

IFIP Working Group on Embedded Systems – WG 10.2 Statutes and Bylaws

Preliminary Version (October 2006) for approval by WG 10.2 members

I. Statutes

1. Name

The Name of the working group is ' Working Group on Embedded Systems'.

2. Sponsors

The sponsoring organization is the International Federation for Information Processing (IFIP), Technical Committee 10 (TC 10). The working group will carry the number 10.2. IFIP TC10 delegates activities on Embedded Systems to this Working Group. The WG 10.2 in turn receives legal support, responsibility, authority, and logistics to perform these activities. WG10.2 receives its mandates exclusively. The activities of WG10.2 shall not interfere or compete with other activities of the sponsor which have not been explicitly delegated to it.

3. Aims

The WG10.2 shall be constituted as a group under the sponsoring organization with the following basic aims:

- to be the internationally open reference group for all aspects of embedded system design promoted and sponsored by the sponsoring organizations of the WG10.2;
- to further the dissemination and exchange of information and experience on research and applications in the area of embedded systems;
- to address ES designers and (especially young) researchers from both, industry and academia;
- to encourage education in all areas of embedded systems;
- to further the interdisciplinary character of embedded systems, that encompasses hardware (system on a chip), real-time software, real-time operating systems, control theory, intelligent features, dependability issues;

4. Scope

Embedded systems are gaining increasing importance in all aspects of engineering. It is expected that in the near future roughly no technical artifact will exist without embedded information technology. There is a tendency to software oriented embedded and/or dependable systems, based on standardized micro-controller cores. This implies that the design of embedded real-time software and real-time operating systems will play a dominant role in this field. As more and more networks of micro-controllers are applied, real-time communication systems and in general the design of distributed embedded systems will gain importance. As high-performance embedded computing components have become available, the challenges of designing embedded systems have become more acute.

The scope of WG10.2 comprises in detail to:

- organize events in the area of ES (e.g. DIPES (Distributed and Parallel Embedded Systems));
- seek co-operation with user and interest groups as well as with ES-oriented groups within IFIP and other societies;
- discuss, disseminate and exchange information on ES-related standardization activities;
- study and encourage curricula on ES design;
- initiate and organize new ES-related activities.

5. Seat

If not otherwise decided, the seat of WG10.2 shall be the location of the office of the incumbent chairperson.

6. Membership

Members are individuals, and not organizations. Membership is voluntary; it is based on personal, technical/scientific expertise and involvement in the scientific area covered by the scope of WG10.2. Admission is regulated by the general admission rules for IFIP working groups.

The membership of a member shall be terminated:

1. by declaration of the member
2. if the member has not participated in any activity of WG10.2, in any way, for the duration of 2years.
3. by a three-quarters majority of members present or represented by proxy
 - a) for serious offense
 - b) if the conditions of membership are no longer fulfilled

7. Operation

7.1 Composition and Voting Rights

The main bodies of WG10.2 shall be:

1. Decision-making body (all WG10.2 members)
2. Executive body, consisting of a chairperson, ex-officio members, and other appointed officers.

The WG10.2 elects the chairperson and the officers. In addition, all program committee (of WG10.2 events) chairpersons will serve as ex-officio WG10.2 executive body members for the duration of their terms of office.

Members shall have one vote each. Ex-officio members shall have one vote each, except on the following matters:

- statutes and bylaws;
- exclusion of members;
- election and discharge of officers and trustees;
- acceptance of audit reports;
- issues concerning WG10.2 and the sponsoring organizations.

Voting figures will always be announced.

7.2 Authority

The WG10.2 shall determine its policy within its charter and any applicable rule of IFIP, adopt the program of activity, hear and approve the reports of any subordinate bodies it may have established, decide on admission and exclusion of members, elect officers and trustees, adopt and revise statutes and bylaws, adopt the budget, review the expenditures and accept the audit reports.

