

IAPR Guidelines

Guidelines for IAPR Officers and Committee Members

(Revision Date: March 3, 2009)

1. Introduction

The IAPR Constitution & Bylaws (C&B) provide a definitive set of regulations concerning the election of officers, the appointment of Committee members and the statutory duties of officers, Committee members and Committees as a whole. Experience has shown that whilst these regulations broadly define what is required of individuals and Committees, it would be helpful if much more detailed guidance could be given, especially after new appointments have been made. At the same time, it has often been said that further elaboration of the already complex C&B should be avoided. The Guidelines in this document are intended to assist new officers to work effectively for IAPR but should not be seen as having the authority of the C&B; all the Guidelines are open for discussion and liberal interpretation. They should be seen as recommendations rather than instructions.

2. General Matters (applicable to all officers and committee members)

2.1 Communication

IAPR's members are widely distributed throughout the world and most IAPR business is conducted by email. Only rarely do most Committees meet, sometimes only once every second year, at the ICPR. It is therefore vitally important that individuals' email addresses should be maintained in an up-to-date database which is generally accessible. The Secretariat holds such a database and will, from time to time, request updates from all listed Committee members and officers. Although it is not often used, it is useful to also provide postal, telephone and fax contact information. All this information is published regularly in the IAPR *World Wide Web Home Page* as the IAPR Directory. Any changes in these data should be notified to the Secretariat (and to other members of the relevant Committees) as soon as possible. It is also sensible to test email lines of communication within the group needing to communicate since it has sometimes been found that email addresses are not regularly checked or are outdated or wrong. Committee chairmen are advised to try to make email contact with all members of their Committees immediately after appointment.

2.2 Activities

According to the C&B, almost all appointments and Committee memberships lapse at the end of each two year period. New appointments are made following the Governing Board meeting at the ICPR and, of course, many of these will be re-appointments. Nevertheless, it is easy to forget that time passes alarmingly quickly and a term of membership can soon be over. It is the responsibility of every officer and Committee chairman (including Technical Committee chairmen) to generate activity as soon as possible within their sphere of influence and the reciprocal responsibility of every Committee member to assist their chairman to achieve the Committee's aims.

2.3 Reporting

The principal media through which IAPR's activities are publicized are the *Newsletter*, which is published quarterly, and the IAPR *WWW Home Page*. As well as listing sponsored scientific meetings and address information, reviewing conferences and books and publishing articles of general interest to our community, the *Newsletter* tries to keep its readership informed as to the work being carried out in the wide range of IAPR Committees. This latter function is dependent on the receipt of regular reports from the Committees. Committee chairmen should ensure that suitable reports are generated and sent to the Editor at not too infrequent intervals. The Home Page keeps information less suited for the *Newsletter*, i.e., permanent IAPR information (e.g. organization structure and addresses) and serves as the source of IAPR related links (Member Societies, Technical Committees, conference home pages, etc.).

2.4 Archives

The Secretariat is required to maintain the IAPR Archive. At the end of a period of office, key documents should be deposited in the Archive and, where appropriate, photocopies passed on to successors in the post concerned. General correspondence should not be archived but should be retained, whilst still of interest, in each officer's or Committee chairman's files (which should also be passed on to successors).

The ExCo and the secretariat should work out a lasting scheme for electronic archiving of key documents. This could be done through a web repository, a wiki or some other appropriate technical mean, provided lasting availability to successive officers and committees can be guaranteed.

3. Officers

The Officers of IAPR are the President, the First and Second Vice-Presidents, the Secretary and the Treasurer. All of these are subject to election at the Governing Board meeting at the ICPR. The Past President assumes this role for the two years following presidency. The Officers, together with the Past President, form the Executive Committee. It has been the experience of most Presidents that the President, the Secretary and the Treasurer between them maintain continuity of IAPR's affairs and without their continual efforts very little will happen. Even a cursory inspection of the C&B shows clearly that the President, in particular, must be prepared to take ultimate administrative and financial responsibility for most things that IAPR does or tries to do and must therefore be willing to make decisions (after due consultation) in all IAPR's affairs.

The duties of each of the officers (and the Past President) are discussed in the following paragraphs.

3.1 The President

The statutory powers and duties of the President are laid down in the Constitution in Sections 4.1, 4.3, 4.4, 4.6, 5.1, 6.1 and 8.1, and in the Bylaws in Sections 5.5, 6.4, 6.6, 6.9, 8.5, 8.6, 8.7, 8.8, 8.9, 8.11, 9.2, 9.3 and 9.5. Additional duties occur as a result of membership (and chairmanship) of both the Executive Committee and the Governing Board; these are described later.

An informal summary of the President's duties is:

- a. To appoint all Committee chairmen, including TC chairmen, except that the Nominating, K-S Fu Prize, and J.K. Aggarwal Prize Committee chairmen and members are nominated by the President and elected by the Governing Board;
- b. To serve on the Executive Committee and the Governing Board and to chair their meetings;
- c. To be the main official contact point with the “external world”, i.e. be respondent to queries, questions, and problems raised by other organizations, by publishing companies, by legal authorities, etc. whenever the question raised is not explicitly within the scope of responsibility of another Officer or committee chair.
- d. To be generally responsible for the overall administration and leadership of the Association.

3.2 The Vice-Presidents

The statutory powers and duties of the Vice-Presidents are laid down in the Constitution in Sections 4.1, 4.3, 4.6, 5.1 and 5.2 and in Sections 5.5 and 10.3 of the Bylaws. Since Section 5.2 of the Constitution states that:

The First Vice-President, or in his absence, the Second Vice-President, shall act as President in case of the latter's absence.

then the duties of the President may devolve to either of the Vice-Presidents. In practice, the phrase 'in case of the latter's absence' is hard to interpret when dealing with an international association that rarely meets as an association and in which meetings of the Executive Committee are unlikely to be called if the President is temporarily unavailable. This must rather be interpreted as the procedure to follow when the President is completely unavailable, including by email correspondence, for a longer period, because of travel to a remote place or for health reasons.

Bylaw 5.5 specifies the procedure if the absence of the President becomes a vacancy.

