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SID POLICIES AND PROCEDURES

(Rev: March 2013)

The policies and procedures below provide additional operational details on the administration of SID activities, and are modified on an ongoing basis by EC or BOD approved motions.

Archives

- ARC-1: The Archives Committee shall assume the functions of the Historian.
Effective date: May 3, 1971
Status: Current
- ARC-2: The Archives Committee Chair shall list all of the SID publications, including authors and titles, starting with the Symposium Digest, Biennial Conference Proceedings, Journals and other International Conference Digests. This list shall thereafter be maintained and updated by the SID International HQ.
Effective date: January 22, 1982
Status: Current
- ARC-3: Proceedings of all IDRCs (Japan Display, Euro-Display), Symposia Digests and other SID technical publications shall be sent to the current Archives Committee Chair, free of charge.
Effective date: May 17, 1992
Status: Current

Bylaws

- BYL-1: The maintenance of a Policy Manual should be assigned to the Bylaws Committee
Effective date: April 27, 1981
Status: Current
- BYL-2: Bylaws Committee shall formulate Bylaws to allow Senior Member Grade of membership.
Effective Date: June 3, 2001
Status: Obsolete
- BYL-3: The published Bylaws should be headed by a date at which the Bylaws became effective and a sequential designation reading: Reference Bylaws B1, B2, etc. The effective date is the date of the first business meeting at which the result of the ballot concerning amendments was published. All publications concerning Bylaws such as amended Bylaws and the text for ballots for amendments have to be approved by the Bylaws Committee Chair.
Effective date: May 18, 2003
Status: Current
- BYL-4: All publications concerning Bylaws such as amended Bylaws and the text for ballots for amendments shall be reviewed in a timely manner by the Bylaws Chair.
Effective date: May 18, 2003
Status: Current
- BYL-5: All chapter bylaws shall include language to the effect that SID bylaws are included by reference in the chapter bylaws and that in the event of a conflict, the SID bylaws shall prevail.
Status: Current



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Effective Date: EC 12-9-9

Board

BoD-1: The Board will request the resignation of any Director who fails to participate for two (2) consecutive meetings. Minimum participation is defined as at least obtaining a proxy.

Effective date: May 3, 1971

Status: Superseded

BoD-2: SID to accept institutional advertising for the Directory

Effective Date: April 28, 1980

Status: Current

BoD-3: The Secretary of SID will be an "entry level" position, since it requires less experience than that of the Treasurer.

Effective Date: April 27, 1981

Status: Current

BoD-3: Revised budget shall be approved by the Board and not by Treasurer.

Effective date: January 7, 1985

Status: Current

BoD-4: Audio recording of every Board Meeting shall be provided.

Effective date: September 11, 1989

Status: Current

BoD-5: The members of the Board of Directors are required to attend at least one meeting per year, and they are further required to send a proxy for another meeting per year.

Effective date: September 11, 1989

Status: Current

BoD-6: The bylaws Committee to notify by mail any Director who does not attend at least 1 meeting per year that he/she is deemed to have resigned unless otherwise directed by the Executive Committee.

Effective Date: January 14, 1990.

Status: Superseded

BoD-7: Reading of Minutes of BoD Meeting be disposed of starting from January 20, 2001

Effective Date: June 3, 2001

Status: Current

BoD-8: Audio tapes of SID Board Meetings should be destroyed after one year.

Effective date: September 29, 2002

Status: Current

BoD-9: Both to assure proper Chapter representation and to facilitate achieving a quorum, without which the Board cannot act, the members of the Board of Directors should attend at least one Board meeting per year and should send a proxy for any Board meetings they are unable to attend. SID Headquarters should be notified in advance by e-mail, fax or letter of the identity and contact details of the proxy. The voting proxy can be any SID member in good standing, preferably someone knowledgeable about Chapter activities and concerns; the Regional VP cannot also act as proxy for a Chapter. In all cases the Director should submit to the Board a written report on Chapter activities. In the case when a proxy is appointed, the proxy should also be sent a copy of the Chapter Report in advance of the Board meeting. After the meeting, relevant information from the Board Book, action items and minutes should be reported back to



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the Chapter Officers. In cases where the Director cannot attend and no proxy can be identified, the Director should ensure that the Chapter Report and any items requiring specific Board Action are sent to the Regional VP in advance of the meeting to report and/ or raise, on behalf of the Chapter, at the Board Meeting. The Headquarters should be copied on these items.

The Nominating Committee will select candidates for Directors who agree to follow these guidelines. Directors who have persistent difficulty in attending meetings should notify SID Headquarters. The Executive Committee may contact a Director who does not take part in Board Meetings at least by correspondence to determine whether he/she can continue in office.

Effective Date: September 14, 2003

Status: Current

Budget

Bud-1: The Executive Committee has the authority to adjust individual items of expenditure by 15% provided the total budget figures remain within the planned expenditure.

Effective date: May 26, 1969

Status: Current

Bud-2: A contingency fund of \$2000 is established within the budget for unanticipated SID National expenditures. The President and the Treasurer shall be required to authorize such disbursement.

Effective Date: May 3, 1971

Status: Superseded

Bud-3: The budget should be modified by the Board, when necessary, not solely by the Treasurer.

Effective Date: Jan 7, 1985

Status: Current

Bud-4: The budget for the Liability Insurance item to be dropped and \$3.5K should be introduced into budget for bonding and insurance.

Effective date: May 22, 1988

Status: Superseded

Bud-5: Student travel budget is reinstated.

Effective date: May 22, 1988

Status: Current

Bud-6: The Symposium Liaison Committee, or designee, will present to the Board the then-current Symposium Budget, identifying all changes at each Board Meeting. The SID Treasurer will review this budget prior to each Board Meeting. Changes in expenses in the Budget in excess of 10% of the approved projected surplus will require approval of SID Treasurer prior to commitment to this new expense level.

Effective date: October 11, 1992

Status: Superseded

Bud-7: A budget of \$10,000 for each Regional Vice-President be authorized to subsidize academic meetings related to displays, with a maximum of \$2,000 for any single conference, unless otherwise approved by the full Executive Committee.

Effective Date: October 9, 1994

Status: Superseded



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- Bud-8: Chapters should send financial report to SID HQ on a template provided by the Treasurer of SID, twice a year.
Effective Date: May 22, 2005
Status: Current
- Bud-9: Audit Committee is set up and the Committee shall consist of three members of Directors of SID.
Effective Date: May 22, 2005
Status: Current
- Bud-10: Committee Chairs shall submit to Treasurer the budget that includes travel expenses for Committee Chairs.
Effective Date: May 21, 2005
Status: Current
- Bud-11: SID to commence external audit from FY2005.
Effective Date: January 16, 2005
Status: Current
- Bud-12: Investment Committee consisting of at least three members chaired by the Treasurer of SID is formed to provide oversight of SID's investment activities.
Effective Date: September 17, 2006
Status: Current
- Bud-13: Regional VP funds-spending policy:
Each Regional Vice-President shall use the annual budget to promote SID activities in the region. Such activities include: providing financial support to conferences in the region, supporting Chapter seminars, travel by VP or his representative within the region, and others related to regional activities. The Regional Vice-President may provide financial support up to a limit of \$3,000 for a conference in the region, but above this limit Board approval is always required.
Effective Date: January 13, 2007
Status: Current
- Bud-14: Annual Budget preparation:
Starting September 2007, SID's Annual Budget shall be prepared and approved at the EC/BoD Meetings in advance of the fiscal year.
Effective Date: May 19, 2007
Status: Current
- Bud-15: A annual budget for each Regional VP which is determined by the annual budget authorized by the board will be authorized to subsidize academic meetings related to displays, with a maximum of \$3,000 for any single conference, unless otherwise approved by the full Executive Committee.
Effective Date: September, 2007
Status: Current (Supersedes Spring 2006 decision to give RVP's \$10K annual budget)
- Bud-16: SID HQ's manager has a budget of \$3,000 for miscellaneous expense per annum
Effective Date: June 2, 2012

Chapter Formation and Student Branch

- CF-1: The National Office should advance funds to new Chapters to aid in their formation. \$500 maximum per Chapter should be sent to the appropriate Regional Director for



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expenses incurred. These funds are to be used with discretion. The amounts approved for expenses need not necessarily be refunded by the Chapters. Other funds, however, may be advanced which will later be repaid from that Chapter's fund.

