any special needs of the Technical Committees.

**30.3** The Local Meeting Chair is responsible for submitting a draft expense budget to the Committee on Meetings at least one year prior to the meeting. After review by the Committee on Meetings, the Local Meeting Chair submits the proposed budget for the meeting to the Treasurer for review and incorporation into the budget of the Society for that year. The Treasurer is responsible for preparing the income budget in consultation with the Local Meeting Chair.

**30.4** The Local Meeting Chair shall edit and amplify a draft of the "Call for Papers" for the meeting and return it to the Society's office by the deadline date established for that meeting. The "Call" shall be edited and reproduced by the Society's office and mailed to members, ordinarily according to the schedule listed in § 30.9.

**30.5** Not later than the specified deadline, ordinarily as scheduled in § 30.9, the Local Meeting Chair shall provide the Society's office with a manuscript copy of the complete text of the meeting program, parts of which are reviewed and edited either by the Editor-in-Chief or the Executive Director before its submission for publication.

**30.6** The technical sessions shall be arranged by a Technical Program Organizing Committee composed of the Technical Program Chair and representatives selected by each of the Society's Technical Committees, Technical Specialty Groups, Interdisciplinary Technical Groups, and when appropriate, any other committee organizing technical sessions or workshops. The detailed organizing and scheduling of the technical sessions shall be performed by the Technical Program Organizing Committee, ordinarily meeting at the local meeting site soon after the announced deadline for receipt of abstracts.

**30.7** The Technical Program Chair shall enforce deadlines to ensure timely preparation and distribution of the Meeting Program and shall be authorized to limit the size of the program, if necessary, and to resolve problems that arise involving the scheduling of papers and sessions by the Technical Committee and other representatives.

**30.8** Clerical and telephone expenses and postage which cannot be funded from local sources shall be included in the budget for the meeting, and approved by the Treasurer, see §30.3. Personal expenses incurred by members in connection with organizing the meeting are not ordinarily reimbursed by the Society, unless approved by the Treasurer in advance.

**30.9** The following table shows a typical schedule of events required for the organization of a Society meeting, given in terms of the time prior to the start of the meeting. A specific example is also shown.

### Meeting Organization Schedule

<u>Event</u>	<u>Time before Meeting</u>	<u>Example</u>
First day of meeting	0	4 June '07
Meeting program mailed to members	5 weeks	7 May
Program sent to publisher	13 weeks	23 Feb.
Program received in Society's office	14 1/2 weeks	20 Feb.
Deadline for receipt of abstracts	18 weeks	29 Jan.

Call for papers mailed to members	24 weeks	18 Dec.
Call for Papers returned to the Society's office	29 weeks	13 Nov.

This schedule requires adjustment when the interval between successive meetings is significantly less than 26 weeks (half a year), or if special circumstances require extended lead times.

**30.10** Audio or video recording, or photography, shall not be permitted at technical sessions at regular Society meetings, except in accordance with the provisions of § 9.6.

**30.11** Special technical sessions honoring an individual by name require prior approval by the Executive Council.

### 31. COMMITTEE ON MEDALS AND AWARDS

**31.1** Charged with recommending to the Executive Council candidates and citations for the awards of the Society, with the exception of the ASA Science Writing Awards (see § 36.1) and certain other awards as may, from time to time, be assigned by the Executive Council to the Committee on Prizes and Special Fellowships (see § 39.1). The recipients of each of these awards and the award citations shall be determined by the Executive Council.

**31.2** Further charged with recommending to the Executive Council nominees and citations for the A.B. Wood Medal, and where appropriate for awards by other organizations, and with forwarding information on non-Society awards to the appropriate Technical Committee Chairs for possible action or advice.

**31.3** Composed of the Chair and as many other members as there are Technical Committees of the Society. Each Technical Committee shall be represented by a member of the Committee on Medals and Awards, excluding the Chair. The Chair and members of the Committee shall all be Fellows of the Society. The Chair shall preferably be or have been a member of the Executive Council. The Chair shall have been a member of the Committee on Medals and Awards for at least one year either currently or previously, before appointment as the chair, and shall be appointed by the President for renewable terms of one year. Each of the other members shall be appointed by the President for renewable terms of three years, upon nomination made by the Chair of the Committee on Medals and Awards in consultation with the Chair of the Technical Committee represented by the member. (See § 16.13.6)

**31.4** Each member of the Committee other than the Chair shall be an *ex-officio* member of the Technical Committee represented by the member.

**31.5** Upon request by the Chair of the Acoustical Society Foundation, the President may appoint, in consultation with the Chair of the Committee, one or more representatives from the Committee to participate, without vote, in Foundation discussions of the purpose and acceptability of a restricted gift being offered to the Foundation.

**Note:** Detailed procedures of the Committee on Medals and Awards are available from the office of the Society. See also *Procedures of the Medals and Awards Committee* in the online Handbook.

### 32. COMMITTEE ON MEETINGS

**32.1** Charged with proposing sites and dates for future meetings and meeting exhibits, subject to Executive Council approval; with providing a forum for exchanging information on meeting arrangements among Local Meeting Chairs; and with proposing changes in the meeting format for consideration by the Executive Council.

**32.2** The Committee shall be composed of a Chair who shall have been a former Local Meeting Chair, appointed by the President for a three-year term; the current Vice President and Vice President-Elect; the Local Meeting Chairs of the current meeting, of the two most recent past meetings, and of the next three future meetings; and as *ex-officio* members, the Executive Director and the Society Office Manager.

**32.3** The Chair shall attend meetings of the Technical Council to provide liaison on matters concerning the organization of meetings.

### 33. MEMBERSHIP COMMITTEE

**33.1** Charged with reviewing applications for Membership and nominations for Fellowship in the Society, and selecting the applications and nominations to be submitted to the Executive Council for approval.

**33.2** Composed of one representative of each of the Technical Committees of the Society and a Chair, all of whom shall be Fellows of the Society appointed by the President for renewable terms of three years. The Technical Committee representatives shall be appointed upon nomination by the Chair of the Membership Committee, who shall in turn consult the Chairs of the Technical Committees for recommendations for their Committee representatives.