In addition, it has been the practice for the President to assign specific responsibilities to each of the Vice-Presidents, as may be appropriate. For instance, the practice which has been followed for a number of years has been for the First Vice-President to take charge of the Technical Committees. Apart from these responsibilities, their main task is to take part in all discussions of the Executive Committee and to give their advice as requested. Additional duties occur as a result of membership of both the Executive Committee and the Governing Board; these are described later.

3.3 The Past President

The Past President has no formal duties (unless specifically assigned by the President) but, by custom, will often be elected chairman of the Nominating Committee. The Past President is a member of the Executive Committee and can be expected to bring valuable experience to bear on the Committee's many discussions.

One possible duty for the past president, who has often extensive experience with IAPR procedures, could be to maintain the present IAPR guidelines.

Additional duties occur as a result of membership of both the Executive Committee and the Governing Board; these are described later.

3.4 The Secretary

The statutory powers and duties of the Secretary are laid down in the Constitution in Sections 4.1, 4.3, 4.4, 4.6, and 5.3 and in the Bylaws in Sections 3.1, 3.5, 3.6, 3.8, 4.4, 8.5, 9.4, 9.5, 10.5 and 14.8. Additional duties occur as a result of membership (and responsibility for reporting duties) of both the Executive Committee and the Governing Board; these are described later.

Although not explicitly stated in the C&B, it is usual for the Secretary to be responsible for all the administrative details of the IAPR, in contrast to the President who is more concerned with matters of policy. Close contact between the President and Secretary is vital to the organization. The Secretary will be required to organize all meetings which are, strictly speaking, convened by the President (especially meetings of the Executive Committee and Governing Board) and to conduct email ballots of the Governing Board whenever required. The Secretary prepares and distributes minutes of the Executive Committee and of the Governing Board and is expected to be familiar with the C&B and their many implications.

Correspondence from outside IAPR is usually addressed to and answered by the Secretary who also serves as a 'mailbox' for communications between IAPR organizations. Close contact between the Secretary and the Secretariat (who are often geographically far apart) is an obvious necessity.

The decision powers of the Secretary are mostly limited to administrative matters since more significant matters usually need Presidential or Executive Committee approval. The extent to which the President is prepared to delegate decision making to the Secretary is a matter for personal preference and can greatly affect the workload of the Secretary.

3.5 The Treasurer

The statutory powers and duties of the Treasurer are laid down in the Constitution in Sections 4.1, 4.3, 4.6 and 5.4 and in the Bylaws in Sections 6.2 - 6.7, and 6.9 - 6.11. Additional duties occur as a result of membership of both the Executive Committee and the Governing Board; these are described later.

Informally, the Treasurer's duties can be summarized as invoicing the members for annual dues (or directing the Secretariat to do so), paying the bills, keeping (and having reviewed) the accounts and preparing budgets. The Treasurer must operate the IAPR's bank accounts and investments and should be prepared to give financial advice on the management of assets and the expenditure of funds. This is particularly important with reference to the Technical Committees and sponsored meetings.

In general, the Treasurer's budget, once approved by the Governing Board, authorizes future expenditure (without reference to other officers). Extra-budgetary expenditure in excess of US\$500 needs Presidential approval.

4. The Governing Board

Governing Board (GB) members are representatives of the IAPR Member Associations and are elected or appointed by each Association concerned. Their formal duties are described in the Sections of the C&B relating to the GB, i.e., 4.1, 4.2, 4.4, 4.6, 5.3, 6.1, 7.1, 8.1, 9.1, 11.1, 12.1 and 13.1 of the Constitution and in the Bylaws, Sections 2.2, 3.3, 3.4, 3.5, 3.6, 3.8, 3.9, all of 4. and 5., 6.1, 6.3, 6.5, 6.7 - 6.9, 6.11, all of 8., 9.1, 9.5, 10.1, 10.2, 10.5, 10.6, all of 11., 12. and 13. The GB is also concerned with the King-Sun Fu Prize discussed in Statute S.3 and the J. K. Aggarwal Prize described in Statute S.7.

The prime duties of all GB members are to elect the IAPR Officers and the members of the Nominating, King-Sun Fu Prize, and J.K. Aggarwal Prize Committees, to attend meetings of the GB, to vote in email ballots organized for the GB, to represent the views of their member associations, and not only their personal views, at the meetings of the GB and in email discussions of the GB, and to convey information about policy matters and decisions of the IAPR to their member associations. All IAPR's affairs and powers assigned to individuals or Committees are subject to the GB's continuing approval, including rewriting the C&B, so it is not sensible to try to define each specific duty.

Ideally, the GB members should be designated by their member association through a clear and well documented process, for a limited term, which does not exclude that the same person may be designated for a new term after reporting to the member association about his/her action as GB member and soliciting such a new term.

The GB will only meet physically once every two years (at the ICPR) and so it is particularly important that members respond to ballots and other correspondence sent by the Secretary. Ballots are associated with a latest date for response which clearly must be observed. GB members should ensure that the Secretariat and the Secretary have up-to-date email addresses and is notified whenever a national association changes its representative. The Secretary should always be advised of any temporary changes of email address so that ballot correspondence and other urgent material can be correctly dispatched.

5. Standing Committees

The list of Standing Committees is determined by the GB, as described in Section 8.1 of the Constitution. Additions to or deletions from the list require GB approval. With the exception of the Executive Committee, the K-S Fu Prize Committee, the J.K. Aggarwal Prize, and the Nominating Committee, Standing Committee chairmen are appointed by the President and the Committees' duties are all defined in Section 14 of the Bylaws. The C&B do not state who should appoint the members of the various Standing Committees; practice has varied in the past and the membership lists have been drawn up either by the President, by the respective chairman or, more usually, by both, in consultation.

Committee appointments can be made at any time, as appropriate, but most chairmen will need to be appointed within a few weeks of the ICPR in order that work can commence. Some degree of national balance is to be recommended but the main consideration is that appointees will be those willing to accept and capable of executing the full duties of their office.

