

## **APSIPA Bylaws**

This revision was approved by APSIPA BoG on November 19, 2023.

### **Article 1 - Name and Residence**

The name of the association is "Asia-Pacific Signal and Information Processing Association (APSIPA)". The Association is registered in Hong Kong.

### **Article 2 – Mission**

Mission - APSIPA is a non-profit organization with the following objectives:

- providing education, research and development exchange platforms for both academia\_and industry
- organizing common-interest activities for researchers and practitioners
- facilitating collaboration with region-specific focuses and promoting leadership for worldwide events
- disseminating research results and educational material via publications, presentations, and electronic media
- offering personal and professional career opportunities with development information and networking

### **Article 3 - Field of Interest**

The field of interest of APSIPA concerns all aspects of signals and information including processing, recognition, classification, communications, networking, computing, system design, security, implementation, and technology with applications to scientific, engineering, health, and social areas.

### **Article 4 – Membership**

4.1 Individual members are those who have paid individual membership dues. APSIPA supports three types of individual membership: full membership, student membership, and life membership.

- All members are entitled to equal rights and privileges, except that student members are not entitled to vote.
- Any member who fails to pay his/her membership dues will have their membership revoked accordingly.

4.2 APSIPA also supports a form of institutional membership termed a "Patron membership" if an institution, organization, company, or laboratory pays the Patron membership fee. A patron can participate in the Patron Forum and enjoy the networking and programs offered by APSIPA.

4.3 Local chapters shall have the authority to recommend individuals who have actively participated in local chapter activities for associate membership. The associate membership shall be valid for the duration of the calendar year in which the local chapter submits a comprehensive list of associate members to the APSIPA headquarters. Associate members shall be entitled to participate in the APSIPA Annual Summit and Conference (ASC) at the member rate; however, they shall not have the right to vote in any APSIPA matters.

## Article 5 - Officers and Board of Governors

5.1 The Board of Governors (BoG) consists of Officers and Members-at-Large. All members of BoG must be members of the Association. There are twelve Members-at-Large, and the Officers are:

- President
- President-Elect
- Past-President
- Vice President - Conferences
- Vice President - Industrial Relations and Development
- Vice President - Institutional Relations and Education Program
- Vice President - Member Relations and Development
- Vice President - Publications
- Vice President - Technical Activities

### 5.2 Election

5.2.1 Members-at-Large of the BoG are elected by direct vote of the voting Members of the Association. The officers are elected by the BoG.

- One-third of the total (12) Members-at-Large will be elected annually.
- The term of a Member-at-Large is three years.
- All officers have two-year terms.
- No more than three Members-at-Large shall come from the same country.

If there is a need to secure the balance or diversity in the BoG in terms of gender, geographical regions, and research areas, an additional member can be nominated by the President and approved by the BoG for a one-year term.

### 5.2.2 Eligibility for Re-election

- Vice Presidents may be elected to the same office for no more than two consecutive terms.
- Members-at-large may be elected for no more than two consecutive terms.

### 5.3 Officer Responsibilities

- The President manages all aspects of the Association and represents the Association, whether internally or externally, to promote and protect the interests of the Association and its members.
- The President-Elect is the Treasurer of the Association. He/she is also in charge of long-term planning.
- The Past-President is in charge of awards, nominations and elections. He/she chairs the Award and Election Board.

5.3.1 Vice Presidents are accountable to the President for their areas of responsibility.

5.3.2 Vice President - Conferences is responsible for all aspects of technical conferences, workshops, and professional meetings, including conference publications, and co-sponsoring

of existing meetings. He/she chairs the Conference Board.

5.3.3 Vice President - Industrial Relations and Development is responsible for developing industrial patrons, industry forum and networking, and outreach to industry. He/she chairs the Industry Board and Forum.

5.3.4 Vice President - Institutional Relations and Education Program is responsible for developing institutional patrons and building relations with existing agencies, societies, and associations within each affiliated country. He/she is also responsible for developing educational programs to meet the needs and demands of different regions and members. He/she chairs the Institution Board and Forum.

5.3.5 Vice President - Member Relations and Development is responsible for programs related to members, branches, membership development, and marketing, and fostering a strong international presence. He/she chairs the Branch and Membership Board.

5.3.6 Vice President - Publications is responsible for all activities related to print and electronic products, such as journals, magazines, and on-line offerings. He/she chairs the Publications Board.

5.3.7 Vice President - Technical Activities is responsible for overseeing the technical committees and their technical activities. He/she chairs the Technical Activities Board.