7.3 Chairperson

The chairperson shall be elected by the WG10.2 members. The chairperson shall become ex-officio member of the sponsoring organization. The chairperson must be a member of WG10.2. She/he shall serve for a term of three years and may be elected for one additional term. If the chairperson resigns, one of the vice-chairpersons becomes the chairperson until the end of the regular term.

7.4 Officers

Two vice-chairpersons shall be elected by the WG10.2 members. One vice-chairperson will perform the function of the treasurer and the other one the function of the secretary. These two officers will serve for a term of three years, and are eligible for two consecutive terms. Each one of them must be a member of WG10.2. Additional officers can be nominated and elected by WG10.2, if appropriate. If an officer resigns, the chairperson shall nominate a temporary officer until the election, at the earliest possible time, of the new officer.

7.5 Quorum, Majority and Voting

Decisions require a simple majority vote of members present or represented by proxy, unless otherwise provided in these statutes and the bylaws. The term "simple majority" is defined as a "majority of those who vote in favor of the motion over those who vote against it".

7.6 Election of Officers

Candidates shall be nominated at least one month in advance. The election shall be decided by a simple majority of voting members present. The ballot shall be secret. Elections can be conducted electronically, provided a satisfactory solution to the preservation of secrecy of ballots is found acceptable WG10.2 members. Newly elected officers assume their functions at the end of the WG10.2 meeting at which they have been elected, or at the next meeting in case of electronic elections.

7.7 Meetings

A 'WG10.2 Meeting' shall be held once a year preferably in conjunction with a scientific event sponsored or co-sponsored by WG10.2. It may, however, be convened at any time if the chairperson deems it necessary; it shall also be convened at the request of a majority of the WG10.2 members. In the two latter cases, the meeting shall be convened within three months and only after a time such that all members can be notified at least one month in advance. Minutes of meetings will be recorded by an appointed scribe and published on the WG10.2 web page.

8. Finances

The WG10.2 shall be financed by funds provided by IFIP on a yearly base. Royalties from publications and surpluses from events of WG10.2 such as conferences, symposia and other activities shall be transferred to the sponsoring organization. The WG10.2 is not authorized to take any financial risk which exceeds its budget.

Whenever appropriate, WG10.2 may apply for grants from private and public organizations to help finance scientific events and workshops.

9. Commitments

Any document committing WG10.2 shall be signed by the chairperson or a designated officer.

10. Amendments

Any proposal for the modification of the statutes must be submitted by at least three members and be mailed to all members of WG10.2 at least forty days in advance of the WG10.2 Meeting where it will be discussed. All proposals for modification of these statutes of WG10.2 must be approved by IFIP TC10.

Dissolution of the WG10.2 may be decided by a majority of two thirds of its members, or by its sponsoring organization.

11. Bylaws

The following bylaws amplify the statutes and describe in more detail terminology used within the WG10.2 organization, its internal structure and the management of its operations. Any proposal for the modification of the bylaws must be submitted by at least three members and be mailed to all members of WG10.2 at least forty days in advance of the WG10.2 Meeting where it will be discussed.

Approval of such proposals shall require a simple majority of those present. The proposal must be approved by IFIP TC 10 before changes become effective.

II. Bylaws

1. Name and Organization of Events

WG10.2 may organize and co-organize events, seminars and workshops.

2. Financing and Fees

The WG10.2 shall receive yearly funds for its budget from IFIP. The financial year shall be from January to December. The budget proposal has to be prepared by the treasurer and approved by the executive body. The proposal shall then be approved by IFIP TC 10, including the ratio of funding.

Any order implying expenses shall only be made by the person responsible for the respective event or activity and shall be approved by the WG10.2 treasurer. Authorization has to be given in written form.

The WG10.2 members may be requested to pay fees for special services provided to the members through WG10.2. The amount of fees to WG10.2 shall be determined by the WG10.2 members in consideration of the services requested.