5.1 Executive Committee

As discussed earlier, this Committee comprises all the IAPR Officers and is chaired by the President. It is responsible for the day-to-day running of the Association and it is customary

for most of its work to be done by email. It provides a forum for discussion and to advise each of the Officers in matters relating to IAPR duties. Most matters of importance are discussed using email, with copies of correspondence being sent to all members of the Committee.. The Committee always meets before and after each ICPR and endeavors to meet at least once more in the period between ICPRs. These meetings may be arranged to coincide with international meetings in Pattern Recognition or Image Processing, so that the cost of attendance can be minimized. In recent years, IAPR has borne the cost of members attending the Executive Committee when alternative sources of funding have been unavailable.

The statutory powers and duties of the Executive Committee are laid down in the Constitution in Sections 4.1, 4.3, 5, 6.1, 9.1, and 13.1 and in the Bylaws in Sections all of 5., 6.7, 6.11, all of 7., all of 9., 10.2, 11.2, 12.1, and 12.3. As with the Governing Board, it is not sensible to try to define specific duties of this Committee since it is completely responsible for the running of the Association as the Governing Board's and President's executive arm. It should be noted, however, that the Committee is absolutely constrained by the C&B which it may not change in any way without permission from the GB.

5.2 Nominating Committee (in short "NC"; C8.1, B5.2, B7)

In general terms, the role of this Committee is to present to the GB, via the Secretary, a list of all the nominations by the GB members for IAPR offices, together with short reports on each candidate. Members of the Committee may also nominate candidates themselves.

The nomination process begins 9 months prior to the GB meeting (GBM) and it will continue until the election time. The process provides three ways in which a person may be nominated for a given office:

1. nominations through the NC;
2. nominations by the GB members through the president;
3. nominations from the floor at the GBM.

Three distinct manners are provided so that a free and an open election may be held at the GB meeting.

GBM -9 months The NC seeks informal suggestions from the GB and other members of the IAPR community for various positions to be filled at the forthcoming election at the GB meeting. A GB member or other person need provide

- the name,
- the office for which the person should be considered
- a brief case for support (person's qualification for the office).

These suggestions, which are not considered as formal nominations, should reach the Chairman of the NC by **GBM-8 months**.

The purpose of the solicitation is to canvass the IAPR community and the GB for their thoughts and suggestions. The NC does the leg-work and formalizes the nominations.

GBM -7 months The NC prepares a list of candidates proposed for various offices. NC informally discusses the candidates with the members of the GB making an assessment of the support of GB for the candidates. Based upon the support expressed by the GB, and taking into account

- the ability of the candidates,
- geographical distribution
- other relevant information available,

NC prepares a slate of officers for Nomination. The preparation of the nomination includes the consent of the individuals, and the compilation of the CVs and a short position statement of the candidates in which they explain their plans in case they are elected.

This is the value added step by the NC. The collective thoughts of the NC are embodied in this list.

GBM -6 Months The NC distributes the slate of officers to the Exco and the GB. The slate may consist of multiple or single candidates for each office. CVs and position statements are placed in the web-space reserved for access by GB members. At this stage the obligation of the NC is complete.

After the announcement of the slate of officers by the NC, the President seeks/invites additional formal nominations from the GB. A member of the GB may make a formal nomination by providing the following information to the President:

- a. Name of the candidate and the office
- b. Consent of the candidate in writing
- c. CV and position statement of the candidate
- d. Seconding letter from another GB member.

This nomination should reach the President at **GBM-3 months**. On receipt, the President will decide if the nomination is in order. If the nomination is not in order, the President informs the nominator, allowing the nominator to make up the deficiency. However, the completed/corrected nomination should reach the President by **GBM-2 months**. These nominations are also placed in the web-space reserved for access by GB members.

The purpose of this step is to avoid last minute conflicts. If any member of the GB feels that certain names should complement the nomination list, they are free to make formal nomination. This step should avoid the controversial nominations on the floor. The restricted publication on the web keeps the GB informed at all stages of the process.

GBM (0 months) At the GB meeting, additional nominations from the floor may be made if they conform to the following rules:

- a. Each nomination associates the name of the candidate with the office.
- b. The nomination must have four seconders.
- c. No more than one seconder may be from the candidate's country.
- d. No more than two seconders may be from any given country.
- e. At least two distinct regions of the world are represented among the seconders.
- f. If the candidate being nominated is not present at the meeting, a written consent from the candidate must be provided to the President.
- g. If a seconder is not present at the meeting, a written letter seconding the nomination must be provided to the President.
- h. The President decides if the nomination is in order.

At the time of election, the candidates nominated by the NC, the candidates nominated by the GB members and the candidates nominated from the floor will be considered as candidates for election. The election will proceed according to the rules set forth in the C&B of the association.

(Explanation: The above process is designed to achieve input from all members of the GB at various stages of the nomination process. At earlier stages the nomination process depends upon the NC whereas at later stages, it depends upon the participation of the GB in the nomination process. The chairman of the NC (often the Past President) and the President are the main persons involved in evaluating and preparing the slate and other materials, and they are unlikely to stand as candidates for any office.)

5.3 Membership Committee

The statutory powers and duties of the Membership Committee are laid down in the Constitution in Section 8.1 and in the Bylaws in Sections 2. - 3 and 4.3. This Committee is expected to try to encourage nationals from countries not yet belonging to IAPR to persuade their local national organizations to apply for membership and to help them to make applications. The Committee is also responsible for checking whether applicants meet the *Criteria for Membership* (Bylaws Section 2) and to assess the effective size of the applicant's association (so that annual dues and the permitted number of GB representatives can be determined). The Committee should review effective sizes from time to time and should be prepared to consider the appropriateness of the way in which this parameter is defined in Bylaw 3.2.

In recent years, the committee has also helped scientists from countries with no national organization covering pattern recognition, to set up such an association and define their rules so as to serve at best the scientific community within that country or region of the world.

5.4 King-Sun Fu Prize Committee and J. K. Aggarwal Prize Committee

The statutory powers and duties of the King-Sun Fu Prize Committee are laid down in the Constitution in Section 8.1 and in the Bylaws in Section 14.5 of the Bylaws; this Committee is responsible for the King-Sun Fu Prize and the regulations for this are listed in Statute S.3.

The statutory powers and duties of the J. K. Aggarwal Prize Committee are laid down in the Constitution in Section 8.1 and in the Bylaws in Section 14.9 of the Bylaws; this Committee is responsible for the King-Sun Fu Prize and the regulations for this are listed in Statute S.7.