**33.3** The Committee shall formulate procedures for eligibility for the various grades of membership and Fellowship, in accordance with the provisions of the Bylaws, and shall submit its procedures to the Executive Council for approval.

**33.4** The Technical Committee representatives on the Membership Committee shall each be an *ex-officio* member of the Technical Committee represented by the member.

**Note:** Detailed procedures of the Membership Committee are available from the office of the Society. The online Handbook contains instructions for nominating candidates for Fellowship.

### 34. NOMINATING COMMITTEE

**34.1** Charged with preparing a slate of candidates for the election to be held in the spring approximately eighteen months after the Committee is appointed.

**34.2** Composed of six members who shall all be Fellows or full Members of the Society, including at least one past president, appointed by the President at the fall meeting of the Executive Council and chosen so as to provide a diversity of technical fields of interest and geographical locations among the Committee members. The President shall designate one of the Committee members, ordinarily a past president, to be its Chair.

**34.3** At least nine months before the election date (see § 3.14), the Committee shall provide the Executive Director with a slate of candidates chosen from among the Fellows and full Members of the Society and consisting of at least two candidates for the office of President-Elect, at least two for Vice President-Elect, and at least five and preferably six candidates for two positions on the Executive Council. Before submitting the slate, the Committee shall ensure that the candidates are willing to run for office and that they are Fellows or full Members of the Society in good standing.

**34.4** After the slate is submitted, the Society's office shall obtain brief biographical statements from each candidate prepared by the candidates themselves, and these shall accompany the ballots mailed to those members eligible to receive such ballots (see § 3.5). In addition, candidates for the offices of President-Elect and Vice-President Elect shall submit brief statements (limited to 200 words) of their objectives for the Society to appear with the ballots.

### **35. PANEL ON PUBLIC POLICY**

**35.1** Charged with the responsibility to represent the interests of the general public on matters of public policy related to acoustics and the advancement of science.

**35.2** Composed of the Chair and a maximum of thirteen other members. Panel members will normally be members of the ASA and shall be appointed by the President for renewable terms of three years upon recommendation made by the Chair of the Panel on Public Policy in consultation with the Chairs of the Technical Committees. The Panel shall reflect a diversity of technical areas within ASA, with no Technical Committee or other ASA constituency holding a majority vote of the whole. The Executive Director, Vice President, immediate Past President, and Standards Director shall serve as non-voting *ex-officio* members of the Panel. The Chair shall have been a member of the Panel for at least one year prior to his/her appointment as Chair and shall be appointed by the President for renewable terms of 3 years.

**35.3** Subcommittees shall be established as needed to focus on particular issues. Chairs of subcommittees shall be appointed by the President, upon nomination by the Chair of the Panel on Public Policy, for indefinite terms to be determined by the nature of the policy under consideration. The Chair of the Panel shall review the status of subcommittees on an annual basis and make recommendations to the President for renewal or termination of each subcommittee for the next year.

**35.4** Members of subcommittees may be appointed for indefinite terms by the President upon nomination by the Chair of the Panel on Public Policy in consultation with the Chairs of appropriate Technical Committees. The Chair of the Panel on Public Policy, in consultation with the Chair of each subcommittee, shall review membership of the subcommittee on an annual basis and make recommendations to the President for reappointment of members. Members of subcommittees are not required to be members of ASA.

**35.5** The Panel on Public Policy, in consultation with the Chairs of the subcommittees, will submit all products and recommendations (e.g., policy statements, reports, studies) to the Executive Council for approval prior to release to the general public.

**35.6** The Panel on Public Policy, upon the request of the president, may consider statements of public policy put before it and make recommendations to the President of support or lack of support of that policy as determined by majority vote of the Panel members.

**35.7** The Chair of the Panel on Public Policy, or specified proxy, will be a member of the External Affairs Council and will report activities to the Executive Council at each meeting of the Society.

**Note:** Detailed procedures of the Panel on Public Policy are available from the office of the Society. See also Procedures of the Panel in the online Handbook.

### **36. COMMITTEE ON PUBLIC RELATIONS**

**36.1** Charged with recommending to the Executive Council, and implementing actions as approved by Executive Council, that are intended to increase awareness of and interest in acoustics by the general public and policy makers in the public and private sectors; to cooperate with other responsible committees in promoting membership growth and retention; and to increase the awareness of Society activities among its members. The Committee selects, and recommends to the Executive Council, candidates for the ASA Science Writing Awards. The recipients of each of these awards shall be determined by the Executive Council.

**36.2** Composed of a Chair and other members appointed by the President, and the Executive Director as an *ex-officio* member.

### **37. COMMITTEE ON PUBLICATION POLICY**

**37.1** Charged with reviewing and suggesting changes in the policy, contents, and format of the Journal and other Society publications, but excluding the books-plus program and Standards, for consideration by the Editor-in-Chief and the Executive Council, and proposing new publications.

**37.2** Composed of the Chair and members appointed by the President, and the Editor-in-Chief and President-Elect as *ex-officio* members.

### **38. COMMITTEE ON REGIONAL CHAPTERS**

**38.1 Function.** The Committee on Regional Chapters is charged with promoting the formation and growth of Regional Chapters, and providing liaison among the chapters and the Society's office for the exchange of information on matters of interest to the chapters.

**38.2 Membership of the Committee.** The committee shall be composed of the Chair appointed by the President with the approval of the Executive Council, one representative of each Regional Chapter elected by the Chapter, and as *ex-officio* members, the Chair of the Committee on Education in Acoustics, a representative from the Student Council and the Treasurer.

**38.3 Meetings.** Regular meetings of the committee shall be concurrent and colocated with the national meetings of the Society.

**38.4 Regional Chapters.** Each Regional Chapter operates according to general Rules pertaining to all Regional Chapters, and derives benefits from its affiliation with the Society.