Effective date: Sept., 1965

Status: Superseded

CF-2: Criteria for New Chapter Formation

(i) Sufficient interest should exist. Support by local members and potential local members should be evidenced by a list of signatures. Support by local academic institution and/ or local industries should be demonstrated by letters of support. Leading volunteers should be willing to serve as Chapter Officers and Director.

(ii) Commitment to run the new Chapter should be demonstrated by developing a plan for the first year of activity together with proposed Chapter Bylaws that is consistent with SID bylaws. The proposed bylaws of the Chapter should be verified by SID Bylaws Chair.

(iii) Chapter formation Committee shall facilitate preparing a petition for the formation of new Chapter and gather all relevant details/data for presentation to the Board for approval. VP of the region in which the new Chapter is proposed should be involved in the Chapter Formation Process

Effective date: May 17, 1998

Status: Current

CF-3: At the time of formation of a Chapter, SID HQ will support initial mailing to the potential members of the proposed Chapter inviting them to join the new Chapter. The mailing will contain the slate of officers of the new Chapter

Effective Date: Sept 14, 1997

Status: Current

CF-4: Chapter Formation working group consists of President-Elect, Chapter Formation Committee Chair, the relevant Regional VP and the Bylaws Committee Chair.

Effective Date: January 19, 2003

Status: Current

CF-5: Update to Policy/Guidelines for Establishing New SID Chapters:

When steps are made to form a new Chapter, it is the duty of the Chapter Formation Chair, supported by the President Elect, the relevant Regional VP and the Bylaws Chair (collectively the New Chapter Support Working Group) to:

- Make efforts to understand the local culture and conditions (including economic, legal, political,.....factors, the scope of local business activities from which membership will be drawn (e.g. research, academic or industrial, development, manufacturing, applications)
- Explain, in simple terms, the following items (to those wanting to form the new Chapter):
 - (1) SID Policy for elections of the Director, the Chapter Officers (Chair, Vice-Chair, Treasurer, Secretary) and the Organizing Committees.
 - (2) Operation of the chapter in accordance with the bylaws of SID and the Chapter.
 - (3) Membership numbers to justify formation of a local Chapter (this recommendation must be flexible enough to take into account local conditions)
 - (4) Financial control and reporting



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- (5) Options for local collection of membership dues and requirements for transfer to SID HQ
- (6) Reporting to SID Board
- (7) Attendance at Board meeting and nomination of proxies
- (8) Establishing means for communicating with members (e.g. e-mail, mailing, Chapter website- can be posted on SID website if information is provided to the SID HQ))
- (9) Organizing regular technical meetings to serve the needs of local members
- (10) Encouragement for submission of good quality papers for SID conferences and to the SID Journal.
- (11) Support of local organizations (e.g. Companies, Research Institutes, Universities)
- (12) Chapters planning to collect fees locally must find out from SID Treasurer about the amount in local currency to be collected per member. Facilities and effort must be provided to send to SID, at least on a monthly basis, full records of new members. Training for and local access to the SID IMIS database can be organized for Chapters to update membership records locally. This is the fastest route for ensuring prompt delivery of ID and JSID to the new members.
- (13) Possible provision of library and other facilities for Chapter members
 - Assist in drafting Chapter Bylaws consistent with both the SID Bylaws and local conditions (e.g. legal registration requirements)
 - Investigate the need for compliance with data protection registration etc.
 - In the case of formation of a new Chapter in an area where the local economic conditions make the full membership fee unaffordable, to help present a case to the Board for “shared membership”
 - Assist in preparation of and presentation to the Board of a petition to form a new Chapter. This petition should include:
 - (1) Draft Bylaws which have been approved by the Bylaws chair.
 - (2) A full interim organizing Committee with names of people prepared to serve as Chair, Vice-chair, Treasurer and Secretary, and a proposed Director who has agreed to abide by the guidelines of Director’s attendance at SID Board Meeting. All these people must be SID members.
 - (3) Full details of members supporting the petition for a new Chapter (with letters of support or signatures).
 - (4) Details of prospective members who have agreed to join SID if a new Chapter is formed.
 - (5) Evidence of significant support for the new Chapter from local organizations that would be willing to support sponsor some Chapter activities (e.g. to host technical meetings or Committee meetings).
 - (6) Draft of technical meetings for the first year with identified venues for subsequent meetings.
 - (7) Draft budget for the first year, including proposal for expenditure that would be supported from the Chapter formation funds.
 - (8) Definition of Chapter boundaries by the relevant Regional VP (this should be agreed with neighboring Chapters in the case of new Chapters formed to better serve members in the areas currently served by the existing Chapters).
 - (9) A delegation led by the proposed Director will be invited to present the petition to the Board as soon as possible.

Guidelines for criteria for Board approval:



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These guidelines are intended to be indicative of the level of support needed to sustain a new Chapter and should be applied only after taking full account of local conditions.

Number of members (current and those expressing intention of joining as soon as the new Chapter is approved)	40
Supporting or sponsoring organizations (independent), these should include both industrial and academic organizations	8
Number of technical meetings planned for first year	4

Board approval:

The Board must decide on the basis of the case presented whether to approve the formation of the New Chapter, or to advise on further work to be completed prior to approval. In the latter case the Board should be specific in its requirements in order to avoid de-motivation.

The Board shall appoint an interim Director for the new Chapter to serve until the next election.

New Chapter Support:

The New Chapters Support Working Group is established.

The SID HQ should advance funds to new Chapters to aid their formation. \$1000 maximum per Chapter can be transferred to the Chapter's bank account for expenditure against approved budget items. Other funds may be advanced on approval by the SID Treasurer on the recommendation of the New Chapter Support Working Group for support of new activities, but these should be paid back later from Chapter funds.

Given acceptable levels of activity, SID HQ will provide annual Chapter support of \$15 per fully paid up member until the surplus funds held by the Chapter exceed 80% of the full annual membership fee times the number of fully paid up members. Chapter activities exceeding the annual base amount may be paid from surplus Chapter funds, or by charging local fees or by prior approval by the Board of a specific proposal for ad hoc support submitted to the Treasurer. Insufficient activity in the Chapter may result in suspension of Chapter support for the next year.

SID HQ will support the initial mailing to potential affiliates if the new Chapter inviting them to be affiliated to the new Chapter and presenting the new slate of officers.

All members within the proposed Chapter boundaries who have not directly supported the formation of the Chapter will be asked to choose their Chapter affiliation on renewal, but the default will be geographic.

Effective Date: January 18, 2004

Status: Current

Shared Membership:

Shared membership is a temporary measure. The economic situation in shared membership Chapters will be reviewed regularly and the number of members sharing a full subscription will be progressively reduced in line with the economic conditions until all members are eventually paying the full membership fee. This process will be



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conducted by mutual agreement between the Chapter, the New Chapters Working Group and the SID Treasurer and changes will require Board approval.

Shared membership is available only to members who pay as individuals. Members who receive re-imbusement from any source are not eligible for shared membership. Chapters eligible for shared membership are additionally required to provide SID HQ with information on whether an individual new or renewing member has paid a shared of full membership fee.

Effective Date: January 18, 2004

Status: Current (modified per EC meeting 1-2011 to eliminate mailing of ID mag for shared memberships)

CF-7: Student Branch

1. The SID can establish Student Branches affiliated with at least one university and with the Chapter of the geographical area in which the university is located.
2. The purpose and scope of the Student Branches are defined in Article 13 of the Bylaws of the SID.
3. No action or obligation of the Student Branch shall be considered an action or obligation of the Society, or the Student Branch Affiliated Chapter.
4. Members of the Student Branches shall be undergraduate and graduate students who are also members of the SID.
5. The Bylaws of the Student Branches are modeled after the Bylaws of the Chapters of the SID. However, they can be adapted to the special needs of the student body. The Bylaws of the Student Branches and the amendments thereof require the approval of the Executive Committee of the SID. In case of conflict the Bylaws of the SID shall take precedence.
6. No officer of the Student Branch may act as an agent for the Society except as specifically authorized in writing by a person so empowered by the Board of Directors.
7. The Student Branches shall have a Faculty Advisor who is a faculty member and a member of the SID.
8. The Student Branches receive funds from the SID. They are required to submit to the SID an annual financial statement and an annual summary of their activities. Financial donations to the Student Branches shall be used in accordance with Article 13 and 2 of the Bylaws of the SID
9. Indebtedness of the Student Branch is only allowed with the approval of the Board of Directors of SID.
10. Petition for the formation of a Student Branch shall be supported by the signature of the minimum number of students which is determined by the SID Board of Directors.
11. A Student Branch shall be placed on inactive status if its membership declines below 3 for a period of 12 months.
12. SID reserves the right to dissolve a Student Branch if, in the judgment of the SID Board of Directors, such action is in the best interest of the SID.
13. Funds and real property of the Student Branch shall revert to the SID if the Student Branch is placed on inactive status or upon dissolution.