5.4.1 The Prizes

The King-Sun Fu Prize is granted in recognition of a technical contribution of far-reaching significance and impact on the field of pattern recognition or its closely allied fields made at any time in the past.

- a. It is awarded biennially.
- b. Presentation is made by the President of IAPR at the ICPR.
- c. The Prize consists of a certificate or plaque and a cash prize.
- d. The name of the recipient is announced in Pattern Recognition Letters.

- e. Neither members of the IAPR Executive Committee nor members of the Prize Committee are eligible for the Prize nor may they act as nominators or endorsers.
- f. The presentation of the Prize is followed by a K-S Fu Lecture presented by the recipient. This lecture will be published in Pattern Recognition Letters. The slides of the presentation should be made available on the IAPR website.
- g. The Committee should be alert to and resolve potential conflicts of interest.

The J. K. Aggarwal Prize is granted to a young researcher (under the age of 40) in recognition of substantial contributions to the field of pattern recognition.

- a. It is awarded biennially.
- b. Presentation is made by the President of IAPR at the ICPR.
- c. The Prize consists of a certificate or plaque and a cash prize.
- d. The name of the recipient is announced in Pattern Recognition Letters.
- e. Neither members of the IAPR Executive Committee nor members of the Prize Committee are eligible for the Prize nor may they act as nominators or endorsers.
- f. The presentation of the Prize is followed by a Lecture presented by the recipient. The slides of this presentation should be made available on the IAPR website.
- g. The Committee should be alert to and resolve potential conflicts of interest.

5.4.2 The Committees

Composition Each Committee shall consist of six members, each serving for six years, two new members being elected every two years.

Responsibilities of the Prize Committees The King-Sun Fu Prize Committee shall administer the King-Sun Fu Prize and the J. K. Aggarwal shall administer the J. K. Aggarwal Prize, as per the rules established by the Governing Board:

- Announcing the call for nominations.
- Encouraging the President and the GB of IAPR to take an active role in ensuring the success of the nomination process
- Evaluating the nominations.
- Sending recommendations for the Prize recipient to the GB of IAPR.

5.4.3 Procedures for Selection of Recipients

Call for nominations At the appropriate time the Committee Chairman issues a call for nomination, including an announcement of the deadline for receipt of the nomination and the endorsements. This deadline should be about eight months, but no later than seven months before the presentation of the Prize.

Every submitted nomination and endorsement should be checked to ensure that the nominations and the endorsements conform to the IAPR Bylaws. In particular the nominator or endorser must be a member of one of the member societies of IAPR; and at least five qualified endorsements must be received for each nomination. Nominations and endorsements may not be made by members of the IAPR Executive Committee nor by the Prize Committee.

The submitted nomination forms and endorsements are mailed by the Committee Chairman to the Committee members for ranking. In the evaluation the primary consideration is the impact

of the candidate's technical contribution to the field of pattern recognition. The Chairman will review the composite rankings, and summarize them for the Committee. The Chairman will then submit to the Committee a mail ballot, accompanied by a summary of the rankings. 75% of the Committee members must vote in favor of the selected candidate in order to reach a final selection. Consequently more than one mail ballot may be needed. If the Committee cannot achieve such a vote, the Committee will choose the top two or more candidates. The Committee Chairman will send a description of these candidates' technical contributions and the endorsers' evaluations to the IAPR GB for their final selection.

The IAPR GB votes on the recipient from the material provided by the Prize Committee.

In recent years, the committee has usually converged on a single name, which has then been submitted to the GB for approval.

5.4.4 Responsibilities of the Prize Committee Chairmen

- Announce the timetable of the Committee (See suggested time table below.)
- Prepare citation for the recommended recipient.
- Prepare a description of the distribution of countries with which the nominators and endorsers of the recommended recipient are affiliated. Send this material along with the name and contributions of the recommended recipient to the GB via the IAPR Secretary.
- Inform the nominators after the GB has selected the recipient.
- Meet with members of the Committee at the ICPR where the Prize is presented. At this meeting prepare comments and suggestions for the procedures for the next Prize.

5.4.5 Timetable for the Prize Committee

19 months before ICPR	Send announcement to journals of the field, the IAPR Newsletter, member societies and appropriate mailing lists. The announcement should be published no later than ten months before the next ICPR.
7/8 months before ICPR	Deadline for receipt of nominations
6 months before ICPR	Deadline for preparation of mail ballot
4 months before ICPR	Deadline for final selection of recommended recipient, or preparation of short slate of candidates for the GB
3.5 months before ICPR	Deadline for selection of recipient by the GB
3 months before ICPR	President of the IAPR notifies the recipient. Committee Chairman obtains a good copy of the IAPR President's signature, and arranges for engraving and framing of the Prize certificate. The President's signature will be engraved or copied onto the certificate. Prize is announced on the IAPR web page and in the newsletter.

2 months
before
ICPR

Chairman of the Prize Committee notifies all of the current nominators of the name of the recipient, and thanks them for contributing to the effectiveness of the Prize process. The Committee Chairman asks the IAPR Treasurer to prepare a check for the Prize recipient. The amount of the check is determined by the IAPR Treasurer in consultation with the IAPR President.

At the
ICPR

The King-Sun Fu Prize ceremony takes place at the ICPR, preferably at the Opening Session. The Committee Chairman describes the technical contributions of the Prize recipient. The IAPR President presents the Prize. The Prize recipient presents the King-Sun Fu Lecture. An upper limit on the length of the Lecture is determined by the Conference Chairman in consultation with the IAPR President and the Committee Chairman. A copy of the slides is made available to the IAPR web editor. A copy of the Lecture is sent to the editor of Pattern Recognition Letters for publication in that journal.

The J. K. Aggarwal Prize ceremony takes place at the ICPR, at a plenary session. The Committee Chairman describes the technical contributions of the Prize recipient. The IAPR President presents the Prize. The Prize recipient presents the lecture. An upper limit on the length of the lecture is determined by the Conference Chairman in consultation with the IAPR President and the Committee Chairman. A copy of the slides is made available to the IAPR web editor.