**38.4.1 Members.** Members of Regional Chapters need not be members of the Society. Chapter members who are not members of the Acoustical Society of America shall be designated as "Regional Chapter Affiliates." At least ten active members of a Regional Chapter shall be members of the Society.

**38.4.2 Officers.** At least half of the officers of a Regional Chapter shall be members of the Society.

**38.4.3 Student Chapters.** A Regional Chapter that is mainly comprised of students shall include as one of the members of its Executive Committee, a Member or Fellow of the Society and that member shall serve as the faculty advisor for the Chapter. The Chapter shall follow all rules of the college or university regarding student organizations. At least five active members of a Chapter shall be members of the Society.

**38.4.4 Establishment.** A new Regional Chapter may be formed by petitioning the Executive Council, via the Committee on Regional Chapters, to authorize a Regional Chapter. [Detailed information on establishing a new Regional Chapter is provided in a "Regional Chapter Start-Up Kit" available on the ASA Home Page.]

**38.4.4.1 Petition.** The petition shall state the name of the Chapter, describe the city, state or geographical area to be encompassed, and include a statement that the Society-approved model Charter and Bylaws were approved at an organizing meeting of the Chapter, giving the date. The petition shall be accompanied by a copy of the Charter and Bylaws, a list of initial officers, a list of initial members, a list

of those attending the organizing meeting and other documentation.

**38.4.4.2 Local waivers.** Additionally, if local law prohibits a Regional Chapter from complying with any Rule of the Society, the petition shall include a request that the Rule be waived; supporting documentation shall include the full text of the Law, the Rule in conflict, and the proposed resolution of the conflict. No action violating the Rules of the Society shall be taken unless a waiver has been granted by the Executive Council.

**38.4.4.3 Responsibility.** The chair of the Committee on Regional Chapters shall coordinate planning for the establishment of new Regional Chapters in accordance with the Rules of the Society.

**38.4.5 Representation.** Each Regional Chapter shall elect one of its members, who shall be a member of the Society, to be its representative on the Committee on Regional Chapters (see § 38.2).

**38.4.6 Accountability and Expenses.** Annually, each Chapter shall submit a financial status report, prepared in accordance with the Treasurer's guidelines, acceptable to the Treasurer of the Society. Upon receipt, the Chapter shall be provided with funds of \$500 plus \$5.00 per attendee at local meetings (total annual attendance during the previous calendar year). These funds are intended to cover the administrative and operating expenses of the Chapter. Expenses, other than those detailed herein shall be borne by the Chapter.

**38.4.6.1 Start-Up Expenses.** When a new Regional Chapter has been authorized by the Executive Council, the Chapter may request the Society to provide it with up to \$1000 in "start-up funds" to assist payment of initial Chapter expenses. These funds shall subsequently be included in the first annual financial status report to the Treasurer.

**38.4.6.2 Reimbursable expenses.** To receive reimbursement, the Regional Chapter shall send original documentation to the Treasurer of the Society, and a copy to the Chair of the Committee on Regional Chapters. All reimbursement shall be in US dollars. [Note: Guidelines for requesting reimbursement of funds can be obtained from the office of the Society.]

**38.4.6.3 Honoraria or expenses for speakers.** A Regional Chapter may be provided with up to \$500 per year of Society funds, upon request, to support 80% of the cost of honoraria or expenses for invited speakers at its meetings.

**38.4.6.4 Awards.** The Society may reimburse a Regional Chapter up to a maximum of \$200 per year, upon request, for the cost of Science Fair and other similar awards made to secondary level students to develop student interest in acoustics.

**38.4.6.5 Student participation.** The Society may reimburse a Regional Chapter up to a maximum of \$200 per year, upon request, to support activities and awards intended to stimulate participation by college and university students in the Society.

**38.4.6.6 Talks at schools.** The Society may reimburse a Regional Chapter up to a maximum of \$200 per year, upon request, to support the presentation of talks or technical demonstrations on acoustics at local schools.

**38.4.6.7 Other reimbursements.** Other reimbursements, such as special initiatives toward chapter development and enhancement of programs to diffuse the knowledge of acoustics and promote its practical applications, may be allowed with prior approval by the Treasurer of the Society.

**38.4.6.8 External financial support.** Regional Chapters may not establish sustaining memberships, but they may accept financial support for their activities from individuals and other organizations. Such funds shall be included as a separate category on the annual report to the Treasurer of the Society.

**38.5 Deactivation.** A Regional Chapter may be deactivated by petition to the Executive Council, via the Committee on Regional Chapters. Such petition shall have been approved by a two-thirds majority vote of those attending the most recent meeting of the Regional Chapter, or by mail ballot. Alternatively, a Regional Chapter may be deactivated by action of the Executive Council upon evidence of a prolonged period of inactivity, as shown by lack of correspondence with the Society, and the continuing absence of a representative of the Chapter at meetings of the Committee on Regional Chapters. The Chair of the Committee on Regional Chapters shall attempt to contact the most recently known officers of the Chapter in order to determine if there are circumstances that mitigate against such action. Any funds remaining in the account of an inactivated Regional Chapter shall revert to the Society. The Treasurer or other officer of a deactivated Chapter shall contact the Society's Treasurer to handle details of the transfer of funds to the Society.

## 39. COMMITTEE ON PRIZES AND SPECIAL FELLOWSHIPS

**39.1** Charged with reviewing candidates for the F.V. Hunt Postdoctoral Research Fellowship in Acoustics, the Graduate Fellowship for Minorities, the Congressional Science and Engineering Fellowship supported by the Society, and such other stipend-bearing fellowships as may be established by the Executive Council; with performing other activities related to these fellowships, and with making recommendations to the Executive Council. The recipient of each of these prizes and special fellowships shall be approved by the Executive Council.

**39.1.1** The proposed recipients of certain awards of the Society are reported to the Executive Council for approval through the Chair of the Committee, even though the Committee is not involved in the evaluation of their nominations or applications. Candidates for each of these awards are reviewed by a subcommittee in the specific technical or activity area that is involved.

