

Visualization and Graphics Technical Committee (VGTC) – Charter

IEEE COMPUTER SOCIETY
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USA

I. Organization and Affiliation

1.1 This organization is the Visualization and Graphics Technical Committee, also known as "VGTC". It is a constituent part of the IEEE Computer Society and operates under the rules and policies of that society. The IEEE Computer Society ("IEEE-CS") is a constituent society of the Institute of Electrical and Electronic Engineers ("IEEE").

II. Purpose

2.1 Provide a forum for exchange of ideas among interested practitioners, researchers, developers, maintainers, users and students in the fields of visualization and computer graphics.

2.2 Promote and facilitate the sharing of ideas, techniques, standards, and experiences between VGTC members for more effective use of computer graphics and visualization technology.

2.3 Conduct workshops, conferences, and other meetings to advance both the state-of-the-art and the state-of-the-practice of visualization and computer graphics.

2.4 Publish and distribute among its members, and other IEEE-CS parties, newsletters, proceedings, standards proposals, and other appropriate material on a non-profit basis.

2.5 Provide professional development opportunities for members in visualization, computer graphics and related technologies.

2.6 Foster other activities for the advancement of the fields of visualization and computer graphics and the interests of VGTC membership within the scope of VGTC's charge under the rules of the IEEE-CS, including cooperating with other groups in joint activities and projects.

III. Membership

3.1 Any individual who files an application for membership with the IEEE-CS headquarters is eligible for membership in the VGTC. Alternatively, membership can also be obtained by checking the appropriate box during both the online and offline registration process at many of the VGTC-sponsored conferences.

3.2 Membership in the IEEE or the IEEE-CS is not required for membership in VGTC, but is strongly encouraged. Individuals no longer interested in VGTC membership can terminate their membership at any time by contacting the IEEE.

3.3 Members are required to maintain a current email address with the VGTC Chair. Members who cannot be located are dropped from membership.

IV. Executive Committee

4.1 The members of the Executive Committee are:

- the Chair
- the Vice Chairs
- the other Officers: Secretary, Webmaster, Online Communities Chair, Ethics Officer, International Liaison, Industrial Relations Chair, Publications Chair, and Finance Chair

- the Directors,
- the Awards chairs, currently chairing (1) the Technical Awards committee for Virtual Reality and (2) the Technical Awards committee for Visualization and the IEEE Service Awards for ISMAR, Visualization, and Virtual Reality
- the Steering Committee Chairs of the VGTC-sponsored conference events, currently VIS (represented by the VEC (VIS Executive Committee)), VR, ISMAR, and EuroVis, or their delegates
- Members-at-Large

4.2 The Executive Committee directs the operations of the VGTC and determines the budget and nature of VGTC activities. The quorum for transaction of Executive Committee business is one-half (1/2) of its membership.

4.3 Executive Committee Responsibilities

4.3.1 The duties and responsibilities of the VGTC Chair are specified by the rules and procedures of the IEEE-CS. In addition to those duties, the VGTC Chair coordinates the activities of the various Officers, the various Vice Chairs, and the Members-at-large.

4.3.2 The VGTC Secretary keeps and publishes the minutes of Executive Committee meetings, and handles other correspondence and duties as assigned by the VGTC Chair. The Secretary tabulates the ballots and communicates the results when votes of the Executive Committee or election of the VGTC Chair are held.

4.3.3 In order to stay cognizant of the trends and needs of the individual VGTC sponsored conferences and symposia the VGTC Directors, the VGTC Chair, the VGTC Vice Chair for Conferences, and the steering committee chair of each VGTC sponsored conference mutually agree on a VGTC delegate to serve on the conference's steering committee. This VGTC delegate serves in a non-voting role unless he or she already serves as a regular member on the respective steering committee. A VGTC delegate can serve in a non-voting role on only one such steering committee.

4.3.4 The Vice Chair for Conferences reviews and approves all requests for VGTC sponsorship, co-sponsorship, or cooperation on conferences, symposia, and other technical meetings, in coordination with the IEEE-CS's Conferences Office.

4.3.5 The Vice Chair is responsible for developing and maintaining VGTC membership lists and for seeking new ways to expand TC membership. The Vice Chair is also responsible for all membership activity not otherwise delegated.

4.3.6 The Executive Committee Members-at-large are to attend the Executive Committee meetings and provide their guidance and leadership on VGTC activities. In addition, they are to carry out other duties assigned by the VGTC Chair.

4.3.7 If not holding a specific post on the Executive Committee, the E-I-Cs of CG&A and TCVG are automatically offered Member-at-Large positions. The VGTC Chair shall convey this offer.

4.3.8 The VGTC Chair may from time to time appoint additional Vice Chairs with specified portfolios.

4.4 Executive Committee Membership

4.4.1 The Chair of the VGTC is elected by the membership as described in article V below.

4.4.2 On completion of their term as VGTC Chair, the VGTC Chair is appointed a VGTC Director. Selected VGTC Directors are members (see section 6.5) of the Executive Committee and will utilize their expertise, experience, and contacts to advance the VGTC. If more than 7 persons are both eligible to be a Director and willing to serve, the 7 who most recently served as TC Chair will be the Directors.