Effective Date: January 15, 2006

Status: Current

- CF-7.1** Once per year the local SID Chapter Director, jointly with the Faculty Advisor of the student branch, evaluates the activity of its Student Branch. If the membership declines below three for a period of twelve months, the Branch is automatically considered as inactive. If there is no activity for 12 months even if the membership criterion is satisfied,



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the branch is still considered inactive. A Student Branch that is considered inactive for two consecutive years shall be dissolved and its assets shall be transferred in accordance with Article 13 (13) of the bylaws of SID. The Director of the parent chapter makes a recommendation to the Board to dissolve the inactive student branch.

Status: Current

- CF-8: SID-Wiley Books will be donated to Student Branches.
Effective Date: September 15, 2007
Status: Current
- CF-9: Board approved creation of Moscow State University student brand and Mari University student branch of Russia Chapter
Status: Current
- CF-10: Board approved creation of Seoul National University student branch of Korea Chapter
Effective Date: January 2013

Conventions

- Con-1: Partial Sustaining Membership (less than the full year) does not entitle the sustaining company for discount on exhibit booth.
Effective Date: May 3, 1971
Status: Current
- Con-2: The name "Convention Committee", to be changed to "Symposium Advisory Committee".
Effective Date: April 18, 1977
Status: Superseded
- Con-3: The Symposium Advisory Committee is authorized to determine whether or not an honorarium is to be paid to invited speakers on a case by case basis with the understanding that the Symposium does not normally pay honoraria.
Effective Date: October 23, 1978
Status: Obsolete
- Con-4: Members in Europe and Japan, as well as our co-sponsors (NTG, IEEE, AGED), have agreed to sponsor an annual international conference which cycles from Europe to Japan and the United States on a three-year basis. The name, "International Display Research Conference", was proposed.
Effective Date: April 27, 1981
Status: Superseded
- Con-5: The Symposium Chairman must be approved by both the President and Vice-President or by two members of the Executive Committee to whom authority has been delegated.
Effective Date: May 13, 1990
Status: (Modified May 30, 2009 by EC)
- Con-5: The Symposium General Chair and Program Chair must be approved by both the President and the President-elect or by two members of the EC to whom authority has been delegated.



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Effective Date: May 31, 2009

Status: Current

Con-6: The Symposium Executive Committee and the Symposium Program Committee shall be required to take detailed minutes of their meetings and then distribute these minutes to the SID Executive Committee within one month of these meetings.

Effective Date: May 17, 1992

Status: Obsolete

Con-7: Responsibilities and duties of the Convention Committee Chair are as follows:

- Coordinates schedules/goals/long term arrangements.
- Coordinates all contracts for signature by President.
- Keeps Board informed of status of all future conferences.
- Coordinates/tracks finances (advances, post-conference accounting, etc).
- Ensures continuity of conferences.
- Ensures conference chairs and organizing Committees are formed and approved in a timely manner

Effective Date: May 16, 1993.

Status: Current

Con-8: Specific conference Committee:

- Coordinated by conventions Committee chair.
- Chairs of all conference Committees are approved by the Board (Convention Committee Chair may appoint/approve interim chairpersons between Board Meetings).
- For the three IDRC meetings (U.S., Asia, Europe), the responsibility for composition of the Steering Committee resides with the respective region.
- The selection of the specific conference General Chairman shall be approved by the Convention Committee Chair with the International Board Executive Committee reserving the right to veto this selection.

Effective Date: May 16, 1993. Subsequently Asia was dropped from IDRC

Status: Current

Con-9: The Convention Committee Chair shall make sure each Conference Committee provides a brief final report for the guidance for future Conference Committees. The brief report should focus on new things tried and whether they should be continued or modified in the future.

Effective Date: Jan 8, 1994

Status: Current

Con-10: Definition of Regional Meetings:

A regional meeting is distinguished from a Chapter meeting by the scope of the promotion of the event. If announcements of the meeting are sent primarily to persons within the geographical area of a single Chapter, that event may be considered a Chapter meeting. The standards set forth in this document are advisory for Chapter meetings and mandatory for regional meetings.

Use of SID Name, Logo and Copyright:

SID Chapters have the inherent right to use the SID name and logo provided the title of the Chapter is prominently displayed. SID Chapters and other organizations must apply



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to the SID Executive Committee for permission to use the SID name and logo in any other fashion.

As a general rule, the SID logo and name must be displayed on the call for papers and the Digest, if one is prepared. If the co-sponsor does not use a logo, then the Society may be named (in full) in the same font used to identify the co-sponsor. It is highly recommended that a Digest of contributed papers be made available at the meeting. The Digest shall display the SID logo (or at least the full name of society), contain the phrase "Copyright, SID (date)," and be designated by an ISBN or ISSN number. Exceptions may be authorized by SID's Executive Committee, and only the Executive Committee, for example, when the non-SID partner proposes to publish the Digest.

Financial Plan:

The organizers of a regional meeting may apply to SID for advance funds to meet expenses that will occur before any income is generated. To qualify for an advance, the organizers must submit a realistic and detailed budget. The SID Executive Committee will evaluate the proposed budget and may provide funds at their discretion. The budget for the event must provide for the return of the advance funding, to SID, and the actual transfer shall be made promptly upon the settlement of accounts of the meeting. The organizers of an academic meeting related to displays may apply to the appropriate SID Regional Vice-President for a grant. It is not necessary to return these funds to SID. However, SID assumes no obligation to make up losses that may be incurred except by specific action by the SID Executive Committee.

Time and Location of Regional Meetings:

Regional meetings should avoid scheduling conflicts that might have a significant impact on the international meetings that are typically held in May, October and February. One way to avoid conflict is to position the regional meeting as a satellite of one of the larger meetings. A satellite regional meeting should be timed just before or just after the main meeting in such a way that an attendee can justify going to both meetings. If it is not feasible to schedule a regional meeting as a satellite meeting, then the next best choice is approximately midway in time between two of the larger meetings.

Quality:

The quality of Regional SID meetings shall be the responsibility of a panel of recognized experts acting as a program Committee. The organizers of a regional meeting should also encourage selected speakers to submit their papers for publication in the Journal of the SID. Such paper submissions must be in English. Because regional meetings are international and may use SID funds, they should be held in the standard language of SID, which is English. Chapter meetings, of course, may be held in other languages as appropriate.

Effective Date: October 15, 1995

Status: Current

Con-11: Financial Management of SID Conferences, Seminars and Workshops:



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Objective:

To provide adequate financial control of SID-sponsored conferences and workshops while avoiding the need for micro-management by the SID officer, the SID Executive Committee or the SID Board. This policy includes the establishment and approval of the budget for the event as well as guidelines relative to managing the budget.

Establishing The Budget:

The event organizers shall develop a budget which strives to accurately estimate all expenses and projected revenues. The budget should be prepared in as much detail as possible consistent with the overall size of the event. It is recommended that one of the sample budgets attached be used as guidance for the level of detail which should be provided (contact Conventions Committee Chair for sample budget). As a goal, budgets should be developed to ensure that no SID sponsored event should lose money. Many budget uncertainties are inherent in sponsoring or co-sponsoring such events, especially in estimating the projected revenue (e.g. number of attendees, exhibitors, etc.) Substantial uncertainties may also exist in establishing the expenses. To allow for these uncertainties, all such events should be budgeted conservatively. As a general ground rule, the SID Board of Directors has established that budgets for such events should be planned to forecast a 15% surplus (Projected Revenues to exceed Projected Expenses by 15%). The detailed budget should be presented to either the Board (in the case of all international events or any regional event having an estimated Expense Budget in excess of \$10,000 or substantial financial risk) or to the Regional Vice-President (in the case of regional or Chapter- run meetings with low risk and a projected expense budget of less than \$10,000). Where appropriate, the event organizers should also coordinate the budget preparation with the SID Convention Committee Chairperson. It is essential that early budget approval be obtained. Also a note that as the SID Board meets, typically only three times a year, it is especially important that development and request for approval of the budget be timed to fit the dates of Board meeting [the three meetings are typically in: (a) mid January, (b) at the SID Symposium in mid May to early June, and (c) mid September to late October]

Events in which SID is the sole/major sponsor:

Budgets should be prepared at a level of detail which, to the maximum degree possible, matches the SID budget Chart of Account (COA) categories currently used for the SID Symposium, the IDRC and the DMTC. Using these COA categories and the sample budgets discussed earlier as a format, will simplify final reporting and help ensure that often overlooked items are not forgotten by those who have not run previous events. The required level of detail should be agreed with the SID Treasurer, and if appropriate, the SID Convention Committee Chairperson, in advance of the budget preparation, but should be as detailed as possible. The event organizers shall control the event expenses within a general 10% contingency limit for the entire event, based on the approved expense budget. However, the 10% limit may be exceeded on individual line items within the limits specified below, provided the total overspend does not exceed 10%. In general, no single line item should be more than 10% of the budget, and should be considerably smaller wherever possible.