**39.2** Composed of six Fellows of the Society, all appointed by the President. The Chair should have served as a member of the Committee for at least one year, and is appointed for a two-year renewable term. Members of the Committee should be familiar with more than one technical area of acoustics in order to provide the maximum possible coverage of technical interests.

**39.3** Upon request by the Chair of the Acoustical Society Foundation, the President may appoint the Chair of the Committee to participate, without vote, in Foundation discussions of the purpose and acceptability of a restricted gift being offered to the Foundation

**Note:** Detailed Committee procedures are available from the office of the Society.

#### **40. COMMITTEE ON RULES AND GOVERNANCE**

**40.1** Charged with monitoring the Society's Rules, its Bylaws, and related actions by the Executive Council; and with recommending changes as necessary to insure their compatibility; with advising the President, the Executive and Technical Councils and other Society members on interpretation of the Rules; and in response to requests by the President or the Executive Council, or on its own initiative, recommending changes in the Rules or operating procedures to improve Society operations and implement new initiatives.

**40.2** Composed of the Executive Director, the Office Manager, and several additional members of the Society who are familiar with its activities and procedures, appointed by the President with approval of the Executive Council for a three-year term, and may be reappointed.

**40.3** In the event that the Chair of the Committee is not a member of the Executive Council, the Executive Director shall provide the Chair with a copy of the agenda and subsequent minutes of Executive Council meetings.

#### **41. COMMITTEE ON SALARIES AND HONORARIA**

**41.1** Charged with reviewing and recommending to the Executive Council salaries and honoraria for Society employees and those officers, associate editors, and others who occupy honorarium-bearing positions.

**41.2** Meets annually, preferably prior to, but otherwise during the fall meeting of the Society, so that the Treasurer can include salaries and honoraria in the proposed budget for the subsequent year before submitting it to the Executive Council for approval at its fall meeting.

**41.3** Composed of the President as Chair, the President-Elect, the most recent Past President, the Vice President, the Vice-President Elect, the most recent past Vice President, and the Executive Director. No person shall be present during the vote on that person's salary or honorarium.

**41.4** The President customarily consults the Society Treasurer and Executive Director for information and recommendations.

#### **42. COMMITTEE ON STANDARDS**

**42.1** Charged with setting policy and managing the activities of the Society which support the development and publication of standards on acoustical subjects.

**42.2** Composed of the Standards Director of the Society as Chair and a Vice Chair, both of whom are appointed by the Executive Council on nomination by the Acoustical Society of America Committee on Standards (ASACOS); the Standards Manager, *ex-officio*; the Chair and Vice Chair of each Accredited Standards Committee for which the Society provides the Secretariat; one representative from each of the Society's Technical Committees; the Chairs of certain U.S. Technical Advisory Groups for ISO and IEC acoustical committees *ex-officio*; and, as *ex-officio* members, the Vice President, Treasurer, Executive Director, the most recent Past Chair of ASACOS, and the Associate Editor for Standards News—JASA.

**42.3** The Chair, Vice Chair, and ASA member of each Accredited Standards Committee, and the representative from each Society Technical Committee shall be nominated by an ASACOS Nominating Committee and approved by ASACOS. Recommendations for the representative from a Technical Committee are provided by the Chair of that Technical Committee annually upon request by the ASACOS Nominating Committee. Each representative shall be an *ex-officio* member of the Technical Committee represented.

**42.4** The price of ASA-published Standards is recommended by the Standards Director, and set with the approval of ASACOS.

**42.5** The Vice Chair of ASACOS shall attend meetings of the Technical Council to provide liaison with the standards program of the Society.

**Note:** Detailed procedures governing the operation of ASACOS are given in *Acoustical Society of America Committee on Standards (ASACOS) Operating Procedures*, available from the Standards Manager.

#### **43. STUDENT COUNCIL**

**43.1** Charged with promoting the interests of student members of the Society.

**43.2** Members of the Student Council are appointed by the President. The appointment is for a full term of two years with the possibility of renewal. All Student Members of the Society in good standing are eligible for appointment or renewal as a member of the Student Council. The Council shall elect one of its members to serve as its Chair.

**43.3** The Council consists of one member representing each technical committee. Each Council representative is an *ex-officio* member of the relevant technical committee, and reports on student activities as appropriate. One member of the Student Council shall serve on the Committee on Regional Chapters (see §38.2) and one member shall serve as *ex-officio* on the College of Fellows (see § 27.3).

**43.4** Activities of the Student Council include providing support to student members of the Society by disseminating information via a website or other means, advocating participation of students in Society activities and meetings, and promoting the benefits of membership in the Society among potential members.

#### **44. COMMITTEE ON TUTORIAL LECTURES**

**44.1** Charged with planning and organizing the Tutorial Lecture Program, the Short Course Program, and selecting the subjects and the lecturers; and further charged with planning and organizing technical sessions at meetings on topics of broad interest, i.e. Hot Topics in Acoustics.

**44.2** Composed of a Chair and other members all appointed by the President.

**Note:** Detailed information about the Tutorial Lecture Program is given in the online Handbook.

#### **45. COMMITTEE ON WOMEN IN ACOUSTICS**

**45.1** Charged with exploring and proposing activities designed to attract women to the profession of acoustics, to encourage women to join the Society and to become active participants in sessions and committees, to assist women to strive for fellowships, and to encourage women to accept leadership positions in the Society.

**45.2.** Composed of the Chair and members appointed by the President, and the Vice-President Elect *ex-officio*.

#### **46. NEW MEMBERS**

**46.1** An individual may apply for membership in the Society on a formal application form as a Student Member, Associate Member, or full Member, subject to satisfying the eligibility requirements specified in Article III, Section 2 of the Bylaws. Payment of dues for the first year shall accompany the application. An application for full Membership shall be signed by two individuals who are either Fellows or full Members of the Society as references; and the applicant shall simultaneously submit payment of one-year's dues as an Associate Member with the application. If subsequently elected to full Membership, dues as a full Member shall not

be assessed until the following year (see § 50.4). An applicant for Student Membership requires signatures on the application form of two faculty members (or their names with e-mail addresses if the application is made electronically) at the institution attended certifying that the applicant is a student.