4.4.3 Members of the Executive Committee, other than the Chair and Directors, are nominated by the Chair and approved by the Directors. Each will serve a term of 3 years, with the terms staggered so that there is not a turnover of more than 1/3 of the Executive Committee during any calendar year. Each term must be followed by at least three years of not serving on the Executive Committee in any position, unless elected as the VGTC Chair. This sabbatical period may be deferred when no appropriate candidate for the vacated position can be identified, despite honest recruitment efforts.

4.4.4 Due to their importance to the operation of the VGTC, the Vice Chair and Finance Chair officers can be elevated to staff status. Officers with staff status do not fall under the term limits of regular officers but are annually reviewed by the Chair to maintain their status. Staff elevations are initiated by the Chair and approved by the Directors.

4.4.5 The VGTC Chair shall call VGTC Executive Committee meetings at conferences as required. The conferences selected shall be those at which a majority of the Executive Committee would be expected to attend. The TC Executive Committee will meet at least once per year.

4.4.6 The VGTC Executive Committee shall be limited to a maximum of 26 regular members. These shall comprise at most 5 Directors and 17 non-Directors (Chair, Executive Committee Positions, Award Chairs, and Members-at-Large). The currently 4 steering committee chairs of the VGTC-sponsored conference events, or their delegates, (see 4.1) will serve as members on the VGTC Executive Committee.

4.4.7 All Executive Committee members must be members of the IEEE-CS.

V. Designation of VGTC Chair

5.1 The VGTC Chair is elected for a two (2) year term. The term of office nominally begins July 1.

5.2 The Nominations Committee will consist of the current VGTC Chair and the VGTC Directors. The Chair of the Nominations Committee will be the previous past VGTC Chair.

5.3 The Nominations Committee, assisted by the VGTC Secretary, solicits nominations from VGTC members for the office of VGTC Chair. The Nominations Committee by majority vote submits a list of at least two (2) candidates to the VGTC Secretary on or before February 15 of the last year of the current VGTC Chair's term.

5.4 Additional nominations may be made by a petition that must be endorsed by at least 15% of the VGTC members as listed at IEEE-CS headquarters. The petition must be received by the VGTC Secretary on or before March 15. A petition begins by the candidate notifying the VGTC Secretary of the intent to run.

5.5 Upon closure of nominations, the Secretary notifies the appropriate personnel at IEEE-CS to conduct the election. No distinction will be made on the ballot between candidates nominated by committee or petition. Each candidate will have an equal opportunity to submit a short statement, due at the close of petitions which must be received by the petition due date listed in section 5.4 above, to be disseminated with the ballot. The deadline for receipt of voted ballots is May 1. The candidate receiving the plurality of the valid ballots cast will be elected. In the event of a tied vote, the VGTC Secretary will poll the Executive Committee in a manner that assures anonymity. The candidate receiving a plurality of these votes will be elected.

5.6 Only current members of the VGTC who are also members of the Computer Society may vote for the VGTC Chair.

VI. Operating Policies

6.1 The VGTC has established numerous operating policies prior to the passage of this document through votes taken at previous Executive Committee meetings and through operating procedures established over

several years. The Directors will be the resource to determine what the previous policy was, if any. Previous policy will prevail until modified.

6.2 Policy can be changed by a majority vote of the members present (quorum required) at a VGTC Executive Committee meeting or by an email poll of all Executive Committee members initiated by the VGTC Chair at the request of any Executive Committee member. In the latter case, voting will be open and a list of names for and against will be provided by the Chair when reporting results.

6.3 The VGTC Secretary shall produce minutes of all VGTC meetings. These shall include all votes taken by the TC. Email ballots on operating policy between meetings will be included in the next set of minutes.

6.4 The following information shall be posted publicly on the VGTC web site in a timely fashion, within 60 days of meetings or changes: minutes of VGTC meetings, lists of current and past Executive Committee members, and the charter itself and any amendments to it.

6.5 The Directors proactively advise the Chair and make themselves available when the Chair seeks their counsel. The Directors will annually elect a convener from among their members who is responsible for convening face-to-face or teleconference meetings of the Directors. The Directors will annually elect five (5) Directors to serve on the Executive Committee. One of these shall be the immediate past VGTC Chair for matters of continuity.

6.6 The VGTC Chair or his designate, e.g., the VGTC Secretary, will annually request a list of VGTC members and their email address from IEEE-CS, so that the list can be reviewed for errors and omissions during the Executive Committee meeting at the VIS Conference event. It is ultimately the responsibility of the VGTC Chair to communicate any errors or omissions to IEEE-CS.

6.7 All steering committees and executive steering committees of VGTC-sponsored conferences and symposia shall adhere to good professional standards and practices in appointing and retiring their members. It is expected that steering committee members observe term limits of 6-7 years with at least three years off between (optional) adjacent terms.

VII. Amendment of Charter Statement

7.1 Amendments to this Charter Statement may be proposed by any member of the Executive Committee and must be seconded by two additional Executive Committee members. Amendments will require approval by at least two-thirds (2/3) of the entire Executive Committee. The VGTC Secretary will be responsible for conducting the poll, which may be performed by email. These will be open votes and report of the final tally will include a listing of Executive Committee members voting for and against the amendment.

7.2 Any amendment is subject to the approval of the IEEE-CS through its Vice President for Technical Activities.

VIII. Other

8.1 VGTC will act in all matters within the parameters of IEEE-CS rules and policies, and with due regard for the tax exempt status of IEEE-CS.

8.2 This Charter Statement is effective 31 July, 2015