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Line Item	Allowable % Contingency
Occupying >20 of % total budget	7
Occupying 10 – 20 % of total budget	10
Occupying 5 – 10 % of total budget	20
Occupying < 5 % of total budget	25

If there are reliable indications that the 10% limit on exceeding expenses will be exceeded, but that a corresponding increase in revenues can be expected (e.g., because of a higher than expected level of attendance or exhibitors), a level of expenditure higher than that allowed by the above procedure may be required. The event organizers must then propose a new level of expenditure to the SID Treasurer, who, if in agreement, would then seek the approval of the SID Executive Committee. It will be a pre-requisite of this process that the organizers seek prior approval of the SID Board, at the time of initial budget approval, to empower the Executive Committee to make such a decision. *If this is not done, SID Bylaws require that the entire Board must be polled, a process which may result in delaying the decision.*

Conferences in which SID is a co-sponsor with financial liability:

SID co-sponsorship of conferences and workshops where SID is not the primary organizer and where SID has limited financial exposure has been placed under the jurisdiction of the SID Regional Vice-President (provided they are within the budget guidelines approved, per the annual budget - see COA line items 4781, 4782 and 4783). The Regional Vice-Presidents (RVPs) have been empowered to co-sponsor events within their regions if such sponsorship will be in the best interest of SID. The RVP shall request permission to examine the event’s budget to ensure that financial management of the event is of an adequate standard. This should be a prerequisite to agreeing to co-sponsor the event.

The RVP should request that, in return for financial sponsorship of an event, SID shall be identified as a co-sponsor in all literature and publications pertaining to the event and provision shall be made by the organizers for a SID booth for the purposes of promoting SID membership and the sale of SID publications. SID members attending the event should be offered similar discounts to attend the event as offered to the membership of other co-sponsors.

If the RVP is uncertain whether SID should sponsor an event, and requires additional counsel, the RVP should approach the SID President or other SID officer, or Conventions Committee Chairperson, if the President is not available, to seek additional guidance.

The RVPs are provided with budgeted amounts for conference sponsorship within their regions under COA numbers 4781, 4782 and 4783. Although empowered to act within these agreed budgetary limits, they are required to make every effort to inform the Board of their future plans at each Board meeting.



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Effective Date: January 26, 1997. Subsequently DMTC was removed and Hot topics included.

Status: Current

Con-12: The CD-ROM version of the Symposium Digest will be priced the same as the print version.

Effective Date: May 11, 1997. Subsequently CD and digest are sold as a package, CD became the default form of the Digest for the Symposium, and a USB option was introduced.

Status: Current

Con-13: The registration fee for SID conferences is waived for presenting authors from countries with special (shared) membership arrangements.

Effective Date: September 14, 1997

Status: Superseded

Con-14: The additional charge to Symposium registrants for the CD version of the Digest will be \$10.00.

Effective date: January 18, 1998. Subsequently CD and printed Digest are given.

Status: Current Obsolete as of (05/30/2012)

Con-15: Agreements with organizations that generate conference proceedings should require submission of tables of contents in ASCII format to SID.

Effective date: January 18, 1998

Status: Superseded

Con-16: Conferences and Technical Meetings: Funding of Conferences

Financial management of conferences

To avoid any conference making a financial loss, all SID conferences are required to be budgeted to show a small (15%) surplus. Conferences may be provided with advance funding by the SID Treasurer. In this context the term “funding” is used to describe an advance of funds to enable the conference organization to proceed, but which is expected to be refunded by the conclusion of the event.

The management of all conferences shall conform to the guidelines set out in the policy statement of 26 Jan 1997.

1. International Conferences

International conferences are funded on the following basis and within the published guidelines for the financial management of SID conferences

1.1 SID International Symposium

(i) Preparation of a budget

(ii) Review and approval by the Symposium Executive Committee (of which the SID President, President Elect, Treasurer and Secretary are members)

(iii) Added: For this show only, SID waives the Annual Main Symposium Registration fee for the Presidents of SID’s partnership societies. The waiver will be limited to less than ten invitees.

Effective Date: September 18, 2011

Status: Current



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1.2 International Display Research Conference Series:

1.2.1 IDRC (Americas): This conference is now under total control of SID

(i) Preparation of a conference budget (to show a 15% surplus). (ii) Review and approval by the Conference Executive Committee (of which the SID President, President Elect, Treasurer and Secretary are members)

1.2.2 Asia Display: The situation is that this conference usually receives a significant subsidy from industries and various agencies. The objective here is to avoid financial exposure to SID.

(i) Preparation of a conference budget by the Organizing Committee
(ii) Approval by the SID Treasurer and by the Treasurer of the other supporting organizations, as required by them

1.2.3 Euro-Display

This conference may or may not be organised jointly with another society.

(i) Preparation of a conference budget (to show a 15% surplus) by the Organizing Committee
(ii) Approval by the SID Treasurer and by the Treasurer of the other supporting organizations, as required by them

1.3 International Display Workshops:

The procedure is the same as for Asia Display

Effective Date: January 31, 1999. Subsequently 1.2.2 was deleted.

Status: Current

1.4 Color Imaging Conference:

(i) IS&T office drafts a preliminary budget for the conference in November.
(ii) The organizing Committee reviews the preliminary budget, revises and approves it at its first and only annual meeting in November. For all practical purposes the budget is shaped by the IS&T Staff, the Conference and Program co-chairs and by the representatives of the two sponsoring societies IS&T and SID.

(iii) The IS&T tracks and manages all expenses throughout the year. If there are major extraordinary budget items that come up during the year, or if regularly budgeted items are expected to run over their budgeted limits, the IS&T staff conducts an informal survey of the above mentioned conference organizers, and resolves the issue. Final say is usually with the representatives of two societies, who have unwritten veto power over major financial decisions. Things run smoothly for the following reasons:-

1. The conference is organized and run very efficiently.
2. Neither sponsor want major surplus out of this conference, but it always produced some
3. We all realize that this conference succeeds against many odds, against strong competition from the SPIE and others. This is always in our minds, and internal differences become easily manageable.

Effective Date: January 31, 1999



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Status: Superseded

1.5 Phosphor Conference:

- (i) Preparation of a conference budget by Palisades [DARPA provides Technology Center of Excellence on Phosphor with \$35,000 for the conference. Georgia Tech/PTCOE issues a sub-agreement to Palisades for that amount annually].
- (ii) Review and approval of the budget by Chris Summers

Effective Date: January 31, 1999

Status: Superseded

2. Regional and Major Chapter Conferences:

Each Regional Vice-President has an annual budget as determined by the annual budget approved by the BOD with which to provide financial support to conferences in the region. The original intent of providing these funds was to enable SID, through sponsorship of non-SID technical conferences, to promote its name and increase membership in the academic community by the provision of grants. The scope is extended to cover any conference the Regional Vice-President deems worthy of sponsorship and make SID and non-SID events eligible for sponsorship. The Regional Vice-President can provide financial support up to a limit of \$3,000 for a conference in the region without recourse to the Executive or the Board. Above this limit, Board approval is always required.

Executive and Board guidance can always be requested should the Regional Vice-President require it. The organisers of Regional conferences are required to observe the financial guidelines described in the policy statement of 26 Jan 1997.

Effective Date: January 31, 1999

Status: Current

Con-17: Chapter Meetings:

In general, Chapters are expected to contain the financial management of technical meetings within their agreed budget. The Society provides annual Chapter support of \$15.00 per fully paid member to those Chapters that are active. This is intended to cover the cost of advertising meetings and producing a Chapter newsletter. It is consistent with SID bylaws and policy that the Chapter can charge a fee to both members and non-members for attendance at the meetings. A differential registration, favorable to SID members should always be used in such cases.