**Note:** A formal application form can be downloaded from the ASA website. It is also printed in each program of the regular spring and fall meetings of the Society, or may be obtained from the office of the Society.

**46.2** A new member accepted and paying one-year's dues by 1 October shall receive all issues of the Journal for that calendar year, including back issues, without additional charge. The membership period of a new member accepted after 1 October shall begin the following 1 January, and the new member shall receive the Journal, and election ballots if a full Member or Fellow, beginning at that time. The dues payment submitted with the application shall be applied to the year beginning that 1 January.

**46.3** A new member, but not a Corresponding Electronic Associate, may register at the member's rate for any Society meetings attended after the payment of the first year's dues.

**46.4** Election to the grade of Fellow or Honorary Fellow is by action of the Executive Council in accordance with Article III, Section 3 of the Bylaws, and not by application.

#### **47. SUSTAINING MEMBERS**

**47.1** Any person corporation or organization contributing annual dues as fixed by the Executive Council shall be eligible for election to Sustaining Membership in the Society (see Section 6.18 and Article III, Section 2 of the Bylaws).

**47.2** Dues for a Sustaining Member may not be prorated for a portion of the year.

**47.3** The Treasurer may terminate membership in the Society of a Sustaining Member whose dues payment is one year or more in arrears.

#### **48. TERMINATION OF MEMBERSHIP**

**48.1** A member of the Society whose dues payment is in arrears shall be removed from the subscription list for the Journal after being sent two print issues of the Journal the first CD ROM beyond the last calendar year for which dues were paid. The member shall continue to be sent election ballots, if a Fellow or full Member, and meeting notices for one year after the last year for which dues were paid. Members who opt to receive the Journal online only will be denied access to the online Journal starting on 1 January of the year for which dues have not been paid.

**48.2** The association with the Society of any member whose dues are in arrears shall be terminated at the end of the year following the last year for which dues were paid.

**48.3** A member of the Society may terminate membership by submitting a letter of resignation to the office of the Society.

#### **49. REINSTATEMENT**

**49.1** A member whose association with the Society has been terminated by resignation or for non-payment of dues may be reinstated to the member's former grade of membership upon payment of dues for the year in which reinstated, except in the case of Student Membership where a new application must be submitted. Reinstatement as a Student Member requires submission of a new application with the signatures of two faculty members (or their names with e-mail addresses if the application is made electronically) at the institution attended, certifying that the applicant is a student. The provisions of § 46.2 and 46.3 apply to reinstated members.

**49.2** A former member of the Society who is reinstated after a period greater than one year shall fill out a new application form to ensure that membership information is current a readily available.

#### **50. CHANGE OF MEMBERSHIP GRADE**

**50.1** An Associate Member may request transfer to full Membership by submitting an application for full Membership, signed by two individuals who are either Fellows or full Members of the Society as references, see also § 46.1.

**50.2** A full Member or Associate Member who subsequently meets the qualifications for Student Membership may request transfer to Student Member status, and pay dues at the Student Member rate, by submitting a new application for Student Membership with the signatures of two faculty members (or their names with e-mail addresses if the application is made electronically), as specified in § 46.1.

**50.3** A member may apply for Emeritus status by submitting a letter to the Society's office quoting the qualifications for Emeritus status specified in Article III, Section 6 of the Bylaws and asserting that the member meetings those qualifications, and indicating whether or not the member desires to continue receiving the Journal.

**50.4** When a member's grade of membership is changed, the change of grade shall be effective immediately. Dues shall be billed at the rate for the new grade to commence on 1 January of the following year.

#### **51. DUES**

**51.1** Annual dues shall be set by the Executive Council for the following categories of members: Fellows, full Members, and Associate Members who have been in that grade for more than five years; Associate Members for the first five years in that grade; Corresponding Electronic Associates; Student Members; and Sustaining Members. Emeritus members and Honorary Fellows are not required to pay dues.

**51.2** A nonmember of the Society who applies for Associate Membership when attending a Society meeting and pays the nonmember registration fee at that time may receive a discount off the cost of membership dues for the first year.

**51.3** A change in the amount of the dues requires approval by at least two-thirds of all members of the Executive Council entitled to vote.

**51.4** All members of dues-paying grades of membership receive the Society's publications, meeting notices, and meeting programs as authorized by the Executive Council with the exception of Corresponding Electronic Associates who receive only those publications available electronically. A member's dues may depend on the format, or multiple formats, in which the member chooses to receive the publications. Emeritus members, being exempt from payment of dues, may be subject to a charge if they desire to receive the Journal in accordance with Article III, Section 6 of the Bylaws.

#### **52. CERTIFICATES**

Members shall be provided with the following certificates:

**52.1** Certificates of Membership in the Society, available to full Members for a fee.

**52.2** Certificates of Fellowship in the Society, given to newly elected Fellows without charge.

**52.3** Certificates of Sustaining Membership in the Society, provided annually to Sustaining Members without charge.

**52.4** Certificates presented to Honorary Fellows and to those receiving Society awards and medals, indicating the award or medal received.

**52.5** Certificates of appreciation presented to the Chair and Technical Program Chair of each Local Meeting Committee after the meeting, and to outgoing officers and members of the Executive Council.

**52.6** Silver or Gold Certificates, given without charge to members after 25 and 50 years of continuous membership in the Society in any grade or combination of grades of membership. For past officers or Fellows, the certificates shall indicate the Society offices held, with dates, and the date of election to Fellowship.

**52.7** Certificates are presented to the recipients of the Society's Science Writing Awards, and to those receiving Society Awards at International Science and Engineering Fairs held in North America.

**52.8** Certificates may be presented to organizations and individuals in recognition of anniversaries or special achievements.

### **53. MEETING REGISTRATION FEES**

**53.1** All persons attending technical sessions at meetings of the Society are required to register. Ordinarily, the same fee is charged for Fellows, Associate and full Members, and a higher fee for nonmembers of the Society. Emeritus members and invited speakers who are not members of the Society may register at a reduced fee. Student Members may register without charge if they preregister. Nonmember students who present current student identification cards may register at a reduced fee.