5.5 Conferences and Meetings Committee

The statutory powers and duties of the Conferences and Meetings Committee are laid down in the Constitution in Section 8.1 and in the Bylaws in Section 14.4. At the bidding stage for organizing ICPRs, the C&M reviews proposals and liaises with proposers, providing comments and advice. For conferences, workshops and so on, it approves or denies IAPR sponsorship. Guidelines for bidding to host ICPRs have already been produced by this Committee, also guidelines for applying for sponsorship. These two documents specify the role of the Committee and its Chairman in these respects (see sections 7.1 and 7.3 of these Guidelines). They are available on the IAPR website. The Committee is responsible for maintaining these guidelines.

The Secretariat maintains a database containing details of all IAPR sponsored meetings thought to be of interest to IAPR members. One of the duties of this Committee is therefore to provide information to the Secretariat for entry in the database. The C&M committee is also encouraged to maintain its own database on the applications for sponsorship and applications to use the levy.

The C&M Committee Chair is also involved (with the IAPR Treasurer) in the decision on whether a sponsored event can use part of the levy normally payable to the IAPR for specific events connected to the workshop, conference or meeting.

5.6 Constitution & Bylaws Committee

The statutory powers and duties of the Constitution and Bylaws Committee are laid down in the Constitution in Section 8.1 and in the Bylaws in Section 14.2, which specifies duties fairly completely. This Committee and particularly its chairman should expect to be asked to assess the potential impact of new articles which may be presented to the GB for approval but should also take a proactive role by making proposals for changes and amendments as might seem

necessary. It should be noticed that an apparently simple change in one Bylaw might render others meaningless or mutually contradictory.

5.7 Education Committee

The statutory powers and duties of the Education Committee are laid down in the Constitution in Section 8.1 and in the Bylaws in Section 14.7. The aim of the Committee is to search out, collect together and develop educational material (texts, films and videos, lists of speakers, etc.) for the information of IAPR members and their associates. It should be a relatively large Committee so as to widen the net for information collection. The geographic dispersion of its members are both its strength and its weakness since it is difficult to maintain co-operative activity over long distances. Thus good communication is a particularly important factor in this Committee.

The committee attends to three major items of business:

1. Selection of the winning paper for the Piero Zamperoni Best Student Paper Award (see Appendix 7.5).
2. Support of special meetings related to education in pattern recognition, image processing, and closely related areas. The organisation of workshops, about educational issues in pattern recognition, co-ordinated with the ICPR is within the scope of the committee.
3. Development and/or Review of Curricula. The committee is the natural body within the IAPR to collect and review syllabi and other course material for the field of pattern recognition. The committee should help to maintain a web page with information for teachers and students who wish to find out about the typical or recommended order of topics for courses on pattern recognition. A way for the IAPR Education Committee to be effective is to maintain awareness, and if possible, personal contacts with members of committees of large societies such as the IEEE and ACM who have major curriculum efforts involved with pattern recognition, artificial intelligence, robotics, image processing, and computer vision.

5.8 Fellow Committee

The statutory powers and duties of the Fellow Committee are laid down in the Constitution in Section 8.1 and in the Bylaws in Section 14.8. When the GB voted to establish the ad hoc committee, created to administer the Fellow Program, as a Standing Committee, an initial set of rules for the election of Fellows was devised and approved by the GB. However, at the time of writing, neither these rules nor the general procedures for the Committee have reached a final status, so that the rules are not yet written into either Bylaws or Statutes. The current procedure and rules have been devised after many long discussions between the Executive Committee and the Fellow Committee and can be summarized as follows: nominations should be provided by any member of an IAPR Member Society, with the exclusion of the members of the Fellow Committee and the nominee him/herself, and should be endorsed by at least an IAPR Fellow or the representative of an IAPR Member Society; nominees should preferably be already individual IAPR members; members of the Executive Committee and of the Fellow Committee are not eligible; Member Societies should not take active part in the evaluation process, even if endorsement letters from the representatives of Member Societies are welcome to support nominations; the main selection criterion should be the scientific quality of nominees, while service to IAPR, or to any IAPR Member Society,

should be taken into account only to formulate the citations of the nominees that are elected as Fellows; nominations and endorsement letters can be transmitted electronically, provided that the electronic documents are signed. Instructions for nominators and nomination forms, pointing out the main issues on which the selection of the new Fellows is done, have been prepared and are available in the IAPR webpage. In an area which is inclined to be sensitive, it still seems prudent not to rush into firm legislation until more experience has been obtained.

5.9 Industrial Liaison Committee

The statutory powers and duties of the Industrial Liaison Committee are laid down in the Constitution in Section 8.1, in the Bylaws in Section 14.6 and in Statute S.4 (relating to the Best Industry-Related Paper Award at each ICPR; this Award is organised by the Industrial Relations Committee according to guidelines given in section 7.2 below).

The Committee has a broad brief to 'improve IAPR's interface with Industry, and [for] facilitating the involvement of industrialists in IAPR'. In general terms this implies that the Chairman should ensure that the Committee contains individuals who hold responsible posts in Industry or who have good contacts with such people. An Industrial Affiliates Membership programme has been established and this Committee is expected to encourage appropriate companies to take part.

5.10 Publications & Publicity Committee

The statutory powers and duties of the Publications & Publicity Committee are laid down in the Constitution in Sections 8.1 and 12.1 and in the Bylaws in Section 14.3. The editors of all IAPR publications are ex officio members of this Committee (currently Pattern Recognition Letters, Machine Vision & Applications, IJDAR, the IAPR Newsletter and the IAPR WWW site).

The Committee, particularly through the various editors, will largely determine what IAPR publishes and information leaflets are also within the sphere of influence of the Committee. In the past, the Committee has tended to neglect the wider implications of its title and there have been very few deliberate attempts to arrange IAPR publicity at conferences (other than the ICPRs) and in non-IAPR publications. Activities of this sort initiated by the Chairman would clearly be welcomed by IAPR.

6. Technical Committees

Although not mentioned in the Constitution, the Technical Committees form an important part of the IAPR structure. The role of the TCs and their organization is described in Section 10 of the Bylaws and comprehensive Guidelines have already been drawn up by previous Vice-Presidents responsible for the TCs (see section 6.1). The GB sets up new TCs and the TC chairmen are appointed by the President. These appointments are for a two years period but might be extended by a single re-appointment by the next President. Sadly, experience over the years has shown that some TC Chairmen have found it impossible to stimulate activity in their Committees, sometimes because of an over-wide distribution of membership but sometimes because of lack of drive on the part of the Chairman. It is an obvious duty of the Vice-President (or other officer) in charge of the TCs to review continually the effectiveness of each TC and its Chairman and to make recommendations to the President and to the GB if changes are thought to be necessary.