If a Chapter wishes to organize an event which requires funding that is beyond its ability to provide, then a formal written proposal must be made in the first instance to the appropriate Regional Vice-President. The proposal must include a statement of the objectives and purpose of the conference and a budget that must be sufficiently detailed to enable an assessment to be made, by a third party, of the financial risk associated with the project; i.e., it must include details of all major expense and income items (including a statement of the budgeted break-even attendance). The Regional Vice-President may decide to provide support, either as a returnable loan or a grant from the Regional VP annual budget or may seek Executive and/or Board guidance. In the event of the latter



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being required, proposals must be received by SID HQ a minimum of thirty days before a Board meeting.

In line with SID policy to leave the management of Chapter affairs to the Chapters, a Chapter may decide if and when to organize a meeting jointly with another organization or society. Of course such arrangements should always be in the best interests of SID and if relevant (because of a large expected audience) timing should be in accordance with SID policy on Time and Location of Regional Meetings (15 October 1995). Chapters should use their best judgement in deciding whether such activities are appropriate. The Regional Vice-President should always be informed of such plans and should be consulted for guidance in cases of doubt.

Effective Date: January 31, 1999

Status: Current

Con-18: Symposium registration fee: \$325 for advance registration and \$350 for on-site registration

Effective Date: September 13, 2003

Status: Superseded

Con-19: The registration fee for SID conferences is waived for presenting authors from countries with special (shared) membership arrangement, provided that the presenting authors have no other resources of funding. There will be a limited number of awards per conference, the number being decided by the Program and Conference Committees. of the said Conference.

Effective Date: Sept 2001 (Superseded for Display Week)

Status: Current

Con-20: It is the policy of SID that, with the exception of events (technical meetings such as symposia, conferences, workshops or exhibitions) organized jointly with other not for profit organizations, the Society shall be solely responsible for the content. This means that SID shall not co-organize or co-sponsor events with commercial, for profit, organizations. Nevertheless, SID encourages financial support from commercial organizations and recognizes that this is particularly desirable at the Chapter level. It is fitting that such support shall be recognized in an appropriate manner in event literature, but this must not suggest in any way co-ownership of the event or influence on the topics presented at the event by the commercial organization. Nor should there be publicity that could imply such co-ownership.

Effective Date: May 19, 2002

Status: Current

Con-21: There shall be no free books for complimentary press pass holders.

Effective Date: May 18, 2002.

Status: Superseded

Con-22: Policy on free distribution of Symposium Digest (hard copy as well as CD):

- (1) There will be no general distribution of any of the 'for fee', printed conference publications to the press reporters.
- (2) Any of the press reporters who ask for a CD version of the Digest can get a copy at registration.
- (3) A very limited number of printed Digests of Technical Papers will be available to those of the press reporters who request them and have a use for them that is beneficial to SID.



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(4) A small number of the other conference publications will also be available to press registrants who can demonstrate that their use of the books advances SID's interests
Effective Date: May 17, 2003

Status: Current

Con-23: Press Privileges

- Five (5) hard copies of the SID Digest of Technical Papers will be given free of charge to a special category of the press
- All other press personnel get a free CD version of the Digest
- There is no free admission for the press personnel for the lunch on Wednesday

Effective Date: October 24, 2004. Subsequently CD was given free of charge

Status: Current

Con-24: Change to the Policy on conference budget (dt. January 26, 1997) with regard to changes in the approved budget: (Change is indicated by the 'bold-faced fonts')

.."If there are reliable indications that the 10% limit on exceeding expenses will be exceeded, but that a corresponding increase in revenues can be expected, a level of expenditure higher than that allowed by the above procedure may be required. The event organizers must then propose a new level of expenditure to the SID Treasurer, who, if in agreement, would then seek the approval of the SID Executive Committee. It will be a pre-requisite of this process that the organizers seek prior approval of the SID Board, at the time of initial budget approval, to empower the Executive Committee **to adjust, and to approve or disapprove the conference budget based on the recommendation of the organizers**. If this is not done, the entire Board must be polled, a process which may result in delaying the decision."

Effective Date: October 24, 2004

Status: Current

Con-25: Guidelines for waiving registration fee small conferences

1) Invited Speakers:

(i) Must be approved by General, Program, and Convention Chairs (ii) Must be critical to conference (iii) Must be anticipated in conference budget (iv) Probably the speaker would not attend if not presenting (v) the speaker has no other source of support

2) Press- Only writers:

(i) for publications of wider circulation, those are available to the general public (ii) likely to provide media exposure for SID activity

3) Exhibitors, Generally- no complimentary registration

4) Sponsors-Major sponsors get a complimentary booth and a complimentary registration to the technical conference

Effective Date: January 15, 2005

Status: Current

Con-26: SID will co-sponsor IMID with KIDS

Effective Date: January 16, 2005

Status: Current

Con-27: Louis Silverstein will be SID Liaison to CIC and that his registration for CIC will be paid by SID. Andy will continue to assist Louis Silverstein for 1.5 year and attend the CIC conference.



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Effective Date: January 15, 2005

Status: Current (Obsolete) (Delete the names of individuals)

Con-28: Additional Guidelines for Financial Management of SID conferences, seminars and Workshops:

Budget performance shall be the responsibility of the organizers of SID Regional/ International Conferences, seminars and workshops where the budget is approved by the Board of Directors. The following procedure is recommended for monitoring the budget to result in satisfactory performance as laid down by SID policy on 'Financial Management of SID Conferences, Seminars and Workshops':

1. At the time of establishing the budget, Conventions Committee Chair, General Chair of the conference, Treasurer of conference, Treasurer of SID and the VP of the Region, if it is a Regional Conference, shall be actively involved and oversee that all ethical procedures, as laid down by SID, shall be followed in establishing the budget .
2. After the approval of the budget by the Board of Directors, the budget shall be monitored, if required to be revised, to be within 10% increase as laid down by SID policy on 'Financial Management of SID Conferences, Seminars and Workshops'.
3. Although periodical monitoring of the budget can be done most of the times through e-mail and teleconference, if there is an opportunity to participate at major SID events like SID Symposium, Program Committee Meeting, IDRC, IDW, IDMC etc, Conventions Committee Chair, General Chair of the Conference, Treasurer of conference, SID Treasurer and VP of the Region, in case of Regional Conference, may take advantage of such occasions to closely review the budget and update the status to the Executive Committee if there is likelihood of exceeding the 10% increase.

Periodic monitoring of the budget should be done frequently by means of emails and teleconferences. However, if there are opportunities to participate at major events such as SID Display Week, IDRC, IDW, IDMC, etc, then a face to face meeting should be held to review and update the budget and present it to the Executive Committee to determine if an increase in budget is needed (within the 10% limit).

In case of anticipation of abnormal increase in the whole or any item of the budget the Executive Committee should be alerted by the Conventions Committee Chair.

4. It is not the intention of Executive Committee to micro-manage the budget. General Chair of the Conference and Conventions Committee Chair shall play major role in the performance of the budget and SID Treasurer oversees the performance process.

Effective Date: May 21, 2005

Status: Current

Con-29: The IS&T will be responsible for all the financials related to the Color Imaging Conference., while IS&T and SID will be jointly responsible for the technical content of the Color Imaging Conference.

Effective Date: January 14, 2007

Status: Current

Con-30: The venue for SID Annual Symposium should repeat every four years between Los Angeles, Las Vegas, Boston and San Francisco, starting from 2011.