**53.2** Registration fees for meetings shall be set by a simple majority vote of the Executive Council, with advice from the Chair of the Local Meeting Committee and the Treasurer.

**53.3** For joint meetings with other organizations, the Executive Council may approve a set of registration fees different from that described in § 53.1.

**53.4** A nonmember who completes an application form for Associate Membership in the Society when registering and pays the nonmember registration fee may receive a discount off the cost of membership dues for the first year, see § 51.2.

### **54. FILES AND RECORDS**

**54.1** All vital Society correspondence originated by or addressed to the President or to the Executive Director's office shall be held in the Society's headquarters office for at least three years.

**54.2** Society membership records, minutes of Executive Council and Technical Council meetings, correspondence related to grievances, and final reports of committees shall be held in permanent files in the Society's office.

**54.3** Society financial and tax reports and records shall be held in permanent files in the Society's office, except that tax records and some other financial records shall be kept only seven years in accordance with current accounting principles and standards.

**54.4** All vital correspondence originated in or addressed to the Society's Standards Secretariat, including ASACOS and Standards Committee minutes but not including leases contracts or signed authorizations and other financial records, shall be held in permanent files in the office of the Standards Secretariat.

**54.5** Except for the items listed above in § 54.1 to 54.4, other reports, correspondence and files of Society officers and committees may be held or discarded at the discretion of the respective officers or committee chairs.

### **55. SPONSORSHIP AND CO-SPONSORSHIP OF SPECIAL MEETINGS**

**55.1** The Society may act as a sponsor or co-sponsor of special meetings if sponsorship is approved adequately in advance by the Executive Council. Such approval shall be subject to the understanding that Society representatives shall participate actively in planning and organizing the meeting, e.g., by organizing sessions. When appropriate, the Chairs of the Technical Council and the pertinent Technical Committees shall be consulted before action by the Executive Council.

**55.2** When time constraints make action desirable in the interval between Executive Council meetings, the President may approve sponsorship or co-sponsorship of a special meeting, with the understanding that Society representatives shall participate actively in planning and organizing the meeting. When taking such action, the President shall consult the Chairs of the Technical Committees whose scopes include the subject area of the meeting, and shall advise them and the Executive Council of the action taken.

**55.3** The Society may offer financial support to a meeting recommended by the Committee on International Research and Education with the approval of the President in consultation with the chair(s) of the appropriate Technical Committee(s). The President shall advise the Executive Council of this action.

**55.3** The fact of the Society's sponsorship or co-sponsorship of any meeting shall be made known in the literature and announcements of that meeting.

## **APPENDIX A: SCOPES OF TECHNICAL COMMITTEES, TECHNICAL SPECIALTY GROUPS AND INTERDISCIPLINARY TECHNICAL GROUPS**

The Scopes of the Technical Committees, Technical Specialty Groups and Interdisciplinary Technical Groups are listed below to provide information; the scopes have been approved by the Executive and Technical Councils.

### **ACOUSTICAL OCEANOGRAPHY (AO)**

The Acoustical Oceanography Technical Committee is responsible for representing and fostering acoustical oceanography within the Acoustical Society of America. It is concerned with the development and use of acoustical techniques to measure and understand physical, biological, geological, and chemical parameters and processes in the sea.

### **ANIMAL BIOACOUSTICS (AB)**

Concerned with:

1. Sound of animals: passive and active bioacoustics, associated behavior and sound mechanisms of animals
2. Auditory capacities and auditory mechanisms of animals
3. Animal communications
4. Instrumental sonar: use in population assessment, identification, and behavior
5. Effect of man-made noise on animals

### **ARCHITECTURAL ACOUSTICS (AA)**

Encompasses the following areas of interest as applied to spaces in and around buildings:

1. Room acoustics
2. Airborne and impact transmission in building structures
3. Airborne and structure-borne noise control
4. Noise control of building systems
5. Electroacoustics systems
6. Psychophysics and psychoacoustics

### **BIOMEDICAL ACOUSTICS (BA)**

Includes, but is not limited to, the effects of hand-arm vibration, the effects of whole-body vibration, touch as a communicative sense, impact, and the effects of infrasound and ultrasound.

### **ENGINEERING ACOUSTICS (EA)**

Concerned with the evolution and improvement of acoustical techniques and apparatus, and with the promotion of new applications of acoustics for useful purposes. Current interests of the committee embrace the following areas:

1. Transducers and arrays
2. Underwater acoustic systems
3. Acoustical instrumentation and monitoring
4. Applied sonics, promotion of useful effects, information gathering and transmission
5. Audio engineering
6. Acoustic holography and acoustic imaging
7. Acoustic signal processing (equipment and techniques)
8. Ultrasound and infrasound

## **MUSICAL ACOUSTICS (MU)**

Concerned with the application of science and technology to the field of music. Of particular current interest are the following topics:

1. Physics of musical sound production
2. Psychoacoustics of musical perception
3. Analysis and synthesis of musical sounds and compositions

### **NOISE (NS)**

To increase and diffuse knowledge of noise generation and propagation, passive and active noise control, and the effects of noise. Activities of the Committee embrace the practical and theoretical aspects of noise, in its broadest definition, in all areas of acoustics. Specific interests include the following and similar topics: sound sources, source mechanisms, propagation, perception, prediction, measurement, evaluation, analysis, effects, regulation, mitigation and legal aspects of noise.