#### 5.4 Board of Governors Meetings

5.4.1 The BoG must hold one formal meeting annually. Special BoG meetings may be held at the request of the President or four members of the BoG. A majority of the voting members of the BoG constitutes a quorum. When a quorum is present, a majority vote is necessary to pass motions.

5.4.2 Business may be conducted by means other than formally held meetings when the matter can be adequately handled via letter, electronic ballot, conference call, or electronic mail interchange, etc.

#### 5.5 Executive Committee (EXCOM)

Between formal and special BoG meetings, business will be managed by the EXCOM consisting of all the officers. Actions of EXCOM must be ratified by the BoG in its next meeting.

#### 5.6 Operations

5.6.1 Minutes of each BoG and EXCOM meeting will be distributed to the BoG within 30 days of the meeting.

5.6.2 Members of the BoG and EXCOM must receive notice of formal meetings no less than 30 days prior to the scheduled date.

5.6.3 If a quorum is not present at a duly called BoG or EXCOM meeting, actions may be formulated but are not effective until ratified by letter, electronic mail, or conference call. A majority vote of that specific body with the quorum is required for ratification. Approved decisions will be recorded in the minutes of that meeting.

5.6.4 Business at Association meetings shall be conducted according to Robert's Rules of Order (latest revision).

5.6.5 The BoG may relieve volunteers in appointed/assigned positions of their responsibilities.

## **Article 6 - Technical Committees**

6.1 Technical Committees are established to promote and achieve the technical objectives of the Association. Technical Committees may be created, merged, or dissolved by resolution of the BoG.

6.2 The Chair of a new Technical Committee is appointed for two years by the Vice President - Technical Activities with the approval of the President. During this period a mentor is assigned to the committee by the Vice President - Technical Activities. Subsequently, the Chair will be elected by members of the Technical Committee.

6.3 Elections for Technical Committee Chairs are held every two years for a two-year term. A Chair cannot serve more than two consecutive terms of office.

6.4 General policies and procedures are provided to guide technical committees and may be modified for the individual technical committee with approval of the Vice President - Technical Activities. Policies must include officer positions and election procedures.

6.5 Each Technical Committee will have a technical scope that may be modified when appropriate, upon approval of the Vice President - Technical Activities and with consent of the BoG.

## **Article 7 - Budget and Finance**

7.1 Each year the Treasurer is responsible for the development of the annual budget which must be approved by the BoG.

7.2 The Treasurer monitors revenues and expenses, providing periodical review of the Association finances and recommends adjustments needed to ensure financial stability. A complete financial report is presented by the Treasurer annually.

7.3 The Treasurer will follow orderly procedures for disbursement of funds, providing sufficient checks and balances and appropriate record keeping. A budgeted expenditure requires no further approval beyond approval of the Treasurer.

7.4 The Treasurer will cooperate with Association officials to carry out financial audits when requested. The results of these audits will be presented to the BoG.

## **Article 8 - Regional and Local Branches**

Each country, region, or local area, can establish a branch, provided they have a minimum of 10 members with the approval of Vice President - Member Relations and Development. A branch shall elect a chair and promise to comply with APSIPA Policies and Rules.

## **Article 9 -Conferences and Workshops**

9.1 To accomplish the mission and objectives of APSIPA, an annual flagship conference called APSIPA Summit shall be held during the fall, where the conference, workshops, institution forum, industry forum, BoG meeting, standing boards and committees meetings shall take place.

9.2 APSIPA shall also financially sponsor other conferences and workshops of interest to its members. All the financially sponsored conferences and workshops shall comply the policies and rules of APSIPA.

9.3 All conferences and workshops proposals shall be approved by Conference Board and overseen by Vice President - Conferences. To ensure sound financial stability, each conference/workshop shall budget a 10% profit margin. After each conference/workshop, financial audit shall take place. The organizers of the hosting local branches shall retain 25% final profit for branch activities and development, and the rest shall return to the Treasurer of APSIPA.

9.4 APSIPA shall also technically sponsor conferences and workshops, determined by quality, interest, and strategic alliance as perceived by its members. All such requests shall be reviewed and approved by Conference Board.

#### **Article 10 - Adoption, Modification, and Amendment of Bylaws**

The Bylaws shall be constantly modified and amended via the growth of the Association, in charge by the President. A Bylaws modification and/or amendment shall be thoroughly reviewed and approved with majority 2/3 votes by EXCOM, which shall bring for the approval of BoG in the annual BoG meeting with majority 2/3 votes.