Effective Date: May 20, 2007

Status: Current (Superseded June 2012, San Jose approved as location for 2015)

Con-31: Procedure for submitting the budget for sid sponsored conferences
(Other than SID Symposium)



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1. Conference organizers should develop a 'draft budget' based on SID policy relating to 'Establishing the budget' under "Financial Management of SID Conferences, Seminars and workshops, January 26, 1997" and taking in to account the support of companies whose activities are related to the subject of the conference and the support of local institutions/government.
2. The support from relevant companies/institutions/government should be demonstrated through e-mail responses that indicate their interest in the conference and this does not necessarily mean any guarantee or commitment from the companies /institutions /government. In the event that the organizers feel that companies /institutions /government are likely to respond only if there is approval from SID for sponsoring the conference, a tentative approval/pre-approval for the 'draft budget' can be given by the Board contingent upon refining the budget after the indication of support from companies /institution /government.
3. Budgeted income from sponsorship/and or exhibit should be based on this support.
4. Expense entries in the budget should be validated especially those expenses that are based on local prices.
5. Discussion should be initiated with the SID convention committee chair, SID Executive Director, General Chair of the proposed conference, VP of the Region, if applicable, and SID Treasurer, on the 'draft budget'. After the discussion a pre-final budget should be prepared.
6. The pre-final budget should be sent to the Executive Committee by the Convention Committee Chair at least two weeks prior to the SID Board Meeting in which approval of the budget is proposed to be sought.
7. SID Executive Committee (EC) will discuss the pre-final budget and approve or amend the budget and approve or disapprove the budget. If the budget is disapproved and if EC requires any deficiency to be corrected in the budget, the budget will be sent back to the organizers for correction and resubmission.
8. If the budget is approved, SID Convention Committee chair will incorporate the amendments, if any, recommended by the Executive Committee and distribute the copies of the budget to the members of the SID Board at least four hours prior to the presentation to the SID Board for approval.
9. SID convention committee chair or the organizers of the conference will present the budget to the SID Board for approval and a Motion to approve the budget should be moved by any elected member of the SID Board.
10. The Motion should be worded at the end to contain the line-"SID Board authorizes SID Executive Committee to approve or disapprove any changes, beyond the changes allowed as per the SID policy, to the original budget recommended by the organizers".



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Effective Date: May 18, 2008

Status: Current

Con-32: SID president can offer up to 10 free symposium registrations to Presidents of other societies

Effective Date: EC 12-9-3

Status: Current

Con-33: Free registration policy has been changed so seminar and short course speakers only receive free registration for their respective events, and free registrations for the symposium speakers are restricted to 15 for invited speakers at the discretion of the program chair.

(Please see Appendix A as Guidelines for Conventions)

Definitions & Standards

DEF-1: International Committee for Display Metrology will be a fully functioning Sub-Committee of the SID Definitions and Standard Committee.

Effective date: May 20, 2007

Status: Current

Ethics & Standards

E&S-1: No one in SID can endorse or use SID's name to support any commercial function and profit from it, except as approved by the SID Executive Committee in advance.

Effective Date: January 16, 1984

Status: Current

E&S-2: No immediate family member of any SID officer, including the Board of Directors, National Officers and Committee Chairmen, shall be employed by SID as a matter of policy, except if approved by the Executive Committee.

Effective Date: January 16, 1984

Status: Current

SID Headquarters/Chapters/Membership

(The term 'National office is substituted by, 'International Office' in the rewritten version)

HQ-1: SID Headquarter shall send \$1000 to the Director of the newly formed Chapter to meet the initial expenses of Chapter and this money is non-refundable. Additional funds can be advanced on need basis. However, additional funds should be refunded later from Chapter funds.

Effective date: Sept 28, 1965

Status: Superseded

HQ-2: A letter with the Society President's signature shall be sent to all new members, welcoming them to the Society.

Effective date: March 31, 1966

Status: Superseded



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- HQ-3: Mailing lists should be copyrighted and be available only to members
Effective date: March 22, 1967
Status: Superseded
- HQ-4: Each nationally-sponsored activity requiring a fee should offer some rebate to members of Society in order to further strengthen the value of membership in our Society.
Effective date: November 26, 1968
Status: Superseded
- HQ-5: A complete set of Society publications is to be maintained at the International Office.
Effective date: May 3, 1971
Status: Current
- HQ-6: Chapter chairmen should forward all funds in excess of \$2000 to the International Office.
Effective Date: May 20, 1974
Status: Superseded
- HQ-7: The operation of the International Office is to be monitored and controlled by the Treasurer of SID and the Executive Director.
Effective Date: April 21, 1975
Status: Current
- HQ-8: Chapter rebates to be increased from \$3.00 to \$4.00 per member.
Effective date: May 9, 1983
Status: Superseded
- HQ-9: SID Executive Committee is empowered to handle salary raises to SID office employees.
Effective date: June 3, 1984
Additionally: The decision for recruiting and discharging of SID office staff rests with the Executive Committee and the Board approves the budget for hiring.
Effective date: May 23, 2004
Status: Current
- HQ-10: Half-year members will be rebated to Chapters at 1/2 the rate.
Effective date: May 10, 1987
Status: Superseded
- HQ-11: Associate membership dues are the same as for members.
Effective date: May 22, 1988
Status: Current
- HQ-12: Membership renewal period to run from May 1 to April 30 to coincide with the annual Symposium
Effective Date: Oct 2, 1988.
Status: Superseded
- HQ-13: Memberships are renewed on their anniversary date. Individual mailings are mailed to each member 3 months before expiration, 2 months before expiration and 1 month before expiration. In addition a notice is posted on the member's login page.
Effective Date: November 1998
Status: Current (Notice is no longer placed on member login page)
- HQ-14: The sale of contact information of non-members, as well as those of SID members who indicate during membership renewal that they have no objection to the sale, will be allowed.



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Effective Date: Oct 2, 1988

Status: Current

HQ-15: The Executive Committee will help in the policing of the use of the mailing list. The price of the mailing list will be \$100 per 1000 names, with a minimum order of \$50.00. There will be no discounts to educational or professional organizations.

Effective date: January 8, 1989

Status: Superseded

HQ-16: SID to become a member of the NRC Vision Committee with an annual contribution of \$1K.

Effective Date: May 13, 1990

Status: Superseded

HQ-17: The Chapters shall have no limits on the amount of monies they may hold barring any rulings on this issue by the IRS.

Effective Date: May 13, 1990

Status: Current

HQ-18: The president of SID will have the responsibility for the signature of all hotel contracts for all future Symposia after negotiations with contractors for the hotels.

Effective Date: May 13, 1990

Status: Current

HQ-19: Membership fees for the Society to be \$55.00, worldwide. Sustaining membership fee to be \$700.00 for all companies, worldwide.

Effective Date: January 20, 1992

Status: Superseded

HQ-20: The Executive Administrator shall take two years' worth of Board minutes, (with attachments), budgets, Treasurer's reports and White/Nelson reports to each Board meeting.

Effective Date: Oct 10, 1992

Status: Superseded

HQ-21: The SID office shall generate a calendar which lists the deadlines for submission of material to Information Display. The calendar shall also list the deadlines for honors and awards and all other relevant deadlines. This calendar is to be distributed to Regional Vice-Presidents, Directors, Chapter Chairs and Committee Chairs.

Effective Date: Oct 11, 1992

Status: Superseded

HQ-22: A list of available past publications and prices will be included with each annual membership mailing from the SID office. The information will also be sent to non-member subscribers and librarians of sustaining members.

Effective Date: May 16, 1993

Status: Superseded

HQ-23: SID HQ will request each Chapter to submit nominations for SID awards to the Honors and Awards Chair by October 1, each year.

Effective Date: September 4, 1993

Status: Current

HQ-24: Each year, the Executive Administrator will contact advertisers in ID who are not sustaining members, regarding advantages of sustaining membership.

Effective Date: January 8, 1994

Status: Superseded



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HQ-25: The Executive Administrator is to maintain current list of exhibitors/speakers for local meetings, as well as a calendar of conferences in which SID is involved (including the Symposium, IDRC, CIC, DMTC, regional conferences, international workshops) going forward three years and including contact persons, location, subject matter and dates.

Effective Date: June 12, 1994

Status: Superseded

HQ-26: Annual fee of \$1.00 for Life Members is eliminated.

Effective Date: October 9, 1994

Status: Current

HQ-27: SID office to purchase a minimum of 25 copies of the Digests of all SID sponsored or co-sponsored conferences for which such Digests, or a subsequent publication, are produced.

Effective date: January 28, 1995

Status: Superseded

HQ-28: The old rebate formula was: $R = \{M \times n(mc + 0.21) + n \times 100 + 500\} \times f(n)$

where: R =rebate (in \$US)

M =number of members

n =number of meetings

mc =mailing charge=\$0.29

$f(0) = 0, f(>0) = 1$, or in other words, no meetings = no rebate.

The new formula is: $R = \{M \times n \times 1.5(mc + 0.21) + T \times 100 + 500\} \times f(n)$

where: T =the total number of hours of speaker presentation time for the n technical meetings claimed.