6.1 Introduction

IAPR Technical Committees provide the focus for technical activities of IAPR members in the key areas of pattern recognition, computer vision and image processing. The aim of this document is to define the terms of reference, aims and the procedures for the operation of IAPR Technical Committees. The following guidelines are meant not to be normative in a rigorous manner which would hinder initiatives and creativity, but to avoid significant disparities between the ways various TCs are organized and run. In the unexpected case where any information in these guidelines would be in contradiction with the IAPR's constitution and bylaws, the latter take precedence and are the only binding rules.

6.2 Membership and Organization

The leading role of each technical committee is played by its Chairman who is appointed by the President of IAPR. The appointment is for a period of about two years to coincide with the IAPR President's term of office. The appointment is normally extended for one additional two year period.

The bylaws say that "Members of a Technical Committee are appointed by the chairman". In practice, this is handled in many different ways. It is suggested that first-level membership in a technical committee (access to web site, to newsletter and other information) should be open to all individual members of our member societies, who should be automatically re-appointed by default when the chair is changed or re-appointed by the president. The chairperson of the TC controls and officially appoints what can be called second-level members (steering committee, management of TC events, management of educational resources, access to restricted benchmarking databases or to software repositories, etc.).

Membership in a TC should be international, i.e. representative of the international aspect of our association. Whereas a TC in its starting phase may be limited to a country or a small group of countries, it should be natural for it to extend its membership to other regions of the world. This should also be reflected in the chairmanship of the TC, which should be rotating from one member society to another...

The size of membership in a TC should be representative of the field; without requesting hundreds of members in each TC, it is worrisome to have a TC with less than 10 members, for instance.

Chair of TC is appointed by the general chair of Technical Committees, based on decision of the IAPR Executive Committee.

It is recommended that every TC has also a TC Vice-chair, appointed by the TC chair (usually through some kind of democratic process within the TC). The general chair of TCs is informed about this appointment.

It is recommended that a TC has a Steering Committee that includes some previous TC chairs as well as several of the most active scientists in the TC area.

Links between TCs: there are some overlaps or intersections between TC activities. This is not a problem per se, but interactions and coordination between TC activities should be encouraged.

For any additional question about membership, and for all reporting, the TC chair can contact the general chair of Technical Committees (usually the 1st Vice-President) for advice.

6.3 Scope of Activities

The main tasks of IAPR Technical Committees include:

- a. To plan workshops
- b. To provide useful information to IAPR members, such as surveys of software systems for computer vision and image processing, organize common image data bases, sponsor systematic evaluation of algorithms, etc.

6.4 Procedures and recommendations

6.4.1 Workshops and conferences

A natural component of a TC is usually to organize (or to be strongly involved in the organization of) at least one key event, workshop or conference. This event should be truly international, i.e. with an international program committee, and it should move from one institution to another, preferably from one country to another and even from one continent to another. The fact that TC events remain for too long periods in the same area of the world may reflect a lack of international involvement within the TC.

It is not enough to claim that a TC sponsors an event; it should be submitted to the IAPR Conferences and Meetings Committee for official approval and sponsorship, as specified in the IAPR guidelines.

It is not because a TC chair or member is strongly involved in organizing an event that the TC should necessarily “sponsor” the event. In many cases, the event may directly apply for IAPR sponsorship, without going through the TC... This is important to retain a clear visibility of our Technical Committees’ work, independently of the personality or other duties of the TC chairs or members.

IAPR sponsored events in general, and TC workshops in particular, should not “compete” with each other but rather have complementary roles. This is especially true for workshops organized in close connection with our main events. These satellite workshops should not be perceived as alternatives or competitors to the main conference but give some additional and complementary benefit to people attending both.

Proposals for workshops, including the budget, should be submitted to the Chairman of Technical Committees who will forward them, together with his recommendation, for approval by the Executive Committee. The budget should aim at zero balance or, if need be, a modest surplus to generate a TC operating fund to cover TC's routine administrative expenses.

A loan of up to US\$ 3,000 can be made available as a start-up float to cover workshop organization expenses.

6.4.2. Web presence and educational material

All TCs must have an active web presence.

TCs are advised not to reserve their own domain names and work on their own hosting solutions, but to get in touch with the joint work for the whole of IAPR, done under the auspices of the Publications and Publicity Committee.

TCs should synchronize with the Education Committee to contribute to educational material in their specialized area.

TCs should closely work with Industrial Liaison Committee to attract industrial companies where possible to more close relations with IAPR.

TCs should feel responsible for providing articles to the IAPR newsletter, at least one over a 2-years period. The contact person is the Newsletter Editor.

6.4.3. Performance evaluation and datasets

Whenever this makes sense, TCs are strongly encouraged to gather benchmarking data and to organize performance evaluation campaigns or international contests.

When appropriate, TCs are encouraged to collaborate with other organizations for creating joint datasets, organizing joint campaigns and contests. The IAPR can be helpful as a legal entity for writing the necessary memoranda of understanding.

Although a number of details are of course very specific to each field and thus more appropriate for work at the TC level, general tools for benchmarking should be worked on in synchronization with TC5, which is devoted to the general methodology on benchmarking and software.

6.4.4 Responsibilities of the TC Chairman

1. Establish TC membership list (addresses, telephone numbers, email, etc.).
2. Organize TC planning meetings at IAPR events or other events frequented by IAPR members.
3. Regularly update the IAPR Newsletter Editor on TC activities (plan of activities, call for papers for workshops, reports on workshops held, etc.).
4. Report on TC activities to the Chairman of Technical Committees twice per term (before the Executive Committee meeting in late spring of the first year of the term and before the ICPR. In addition to all the activities carried out and planned, the second report should also submit nominations for a TC chairman successor, if the current TC Chairman's period of office is terminating.
5. Make available the data base of TC members, workshop mailing lists and any other useful information to the Chairman of Technical Committees to facilitate TC continuity of operation and assist in compiling comprehensive mailing lists for publicizing future IAPR technical activities.
6. Attend the meeting of TC Chairmen held on the first day of ICPR.
7. Maintain the TC WWW Home Page.

