

Bylaws for ARITH, the IEEE Symposium on Computer Arithmetic

Approved June 10th, 2016

Bylaw 1 (Composition and Duties of the Steering Committee)

The Steering Committee of the IEEE Symposia on Computer Arithmetic consists of previous Program Chairs and General Chairs.

a.

The Steering Committee elects a board consisting of three members, denoted the SC-Board in the following. Each year one member is replaced on a rotational basis.

New SC-Board members are proposed by Steering Committee members and appointed by the Steering Committee.

b.

The SC-Board is responsible for conducting the business of the Steering Committee, including organizing formal ballots on controversial points or otherwise as needed.

A ballot can be requested by any Steering Committee member, and the result of the vote is binding. In the case of a tie, the SC-Board random selects a Steering Committee member and her/his vote breaks the tie.

c.

The SC-Board calls a Steering Committee Meeting—during the ARITH-N symposium and provides minutes of the meeting after the meeting.

d.

The Steering Committee reviews its membership during the Steering Committee meeting at the symposium. Members who have not been present at the last three symposia are automatically transferred to emeritus status.

e.

The Steering Committee is responsible for processing requests to hold ARITH-(N+2) and for selecting one site proposal by vote at the ARITH-N Steering Committee Meeting.

f.

The Steering Committee appoints distinct persons as the General Chair and two or three Program Committee Chairs for ARITH-(N+2). Additional officers such as Financial Chair, Publicity Chair, Registration Chair, Proceedings Editor, etc., are appointed at the discretion of the General Chair.

Bylaw 2 (ARITH Symposium Officers)

a.

The General Chair, in consultation with the Symposium Officers, publishes a timetable for the Symposium. This timetable includes the dates at which certain tasks are to be completed, and who is responsible for those tasks, such as preparing and publicizing the Call for Papers, setting the necessary deadlines, raising external funds for the symposium, negotiating and signing a contract with the local facility, reviewing submitted papers and announcing decisions, preparing and publicizing the advance program, preparing the final program, and registration.

b.

The Program Chairs appoint a Program Committee (PC). The size of the Program Committee must be proportional to the expected number of submissions to ensure a smooth review process without overloading PC members. If there is an exceptionally large number of submissions, additional members can be added to the Program Committee after the submission deadline.

The Program Chairs are encouraged to have a significant amount of new members in the Program Committee (around one third), although this is not mandatory.

After the meeting, the Program Chairs report to the SC-board on the performance of the PC members during the review process. The SC-Board forwards the part of that information which is relevant to the next Program Chairs.

c.

The Program Chairs, in consultation with the Program Committee and the General Chair, may invite plenary speakers and tutorial lecturers.

d.

If the General Chair or a Program Chair becomes incapable of working on a meeting, the SC-Board substitutes new Chairs and informs the Steering Committee by email.

Bylaw 3 (Format of the Symposium)

a.

All changes to the customary ARITH format and procedures, which are outlined below, must be approved by the Steering Committee and the General Chair.

b.

ARITH is an annual, two-and-a-half day symposium to be held in general during the summer. The symposium location alternates between North American countries (even years) and countries outside North America (odd years).

ARITH subject matter covers computer arithmetic and number representations, including both theoretical and implementation issues. A specific list of topics is proposed by the Program Chairs, to be approved by the SC-board.

ARITH solicits, reviews, and publishes papers describing original research. The papers are submitted by the deadline and reviewed by the Program Committee. The Program Chairs should accept submissions through some conference organization tool (e.g., Easychair).

The listing of PC members in the symposium announcement is intended to inform potential authors that submissions are to be reviewed by researchers competent on the topic of a submission.

c.

Persons serving as Program Chairs or General Chairs cannot submit papers on which they are authors or co-authors.

d.

Conflicts-of-Interest (ColS) are normally handled by the conference organization tool. If exceptions occur, it is the responsibility of the Program Chairs to handle the Col in the proper manner.

e.

The Program Chairs solicit reviews of anonymously submitted papers from at least three specialists among the Program Committee members for expert evaluation.

A PC member is personally responsible for the quality of a review requested by the Program Chairs: hence in principle the review has to be made by that member. In exceptional cases the review may be provided by an external reviewer, provided that the PC member will guarantee the reviewer's competence on the topic.

Decisions on the acceptance of submissions based on the reviews are made by the Program Committee at a meeting (physical or internet based). Reviews consisting solely of non-technical comments cannot be used in making decisions and new reviews need to be obtained.

Authors of rejected papers are given the reports provided by the reviewers. Authors of accepted papers are asked to revise their submissions in accordance with the instructions given by the Program Chairs based on the reviews.

Accepted papers are published in Proceedings that are available (in print or in electronic format) at the symposium.

f.

The program may include invited plenary speakers, who may publish their presentations as papers in the Proceedings. The Symposium's final program may be expanded by including special sessions, tutorials, workshops, user meetings, and other events.

During the symposium there may be exhibits of commercial products and demonstrations of new software and hardware.

g.

One Best Paper Award is given during the symposium.

Based on paper reviews, the Program Chairs identify three best paper candidates. PC members vote for the best paper among the three candidates before the symposium.

Bylaw 4 (Web Sites)

a.

The Steering Committee holds the right to use the domain www.arithsymposium.org registered at the Technical University of Denmark.

b.

The SC-Board appoints a Webmaster to maintain a web-site at URL <http://www.arithsymposium.org/>. The Webmaster is appointed for a period of 3 years, renewable at the end of each term.

The physical location of the server hosting the web-site is proposed by the Webmaster and approved by the SC-board.

The web-site must contain:

- updated lists of Steering Committee members (including Emeritus status);
- links to the current edition of ARITH and its call for papers;
- bylaws;

archives of the community, including: a list of past ARITH symposia, their committees and programs; links to archives for papers; photos and videos of past symposia; etc.

c.

The organizers of each ARITH edition must set up a symposium specific web-site identified by the URL <http://arithN.arithsymposium.org/> (where N is the edition).

The ARITH-N Web Chair is appointed by the General Chair. After the symposium, the Web Chair must pass to the Webmaster the relevant data (Program, Committees, etc.) to be incorporated in the <http://www.arithsymposium.org/> web-site.

Bylaw 5 (Transition and Amendments)

These Bylaws can be amended by ballot at the ARITH Steering Committee meeting during the symposium. Any amendment needs two thirds (2/3) of the votes to be approved.

Proposals for amendments may be submitted to the SC-Board at any time, but no later than at the beginning of the symposium.

Transition from Current Status takes place at ARITH-23.

The Steering Committee begins work at ARITH-23.

As of ARITH-23 the SC-Board comprises:

1. Earl Swartzlander (Previous Steering Committee Chair, until ARITH-23)
2. Milos Ercegovac (until ARITH-24)
3. Alberto Nannarelli (until ARITH-25)