

# CHARTER AND BY-LAWS OF THE WACV STEERING COMMITTEE

*Last revised August 2022*

## I. STATEMENT OF PURPOSE

The IEEE/CVF Winter Conference on Applications of Computer Vision ("WACV") is a voluntary committee of persons acting together to advance the science and applications of computer vision through the offering of the IEEE/CVF Winter Conference on Applications of Computer Vision (WACV). The Conference is jointly and equally sponsored by the Computer Vision Foundation (CVF) and IEEE Computer Society (IEEE-CS), referred to hereafter as the "Sponsoring Societies". Their responsibilities are discharged through the CVF President and the IEEE-CS Executive Director or their designees ("Sponsoring Leaders").

## II. ORGANIZATIONAL STRUCTURE

The basic structure consists of a Steering Committee (Section IV), the Sponsoring Societies (Section V), and a Conference Committee (Section VI). The Steering Committee reports to the Sponsoring Societies, and delegates the responsibility for running each conference to a Conference General Chair, who in turn appoints the Conference Committee.

### A. STEERING COMMITTEE MEMBERSHIP

The membership of Steering Committee is comprised of individuals who volunteer their time, are interested in the area of applications of computer vision but who do not necessarily represent a sponsoring organization.

### B. FINANCIALLY RESPONSIBLE MEMBERS

The representatives of Sponsoring Societies on the Steering Committee undertake to support the financial recommendations made at the meetings associated with running the conference.

## III. CONFERENCE

The Conference will be established and overseen by the Steering Committee. A Conference will be held annually. A Conference Committee will run each Conference. Each year's Conference will be reviewed and approved by both Sponsoring Societies.

## IV. STEERING COMMITTEE

A. **PURPOSE.** The general control of the WACV Conference is resident in the Steering Committee. The Steering Committee in turn reports to the Sponsoring Societies and may not obligate them without their explicit approval.

B. **MEETINGS.** The Steering Committee generally holds quarterly meetings. A minimum of two meetings each year are held, in January and June. Meetings of the Steering Committee can be convened by either of the Sponsoring Societies. Meetings can be face to face or by teleconference.

C. **COMMITTEE ORGANIZATION.** The Steering Committee will elect one of its members as Chair at the June meeting. The Chair of the Steering Committee will serve a renewable term of twenty-four (24) months, beginning January 1st after election.

- D. **MEMBERSHIP.** The Steering Committee shall be comprised of 7 voting members as follows:
- a. A Conference General Chair of the current year, the past 2 years, and the next 2 years. When there are multiple General Chairs for a given year, one shall be jointly selected by the Sponsoring Leaders.
  - b. The sponsoring societies each select one voting representative. In addition to voting members, each of the Sponsoring Societies may have a non-voting representative on the Steering Committee. If not otherwise elected or appointed, the Sponsoring Leaders and the PAMITC chair, or their designates, also serve as non-voting representatives.
  - c. If at any point in time the Steering Committee has fewer than 7 voting members, additional voting members may be jointly appointed by the Sponsoring Leaders to bring the total back up to 7.
  - d. No individual shall serve more than one term as Steering Committee or Conference General Chair over the course of 10 years. This restriction can be waived by consent of both Sponsoring Leaders.
  - e. No vendors or vendor representatives are permitted to be part of the Steering Committee. This requirement shall be enforced by the Sponsoring Leaders who may jointly determine that an individual is a vendor or vendor representative.
- E. **VOTING.** Each designated member of the Steering Committee shall have one vote. Prior to each meeting, a voting member who will be unable to attend can designate another attending member to serve as his/her proxy for voting.
- a. Quorum: A quorum establishes the minimum number of voting members who must be in attendance at meetings in person or by proxy to conduct business. A quorum is required for all votes. A quorum is half of the maximum number of eligible voters (7), rounded up (4).
  - b. Majority Voting: The basic requirement for adoption of a motion of the committee with a quorum is majority vote. A majority is more than half of all votes cast by voting members minus abstentions.
  - c. The Steering Committee Chair shall set forth rules for the operating procedures of the Steering Committee, subject to approval by both Sponsoring Societies. These procedures shall include a process for selecting future Conference General Chairs and venues, with consultation with the research community as deemed appropriate by the Steering Committee.
- F. **DUTIES AND RESPONSIBILITIES.** The Steering Committee will undertake the following:
- a. Ensure the highest technical and professional standards are maintained for the programs of the Conferences via regular reviews of previous Conferences and future plans. Maintenance of this high-technical quality is the "goal" of the Steering Committee.
  - b. Provide continuity with previous Conferences.
  - c. Establish long-range plans for future Conferences by:
    - i. The selection of sites and dates for each of the Conferences. The Site Selection Committee is responsible for bringing forth a list of qualified sites to the Steering Committee for approval.
    - ii. The appointment of the Conference General Chair for each future Conference Committee. The Steering Committee should select future general chairs that have the background and leadership abilities to assemble and manage a creative, forward-

looking conference committee.

- iii. Providing assistance to the Conference as requested by the Conference Committee. Any perceived problems should be handled between the Steering Committee Chair and the Conference General Chair, bringing in the Steering Committee if necessary.
- d. Advise on the plans of the Conference Committees for each Conference, including the financial plan and the preliminary technical program. The Steering Committee should let the Conference General Chair and Conference Committee manage the conference.
- e. Review the conference interim and final (audited) financial reports from the Primary Sponsoring Society in a timely manner.
- f. In the event that no suitable Conference proposals are obtained for a specific year, decide in conjunction with the Sponsoring Societies on the dates and location of the Conference for that specific year.
- g. The Steering Committee may by majority vote create committees, task forces, or working groups, as deemed appropriate to assist in these and other responsibilities and may determine the composition and powers of those groups, subject to the provisions of the policies and procedures of the Sponsoring Societies. Committees may be ad-hoc (of fixed duration) or standing (of indefinite duration).
- h. All Steering Committee members can bring forth concerns about adherence to these bylaws at any time, and all activity related to that concern must cease until the concern is resolved.

## **V. SPONSORING SOCIETIES RESPONSIBILITIES**

The Sponsoring Societies will undertake to support the financial commitments associated with the Conferences. Duties to be performed by the Sponsoring Societies will be divided between them by mutual agreement, and include the following:

- A. **FINANCIAL.** Ensure independent auditing of all Conferences funds.
- B. **ADVERTISING AND PROMOTION.** Make a best effort within the approved budget to advertise the Conferences and promote attendance at those Conferences, including but not limited to direct mail advertising, advertising in appropriate journals, suitable promotion of publications that result from the Conferences, press releases and other public relations and publicity activities, and communications to other professional societies.
- C. **CONFERENCE ARRANGEMENTS.** In support of the Conference, sign all major contracts for that year's Conference including those for the convention center, housing, exhibits management, contractor services, event management services, registration services, and others including but not limited to audio/visual.

## **VI. CONFERENCE COMMITTEE**

The Conference Committee shall be responsible for the organization, detailed planning, and execution of the associated Conference.

### **A. MEMBERSHIP**

Each Conference Committee shall be comprised of at least those committee positions required by the Sponsoring Societies. The Conference General Chair will appoint members of the Conference Committee and is free to appoint other persons.

## **B. DUTIES AND RESPONSIBILITIES**

The Conference Committee shall establish and follow a Conference budget, which is presented to Steering Committee by the Conference General Chair for endorsement by majority vote prior to submission to the Sponsoring Societies for approval.

## **VII. MODIFICATION OF THIS CHARTER**

A modification of this Charter requires two thirds of the eligible votes of the Steering Committee as well as the approval of both Sponsoring Societies.