6.4.5. Report to IAPR

Every two years before ICPR, the TC chair should prepare and submit a final report of the TC's activity for evaluation at IAPR ExCo meeting. The report should also provide suggestions for future plans and for the chairperson to be appointed in the next period.

A meeting of TC chairs is organized during ICPR to go through these reports and discuss future plans. It is expected that each TC be represented by its chairperson or a member of its steering committee.

Between that, a mid-term report should be prepared and submitted to the IAPR ExCo on request by the General Chair of Technical Committees.

6.4.6. Creation of new Technical Committees

New technical committees or changes in the name and scope of existing committees are subject to Governing Board approval. Therefore, it is necessary to keep in mind the specific periods for GB discussion and vote when submitting proposals to the ExCo. Please refer to the C&B for Governing Board procedures.

7. Appendices

7.1 Guidelines for bidding to host and organize ICPRs

This very important part of IAPR business has been detailed in a specific document, named "Guidelines for Organizing and Bidding to Host the International Conference on Pattern Recognition", which is made available through the IAPR web site. See <http://www.iapr.org/conferences/proposals.php>

7.2 Guidelines for the Best Industrial Paper Award

1. About 10 papers are selected by the chair of the Systems & Applications Track of ICPR (or the nearest comparable track) with the following criteria:
 - accepted to ICPR
 - good reviews
 - at least one industrial-affiliated author
 - topic has some practical or industrial-related application
2. single copy of each of these papers is sent to the chair of the Industrial Liaison Committee;
3. The chair of the Industrial Liaison Committee examines the papers to see if they are appropriate, then sends out all copies to each member of the Committee;
4. Members of the Committee are instructed to rank the papers on the basis of "best industrial paper"; since members of the Committee are senior researchers, they are free to apply their own criteria, however guidelines are:
 - strong in two aspects: industrial-related and scientific content
 - important qualities: novelty, potential for impact, experimental evidence, and presentation.
5. Members return rankings to chairman, who accumulates scores and determines best paper

6. Chairman communicates winning paper to Secretariat
7. Framed award certificates are produced for each author.
8. Award presentation is made at ICPR banquet.

7.3 Guidelines for applying for meeting sponsorship

IAPR is a non-profit organization whose goal is to promote better worldwide communication by sponsoring Conferences and Meetings in the field of Pattern Recognition. Sponsorship entitles organizers to use the IAPR name and logo on all official announcements and documents. IAPR promotes the meetings.

There are two levels of IAPR involvement in meetings:

IAPR Sponsored events

These are events organized typically by IAPR technical committees or member societies, focused on a topic or theme, with substantial international participation in the event and representation in the organizing committee. Full support by IAPR including the right to use the IAPR logo and the phrases "IAPR Conference on" or "IAPR Workshop on" in the event title, publicity in the IAPR Newsletter and IAPR web site, and the possibility to get financial support in the form of a loan. The levy is ten percent of the gross registration fee or US\$ 20 per participant which ever is smaller. With the approval of the Conferences and Meetings Committee Chair and the Treasurer, part of the levy may be applied towards specifically identified activities in the name of IAPR such as IAPR Travel Stipends, IAPR Distinguished Speaker, IAPR Best Paper Prize, etc. Following the approval of IAPR Sponsorship for an event, a separate application with specific details of the proposed activities in the name of the IAPR (including an estimate of the cost to be deducted from the IAPR levy) must be submitted to the Conferences and Meetings Committee Chair prior to the event and prior to any arrangements being made.

IAPR endorsed events

These are events organized by any scientific entity, including IAPR technical committees and member societies, with topics or themes which are within the scope of IAPR's technical interests as determined by the Conferences and Meetings Committee. Limited publicity and support through IAPR channels including authorization to use IAPR Logo and the phrase "Endorsed by the IAPR". IAPR levy is US\$ 4 per participant with a minimum of US\$ 150. With the approval of the Conferences and Meetings Committee Chair and the Treasurer, part of the levy may be applied towards specifically identified activities in the name of IAPR such as IAPR Travel Stipends, IAPR Distinguished Speaker, IAPR Best Paper Prize, etc. Following the approval of IAPR Endorsement for an event, a separate application with specific details of the proposed activities in the name of the IAPR (including an estimate of the cost to be deducted from the IAPR levy) must be submitted to the Conferences and Meetings Committee Chair prior to the event and prior to any arrangements being made.

HOW TO GET A SPONSORSHIP

The procedure that is followed is set up to allow an efficient and fast decision by IAPR. Please provide the necessary information well in advance of the event (and before any publicity is distributed) to enable quick reactions of the IAPR Conferences & Meetings Committee. Make sure to indicate whether you are applying for "IAPR Sponsorship" or "IAPR Endorsement" for your event.

Requests should be submitted to the Chair of the Conferences and Meetings Committee. All requests should contain the following information:

1. Subject and title of meeting.
2. Date and location.
3. Expected number of participants.
4. Tentative program.
5. Clarification whether the Proceedings will be published before or after the meeting. Please specify the publisher you have selected, e.g. IEEE, Springer, etc.
6. Names of the organizing societies and the scientific committee members.
7. Review of full papers is a requirement for IAPR backing. Review of abstracts or summaries is insufficient. Describe the reviewing process (number of reviewers per paper, blind, double blind; etc.).
8. Declaration of the conference chairman that participants from all IAPR Member Societies will be welcome without any restriction due to political, race, religion differences.
9. Clarification whether IAPR individual members will be entitled a 5% reduction on the registration fee. This discount, while not a requirement, does help raise IAPR awareness in the scientific community and helps to encourage IAPR membership.
10. Declaration that the registration fees will not be increased for authors of multiple papers to be presented at the conference.
11. Declaration that the conference organizers will be bound by the IAPR Statement of Ethics. The IAPR Ethical Requirements for Authors (part of the Statement of Ethics) must be prominently displayed on the conference website.