### **PHYSICAL ACOUSTICS (PA)**

Concerned with fundamental acoustical wave propagation phenomena, including transmission, reflection, refraction, interference, diffraction, scattering, absorption, and dispersion of sound. The use of acoustics to study physical properties of matter, and to produce changes in these properties, is also of interest. Theoretical, computational, and experimental approaches are used. Relevant subjects are:

1. Ultrasonics and infrasonics
2. Propagation of sound through the atmosphere, fluids, and fluid-filled materials
3. Nonlinear acoustics
4. Biomedical ultrasound
5. Use of acoustics as a tool in studying superconductivity, dislocation in solids, and lattice vibrations
6. Acoustical studies of structural and dynamical properties of matter
7. Interaction of sound with light and other forms of radiation

### **PSYCHOLOGICAL AND PHYSIOLOGICAL ACOUSTICS (PP)**

Concerned with the investigation and the dissemination of information about psychological and physiological responses of man and animals to acoustic stimuli. Representative but not exhaustive subareas of interest are:

1. Detectability of features of sounds in quiet and in the presence of other sounds
2. Psychological scaling of attributes of sound, psychoacoustic methodology
3. Recognition of sounds, including speech
4. Cochlear mechanics and cochlear transduction
5. Physiology and biophysics of the inner ear, the auditory nerve, and higher neural centers

### **SIGNAL PROCESSING IN ACOUSTICS (SP)**

Concerned with promoting the following objectives:

1. To foster interdisciplinary interaction among Technical Committees in matters pertaining to signal processing in acoustics

2. To organize technical sessions on the broad principles of signal processing in acoustics
4. To provide a contact point for inquiries, recommendations, and information both within and outside the Society on signal processing in acoustics
5. To provide a forum for discussion of technical, organizational, and other issues related to signal processing in acoustics

#### **SPEECH COMMUNICATION (SC)**

Concerned with the study of the production, transmission, and perception of spoken language, including the following:

1. The acoustical, physiological, psychological, and linguistic phenomena related to the human speech process
2. Speech-transmission systems
3. Machine processing of speech, including speech analysis, synthesis, and automatic recognition

#### **STRUCTURAL ACOUSTICS AND VIBRATION (SA)**

Includes the study of motions and interactions of mechanical systems with their environments and the methods of their measurement, analysis, and control. Principal topics considered are:

1. Responses of mechanical systems to dynamic excitations

3. To develop initiatives and enhance interest and activity in signal processing in acoustics
2. Instrumentation, including calibration techniques, for measurement and analysis of shock and vibration
3. Resonances of structures
4. Damping and internal friction
5. Isolation of mechanical systems from shock and vibration
6. Mechanical impedance (mobility)
7. Modal analysis
8. Simulation of environmental factors
9. Development and application of analytical techniques
10. Active control of structural acoustics and vibration

#### **UNDERWATER ACOUSTICS (UW)**

Concerned with sound wave phenomena in the underwater medium and the seabed, with primary emphasis on:

1. Propagation — steady-state and transient solutions of the wave equation, boundary effects, and seismoacoustics
2. Scattering and reverberation
3. Ambient noise — sources, spectrum, directionality, fluctuations
4. Signal processing — detection of signals in noise, statistical analysis

## APPENDIX B: SUBJECT TITLES AND PACS NUMBERS FOR TECHNICAL COMMITTEES, TECHNICAL SPECIALTY GROUPS AND INTERDISCIPLINARY TECHNICAL GROUPS

The Subject Titles and PACS Numbers used in the Journal are listed below for each of the Technical Committees (TC), Technical Specialty Groups (TSG) and Interdisciplinary Technical Groups (ITG). These are not a mandatory part of the Rules of the Society.

<u>Committee</u>	<u>PACS</u>	<u>Subject</u>
Acoustical Oceanography (TC)	.30	Underwater sound
	.60	Acoustic signal processing
Animal Bioacoustics (TC)	.30	Underwater sound
	.64	Physiological acoustics
	.66	Psychological acoustics
	.80	Bioacoustics
Architectural Acoustics (TC)	.55	Architectural acoustics
	.40	Structural acoustics and vibration
	.66	Psychological acoustics
Biomedical Ultrasound/Bioresponse to Vibration (TC)	.40	Structural acoustics and vibration
	.64	Physiological acoustics
	.66	Psychological acoustics
	.71	Speech perception
	.80	Bioacoustics
	.35	Ultrasonics, quantum acoustics and physical effects of sound
Engineering Acoustics (TC)	.38	Transduction; acoustical devices for the generation and reproduction of sound
	.58	Acoustical measurements and instrumentation
	.35	Ultrasonics, quantum acoustics and physical effects of sound
Musical Acoustics (TC)	.75	Music and musical instruments
	.55	Architectural acoustics
	.58	Acoustical measurements and instrumentation
	.66	Psychological acoustics
Noise (TC)	.50	Noise: its effects and control
	.40	Structural acoustics and vibration
	.58	Acoustical measurements and instrumentation
	.66	Psychological acoustics
Physical Acoustics (TC)	.20	General linear acoustics
	.25	Nonlinear acoustics, macrosound
	.28	Aeroacoustics, atmospheric sound
	.35	Ultrasonics, quantum acoustics and physical effects of sound
	.40	Structural acoustics and vibration
	.80	Bioacoustics
Psychological and Physiological Acoustics (TC)	.64	Physiological acoustics
	.66	Psychological acoustics
	.60	Acoustic signal processing
	.80	Bioacoustics
	.71	Speech perception
Signal Processing in Acoustics (TC)	.60	Acoustic signal processing
	.58	Acoustical measurements and instrumentation
	.30	Underwater sound
	.35	Ultrasonics, quantum acoustics, and physical effects of sound
	.72	Speech processing and communication systems
	.80	Bioacoustics

Speech Communication (TC)	.70	Speech production
	.71	Speech perception
	.72	Speech processing and communication systems
	.66	Psychological acoustics
Structural Acoustics and Vibration (TC)	.40	Structural acoustics and vibration
	.50	Noise: its effects and control
Underwater Acoustics (TC)	.30	Underwater sound
	.60	Acoustic signal processing

## APPENDIX C: COMPOSITION OF ADMINISTRATIVE COUNCILS

The following assignment of Standing Administrative Committees and Elected Society Officers to two Administrative Councils has been approved by the Executive Council. The appointed Society Officers are assigned *ex-officio*. Ad-hoc Administrative Committees are not listed here but are assigned to an Administrative Council when they are formed. The President-Elect and the Vice President-Elect may be designated voting members of administrative committees by the President.