1. Rebates are claimable for technical meetings only and not for Chapter business meetings.

2. Rebates are claimable only for meetings for which no registration fee is charged; with one exception. When an extended meeting (i.e., anything of half a day or longer) is held, the Chapter may organize food and refreshments for which a no-profit charge will be made. This is allowable under the new rebate procedure.

3. Normal question time is allowable under presentation time. "Normal" means a maximum of about 15 minutes for a one-hour presentation.

Effective Date: October 15, 1995

Status: Superseded

HQ-29: The revised rebate formula is amended to remove the exclusion of meetings at which a fee is charged.

Effective Date: February 4, 1996

Status: Superseded

HQ-30: Revision of rebate formula: given an acceptable level of activity, SID will provide annual Chapter support of \$15 per fully paid member until a maximum Chapter surplus of 80% of the full annual membership fee times the number of fully paid members is reached. Chapter activities exceeding the annual base amount may be paid from the Chapter surplus or by charging local fees or by prior approval by the Board of a specific proposal for ad hoc support submitted to the Treasurer. Insufficient activity in one year may result in suspension of the Chapter for the next year.

(Further clarification of the above paragraph: The annual support shall be \$15 per fully paid member (one fully paid member = regular member paying \$100 as membership fee



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= 20 student members paying \$5 each = y shared members, where $y = 100/x$ in which x is the shared membership fee) of the Chapter. (The formula takes in to account the current regular membership fee is \$100). The support will cease once the Chapter balance reaches $0.8 * 100 * \text{fully paid members of the Chapter}$. Chapter expenses exceeding the annual support from SID Headquarters, as a result of increased activity of the Chapter, should be paid from Chapter funds or by way of charging local fee for the Chapter events or seeking prior approval from the Board for ad hoc support through a proposal submitted to the Treasurer. Monetary support to a Chapter can be suspended in the event of insufficient activity for one year)

Effective Date: September 29, 1996 (Modified from \$75 membership fee to \$100 membership fee 12-2011)

Status: Current

HQ-31: At the time of formation of a Chapter, SID HQ will support initial mailing to the potential members of the proposed Chapter inviting them to join the new Chapter. The mailing will contain the slate of officers of the new Chapter (Sept 14, 1997)

Effective Date: September 14, 1997

Status: Current

HQ-32 During renewal of membership, all members will be asked to choose their Chapter affiliation. If the members do not opt, members will be assigned affiliation based on the geographic location (Sept 14, 1997).

Status: Current

HQ-33: Regions and Chapters:

1. Regions:

SID is organised into regions in recognition of the requirement that the operations of the society should reflect differing needs and practices in different parts of the world. To that end, regional affairs should be managed as far as possible within the region by the Regional Vice-President and the Chapter Directors.

1.1 Chapters

It is the policy of SID not to micro-manage the activities of Chapters. Rather, the Board shall ensure that the bylaws of each Chapter comply with the bylaws of the society as a whole and the Director of each Chapter shall ensure that the Chapter operates in accordance with its bylaws. Within this framework each Chapter shall be free to manage its affairs in whatever manner it judges to be the most suitable.

SID HQ shall keep a copy of the bylaws and a record of Chapter Officers and Committee Members for each Chapter.

1.1.1 New Chapters

When a new Chapter is formed it is the duty of the Regional Vice-President, President Elect and Chair or Regional Member of the Chapter Formation Committee to make efforts to understand local culture and conditions and to explain in terms which are easily understood by the new Chapter what is required for satisfactory operation and conduct of the Chapter. This support should continue until it is evident that the new Chapter is fully operational.



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Specifically this shall include explanation of SID policy on

- Election of a Chapter Director
- Election of Chapter Officers and Committee
- Titles of Chapter Officers (e.g., Chair *not* President)
- Financial control and reporting
- Operation in accordance with SID bylaws
- Board meeting attendance and nomination of proxies and assistance with arranging technical meetings
- Preparation of satisfactory quality paper submissions
- Provision of library and other facilities for Chapter members

1.1.2 Active Chapters in Financial Difficulty

A Chapter which experiences short term financial difficulty may request financial support from SID in the form of a loan. The provision of such a loan shall require Board approval. A petition for such a loan, providing financial details of the present circumstance and a recovery plan, must be received by SID HQ 30 days before a Board Meeting.

1.1.3 Retiring Officers

It is the responsibility of a retiring Officer, assisted by SID HQ, to provide an incoming Officer with sufficient help and guidance for the efficient assumption of duties
Effective Date: January 31, 1999

Status: Current

HQ-34: Each active Chapter shall receive \$15.00 support from the society for each fully paid Chapter member according to the policy statement of 29 September, 1996. The iMIS database maintained by SID HQ shall be the sole basis on which Chapter membership is determined. Support will be calculated on the basis of one twelfth of the number of member months, rounded up, per accounting year. Support will be provided only to Chapters that are "active" as defined in the bylaws.

Effective Date: January 31, 1999

Status: Current

HQ-35: Chapter Meetings

In general, Chapters are expected to contain the financial management of technical meetings within their agreed budget. The Society provides annual Chapter support of \$15.00 per fully paid member, according to the policy statement of 29 September, 1996, to those Chapters that are active. This is intended to cover the cost of advertising meetings and producing a Chapter newsletter. It is consistent with SID bylaws and policy that the Chapter can make a charge for meeting attendance to both members and non-members. A differential registration, favourable to SID members should always be used in such cases.

If a Chapter wishes to organise an event which requires funding that is beyond its ability to provide, then a formal written proposal must be made in the first instance to the appropriate Regional Vice-President. The proposal must include a statement of the



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objectives and purpose of the conference and a budget that must be sufficiently detailed to enable an assessment to be made, by a third party, of the financial risk associated with the project; i.e., it must include details of all major expense and income items (including a statement of the budgeted break-even attendance). The Regional Vice-President may decide to provide support, either as a returnable loan or a grant from the Regional VP annual budget or may seek Executive and/or Board guidance. In the event of the latter being required, proposals must be received by SID HQ a minimum of thirty days before a Board meeting.

In line with SID policy to leave the management of Chapter affairs to the Chapters, a Chapter may decide if and when to organise a meeting jointly with another organisation or society. Of course such arrangements should always be in the best interests of SID and if relevant (because of a large expected audience) timing should be in accordance with SID policy on Time and Location of Regional Meetings (15 October 1995). Chapters should use their best judgement in deciding whether such activities are appropriate. The Regional Vice-President should always be informed of such plans and should be consulted for guidance in cases of doubt.

Effective Date: January 31, 1999

Status: Current

HQ-36: Chapter Financial Management:

1.1 Reporting Membership:

SID HQ shall provide each Chapter with a list of its members each quarter. This list shall be the basis of calculating Chapter support. In line with the adoption of a rolling membership year, Chapter support shall be calculated on a monthly basis of \$1.25 per member per month. In this way, Chapters will receive immediate benefit from increased membership.

To make this process work efficiently, Chapters that collect dues locally must also inform SID on a monthly basis of new memberships and renewals. This is a responsibility of a Chapter to its members as it assures that new members receive membership benefits as rapidly as possible after joining the Society.

1.2 Financial Transactions between Chapters and HQ:

Although the reporting of membership and calculation of Chapter support are on a quarterly basis, there shall be only two financial transactions between each Chapter and SID HQ each year. These shall be in December and June.

SID HQ shall calculate the amount of the transaction and agree this with each Chapter Treasurer and with the SID Treasurer. The transaction shall be made by whatever means is easiest for the Chapter and shall be agreed between the Chapter Treasurer and SID HQ in advance.

It is each Chapter's responsibility to provide SID HQ with full details of its bank account and funds transfer requirements.



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1.3 Chapter Financial Accounting:

Each Chapter shall have a bank account designated solely for Chapter purposes. The treasurer of each Chapter shall keep adequate records of all financial transactions in an auditable form. Local accounting practices should be followed as long as these comply with the minimum requirements of the Society. These are as follows:

- Every purchase or other expense greater than the equivalent of \$25 must be accompanied by a receipt, which should be retained for the period required by local tax law.
- All income must be described in detail (e.g., the number of member and non-member registrations at Chapter meeting held on DD/MM/YY (date)).
- If required by local accounting practice or by the Society, the Chapter's financial records must be presented for inspection and/or audit by a qualified person.

1.4 Annual Chapter Financial Report

Each Chapter shall make an annual financial report to SID HQ. The report shall cover the financial year December 1 to November 30 and must be submitted by December 14 each year. This report is mandatory. It is required by the Society's accountants so that they may (a) prepare the Society's Annual Report and (b) assure that Chapter finances comply with US Tax Law.