The Chairman of the Conferences and Meetings Committee will determine if the meeting is in compliance with IAPR standards, Constitution and Bylaws, and will obtain approval from the organizer's local Governing Board member. (To speed up the process, you may send copies of the request and additional material to your local Governing Board member). If sponsorship is approved, the Chairman will inform the organizers, the IAPR Secretary, the Newsletter Editor and the Treasurer. The meeting will be announced in the Newsletter. After the meeting, the conference Chairman should submit a short report, extracts of which may be used in the newsletter, and send information on how to obtain Proceedings to the Secretariat.

After the meeting, the organizers should submit a short report, extracts of which may be used in the Newsletter, and send information of how to obtain Proceedings to the Secretariat.

7.4 Guidelines on How to Join IAPR

The members of IAPR are national or multinational non-profit scientific societies. If there already exists a Society within the IAPR area of interest in your country it can apply for membership, either in its entirety or - in some special cases - a sub-group of the Society can apply. The smallest membership size for the IAPR members is about 25 persons.

Application for IAPR membership

1. Send a description of your organization to the Chairman of the Membership Committee. This description should contain enough information to decide if the organization meets the requirements of Bylaw 2.1. Also send an English translation of

the constitution of the organization and a description of the field of interest it covers and of what activities it conducts.

2. Information on the effective size of the organization is also required. If the organization is completely devoted to pattern recognition or one of its sub-fields, its effective size is equal to the number of members. If the scope of activity is broader, the number of members actively interested in IAPR-related activities must be determined. If there is no other indication, such as a defined subgroup within the organization, a reasonable criterion is the number of members that would be interested to receive the IAPR Newsletter regularly.
3. After this information has been received, the Membership Committee will consider if the organization is suitable for IAPR membership. If we decide it is, you will be invited to send to the Chairman of the Membership Committee a formal application for membership, signed by an authorized representative of the organization.
4. On receipt of this application, a ballot will be held by the IAPR Governing Board. This can be done by mail, so there is no need to wait for the next Governing Board meeting. If and when a majority of the Governing Board votes for your admittance to the IAPR, you will be informed of this decision and asked to provide a list of members (names and short affiliations only) in ASCII format.
5. After you have paid your dues and have provided the list of members, you should elect your member(s) of the Governing Board, who will represent you at and between the Governing Board meetings. Also you will receive the Newsletter and all other information distributed by the IAPR. The Newsletter is either mailed individually (if you provide an address list) or in bulk. All other information will be sent to an address of your choice, except what goes to the Governing Board member(s) directly.

7.5 Guidelines for the Piero Zamperoni Best Student Paper Award

It is the policy of the IAPR to make an award at each ICPR for the best paper authored by a student. The primary purpose of this award is to acknowledge and encourage excellence in pattern recognition research by students, and to help assure the future livelihood of the field. The award also honours the memory of Dr. Piero Zamperoni, an outstanding educator in pattern recognition.

Eligibility for the award is restricted to papers authored or co-authored by a student. There must be no more than two authors, and if only one author of a co-authored paper is a student, then the other author must certify that the work presented in the paper is primarily the work of the student. The student author must have been a registered student at the time of paper submission.

When submitting their contributions, students should make known that they satisfy the education criteria. Students should receive, together with the acceptance notification, a request to provide two extra copies of their camera-ready contribution (for the Education Committee, who will also be sent all the relevant review forms from the conference papers reviewing bodies).

The selection of the award winner is made by the IAPR Education Committee. The selection criteria include the following:

- a. topic: the paper should make its contribution in the field of pattern recognition;

- b. technical quality: the paper's technical contribution should be as important as possible, highly original and technically sound;
- c. presentation: the paper should communicate its results in an exemplary style, with strong organisation, appropriate discussion of prior work, and general clarity and integrity.

According to an agreement with Elsevier currently in place, the winner receives a cash amount and a 2-years free subscription to Pattern Recognition Letters. If this agreement came to be cancelled, it would be the responsibility of The Education Committee to try to find suitable sponsorship for the award so as to fund some token to be presented to the winner.

The rules for the competition for the award will be published on the ICPR web site. The name of the winner will be announced both in the IAPR Newsletter and on the IAPR web site and the award will be presented at the ICPR conference banquet.

7.6 Other awards

A number of other awards are given under the auspices of the IAPR, be it at IAPR or at other sponsored events. Without any claim of completeness, and just as a “corporate memory”, the following awards and prizes were handed out at ICPR’08, in addition to the King-Sun Fu Prize, the J.K. Aggarwal Prize, the Piero Zamperoni Best Student's Paper Award, and the Best Industry Related Paper Award, which have already been mentioned:

- Best Biometrics Student Paper Award (BBSPA) – administrated by IAPR TC4 on Biometrics, and awarded annually, on even years at ICPR, on uneven years at ICB. Awarded to the best paper authored by a student in the biometrics field. The primary purpose of this award is to acknowledge and encourage excellence in biometrics research by students, and to help assure the future livelihood and sustainability of the field. Eligibility for the award is restricted to papers whose first author is a student who must have been a registered student at the time of paper submission. The paper must be closely related to biometrics and must have been accepted for oral presentation at the conference of the year. A paper with members of the Selection Committee as a co-author is not eligible. The Award is derived from a IAPR restricted account and consisted of a cash amount of \$1,000 (one thousand US dollars) and a suitably inscribed certificate.
- IBM Best Student's Paper Award – The IBM awards were given to the best student's papers in each of the 7 ICPR tracks to acknowledge and encourage excellence research by students in all areas of Pattern Recognition, and to help ensure the future livelihood and sustainability of the field. Eligibility for the award is restricted to papers authored or co-authored by a student who must have been a registered student at the time of paper submission. Each IBM award consisted of \$ 285 (US dollars) and a suitably inscribed certificate.
- Best Scientific Paper Awards – Seven best scientific paper awards, one for each ICPR Track, were given to papers selected by the Technical Program Committee of ICPR. Each award was derived from the general "Prizes and Awards" budget of IAPR and consisted of a cash amount of USD \$300 (three hundred US dollars) and a suitably inscribed certificate.

These Guidelines was originally prepared by the Constitution & Bylaws Committee in association with other IAPR Committee Chairmen, past or present. It was substantially updated in 2008 and 2009 by the Executive Committee, in collaboration with committee chairs.