### EXTERNAL AFFAIRS COUNCIL

Two members of the Executive Council serving as Chair and Vice Chair

Books<sup>+</sup> Committee  
 Committee on International Research and Education  
 Committee on Meetings  
 Committee on Public Policy  
 Committee on Publication Policy  
 Committee on Public Relations  
 Committee on Tutorial Lectures  
 ASA President Elect

ASA Editor-in-Chief, *ex-officio*  
 ASA Executive Director, *ex-officio*

### INTERNAL AFFAIRS COUNCIL

Two members of the Executive Council serving as Chair and Vice Chair

Committee on Archives and History  
 Committee on Education in Acoustics  
 College of Fellows  
 Committee on Regional Chapters  
 Committee on Rules and Governance  
 Committee on Standards  
 Student Council  
 Committee on Women in Acoustics  
 ASA Immediate Past President

ASA Executive Director, *ex-officio*  
 ASA Standards Director, *ex-officio*

## APPENDIX D: SPECIFIC FINANCIAL DUTIES AS ASSIGNED BY THE EXECUTIVE COUNCIL AND THE TREASURER

The financial activities of the Society are performed by a number of different individuals and committees. The Bylaws and Rules of the Society give a general overview of these responsibilities. A more detailed list is provided in this Appendix.

### Duties of the Treasurer:

1. Chief adviser to the Executive Council on all financial and business matters (Bylaws, Art. V, Sect. 6).
2. Accounts for all funds, securities, and other property of the Society (Bylaws, Art. V, Sect. 6).
3. Responsible for assembling budgets, with assistance of other officers and the Division Manager, Headquarters, covering all income and expenses for the forthcoming year, and submitting it to the Executive Council at its previous fall meeting (see § 13.3).
4. Responsible for the business transactions of the Society assigned and authorized by the Executive Council (Bylaws, Art. V, Sect. 6).
5. Periodically makes financial reports to the Executive Council and to the members of the Society as required by the Executive Council (Bylaws, Art. V, Sect. 6).
6. Annually submits an independently audited statement of the Society's income and expenses for the previous year, and status of the investment funds to the Executive Council (see § 13.2).
7. Arranges for filing the Society's tax returns and the payment of taxes. Works with the Society's auditor on filing of information tax statements and the Annual Report for New York State. Reviews and signs the required tax forms and the New York State Annual Report (see § 13.8).

8. Arranges surety bonds for the Treasurer and for other officers of the Society and its employees, as deemed prudent, with the cost charged to the Society. Arranges liability insurance for the Society, for its employees, and for its elected and appointed officers (see § 13.4).
9. Is authorized to conduct transactions with Society bank accounts and investment accounts in coordination with the Division Manager, Headquarters or the Chair of the Investment Committee (see § 13.5 and 29.1).
10. Pays or arranges payment of expenditures listed in the budget previously approved by the Executive Council, and pays other miscellaneous expenses. The Treasurer, at his or her discretion, may approve the payment of certain defined expenses by others. Signs checks for amounts over \$10,000 and all those for travel reimbursement (see § 13.6).
11. Sets non-member subscription prices for the Journal in consultation with other officers of the Society as appropriate (see § 13.9).
12. Approves applications for Sustaining Membership in consultation with the President and Executive Director (see § 13.10).
13. Reviews and approves annual dues letters (see § 49.1).
14. Develops a meeting budget in conjunction with the Division Manager, Headquarters, the Executive Director, the President and the meeting chair. Supervises the financial transactions regarding meetings (see § 30.3).
15. Solicits proposals from the present auditor and at least one other firm of auditors when directed to do so by the Audit Committee. Such proposals should include the scope of the examination, services provided, reports rendered, and the fee to be charged (see § 23.5).
16. Represents the Society on the AIP Committee of Society Treasurers (see § 13.11).

**Duties of the Headquarters Office:**

1. Maintains permanent files of the Society's financial and tax records, and its reports (see § 51.3).
2. Enters budget in Quickbooks software.
3. Records AIP statements in Quickbooks software.
4. Writes checks for all invoices.
5. Sends invoices and checks for amounts over \$10,000 and for all travel reimbursements to the Treasurer for review, signature and mailing.
6. Authorized to sign checks above \$10,000 when the Treasurer is not available in payment of invoices that require immediate payment.
7. Carries out normal banking functions.
8. Deposits all payments except those for dues, which are handled by the American Institute of Physics on behalf of the Society.
9. Records credit card payments made to the Society.
10. Works with the Accountant in maintaining the chart of accounts and closing the books.
11. Works with the Auditor during the annual audit of the books.
12. Tracks members and membership records
13. Assists the Treasurer and others in assembling the budget.
14. Sets prices for books sold by the Society, in consultation with the Executive Director.
15. Provides limited support services to the Treasurer such as typing and mailing.

**Duties of the Investments Committee:**

1. Recommends investment counselor(s), for approval by the Executive Council.
2. Is responsible to the Executive Council for all investment funds of the Society.
3. Monitors the financial performance of the Society's investments and reports to the Executive Council.
4. The Chair is authorized to conduct transactions with the Society's investment accounts in coordination with the Treasurer, and reports such actions to the Executive Council.

**Duties of the Accountant:**

1. Closes the Society's books annually.
2. Reconciles the Society's investment account and bank accounts.
3. Records all investment activity on the Society's books.
4. Records interest and dividends on the Society's accounts.
5. Maintains "cost basis" for all the Society's stock and bond investments.

**Duties of the Auditor:**

1. Audits the Society's books.
2. Provides a report annually for initial review by the Audit Committee, and subsequent presentation to the full Executive Council.
3. Prepares all tax forms and the Annual Report for New York State.

**Duties of the Audit Committee:**

Charged with assisting the Executive Council in fulfilling its fiduciary responsibility. These include reviewing systems of internal financial control, internal and external audit processes, and compliance with legal and regulatory requirements. The Committee reports directly to the Executive Council