Effective Date: January 31, 1999 (amended to show membership is reported quarterly 11-29-2012)

Status: Current except for section 1.4, which is superceded May 2010 in favour of rules below

- Nov. report is due by Feb. 1; May report is due by Aug. 1
- Rebate payment target dates are to be Mar. 1 and Sept. 1
- Chapter reports provided by 2/1 or 8/1 will trigger rebates; otherwise, chapter rebate will be delayed until the next cycle.
Financial reports delayed over a year: rebate is forfeited.
- Exchange rates as of end-Nov and end-May will be used for calculation of non-US rebates

Effective Date: May 2010 BOD Meeting

Status: Current

HQ-37: A Chapter may request SID to provide, free of charge, one copy of the Proceedings of the most recent of each of the International Conferences. This provision shall be for the following purposes only:

- (1) Inclusion in the Chapter library
- (2) Exhibition at Chapter meetings with the object of advertising SID publications and the benefits of SID membership

Effective date: January 31, 1999

Status: Current



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- HQ-38: Board Meetings: Every Action shall be assigned a number (Year-chronological number e.g., 99-01), an owner and a completion date. SID HQ shall distribute a list of actions to all Board members within one week of a Board meeting and shall send a reminder to Action owners one month prior to the completion date.
Effective date: January 31, 1999
Status: Current
- HQ-39: (1) The Executive Director shall report to and take functional guidance from the SID President.
(2) The financial operation of SID HQ shall be monitored and controlled by the Treasurer of SID
Effective date: January 31, 1999
Status: Current
- HQ-40: The SID President, President Elect, Treasurer and Secretary are all ex-officio members of the Symposium Executive Committee. Their attendance at the May meeting of this Committee is required and they are expected to make every effort to attend other meetings of this Committee.
Effective date: January 31, 1999
Status: Current
- HQ-41: President shall assume full power of negotiation with IOPP. However, before final approval Executive Committee shall review. President shall take in to consideration the suggestions from Board of Directors.
Effective Date: June 3, 2001
Status: Superseded
- HQ-42: It is the policy of SID that all events, with the exception of events (technical meetings such as symposia, conferences, workshops or exhibitions) organized jointly with other not for profit organizations, the Society shall be solely responsible for the content. This means that SID shall not co-organize or co-sponsor events with commercial, for profit, organizations. Nevertheless, SID encourages financial support from commercial organizations and recognizes that this is particularly desirable at the Chapter level. It is fitting that such support shall be recognized in an appropriate manner in event literature, but this must not suggest in any way co-ownership of the event or influence on the topics presented at the event by the commercial organization. Nor should there be publicity that could imply such co-ownership.
Effective Date: May 19, 2002
Status: Current
- HQ-43: San Diego Chapter will not organize conferences in Japan. Chapters need to stay within their geographic boundaries.
Effective date: September 29, 2002
Status: Current
- HQ-44: SID Chapters can not sell resources of SID International for their own gain.
Effective date: September 29, 2002
Status: Current
- HQ-45: SID President will send letters of congratulations to newly elected officers and Directors of SID. These letters will also remind the recipients of their responsibilities within their



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positions and point out sources of information regarding their duties in the SID bylaws and procedures. The SID office is responsible reminding the President of this need
Effective date: September 29, 2002

Status: Current

HQ-46: Board approved to suspend the sale of physical mailing list of SID attendees.
Effective Date: September 30, 2002

Status: Current

HQ-47: Authorizes EC to negotiate and decide SID's course with regard to conferences and KIDS.
Effective Date: September 14, 2003

Status: Current

HQ-48: The name of the Chapter-Minneapolis and St. Paul to be changed to Upper Midwest Chapter.
Effective Date: May 18, 2003

Status: Current

HQ-49: Audio recording of EC meetings:

- Audio taping of EC meeting is necessary
- During the discussion of sensitive topics, the tape recorder should be switched to "pause" mode
- The recorded tapes should be under the custody of the Secretary and should be destroyed after 1 year
- The contents should be disclosed only to EC members, if necessary

Effective Date: January 15, 2005

Status: Superseded

HQ-50: Email blasts/Informational emails

Policy on SID issued informational emails (benign spam):

- 1) Maximum of one email per week – May need coordination if more than one group wants to communicate with members – This maximum frequency is anticipated to occur only immediately prior to an event.
- 2) Email should be short, carefully written, and link to website for full information
- 3) Email must include new, significant information – not just a repeat of previous emails
- 4) Email must be approved by the Committee Chairman responsible for the event
- 5) Email must include easy opt out capability
- 6) Email must be easily identified as official SID document

Effective Date: January 15, 2005

Status: Superseded

HQ-50: Email blasts:

HQ will send out a maximum of one blast per week to the whole email list, except during the four months prior to Display Week, when 2 blasts can go out per week. This doesn't apply to membership renewal blasts or exhibitor blasts to subsections of the main email list, or different email lists.

Effective Date: January 28, 2012

Status: Current



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HQ-51: Hiring of Barbara A. Rosen, associated with law firm of Silk, Adler and Colvin to establish SID's legal status satisfying Federal and State Governments' requirements.
Effective Date: September 18, 2005
Status: Current (Obsolete)

An attorney chosen by the EC to establish SID's legal status satisfying Federal and State Governments' requirements.
Effective Date: May 31, 2009
Status: Current

HQ-52: Hiring of Certified Public Accounting Firm, Hood and Strong LLP to audit SID Books that include auditing of PCM.
Effective Date: September 18, 2005
Status: Superseded

HQ-52 Hiring of Certified Public Accounting firm chosen by the Audit Committee to audit SID Books that include auditing of PCM.
Effective Date: May 31, 2009
Status: Current

HQ-53: Restating the Articles of Incorporation of the Society for Information Display to conform to the State of California and Federal Requirements for a 501(c)(3) has been approved.
Effective Date: January 15, 2006
Status: Current

HQ-54: SID HQ shall acquire a sufficient supply of Digests (paper or electronic) from SID sponsored or co-sponsored conferences to meet the needs of Chapters and the society. SID HQ shall consider the cost to the society and avoid over stocking when making such purchases. The following policies and their equivalents in other versions of the policy are superseded and cancelled:
(Refer for details in the text with dates 1/28/1995 and 1/31/1999 – **superseded**)
Effective Date: January 13, 2007
Status: Current

HQ-55: EC to discontinue tape recording the proceedings of EC Meeting.
Effective: May 17, 2008
Status: Current

Honors & Awards

H&A-1: For awards to be presented at the Spring Symposium, nominations are requested by May 30 of the previous year.
Effective date: May 3, 1976.
Status: Superseded

H&A-2: The number of Fellows per year is to be limited to 0.1% of the SID membership rounded off to the next integer
Effective Date: April 18, 1977.
Status: Current

H&A-3: The Honors and Awards Committee need not require the signature of the nominee's Regional Director or the Chapter Chairman as part of the nominating procedure.



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Effective date: October 20, 1980.

Status: Current

H&A-4: The award nominations deadline has been changed from December 1 to July 1.

Effective Date: May 9, 1983

Status: Superseded

H&A-5: The new SID award shall be called the “Jan Rajchman Prize”. The prize is sponsored by Sharp Corporation and will be awarded for an “outstanding SCIENTIFIC or TECHNICAL achievement in, or contribution to, research on flat-panel displays.” This prize carries a stipend of US\$2000.

Effective Date: May 17, 1992

Status: Current.

H&A-6: The name of the Beatrice Winner Award will be changed to the Lewis and Beatrice Winner Award.

Effective Date: October 15, 1995

Status: Current

H&A-7: Hewlett Packard will sponsor Gutenberg Prize for five years starting from 2002

Effective Date: June 3, 2001

Status: Superseded

H&A-8: Honors & Awards Committee shall negotiate and execute agreement between SID and IS&T regarding Gutenberg Prize.

Effective Date: May 18, 2003

Status: No longer current

H&A-9: SID accepts donation from Semiconductor Energy Laboratory Co., Ltd., as the first contribution for establishment of the SID Educational Endowment Fund and that the interest from this fund be used to provide SID scholarships and SID grants.

Effective Date: May 23, 2004

Status: Current

H&A-10: Change the name of the Otto Schade Prize in Display Performance and Image Quality to Otto Schade prize.

Effective date: May 18, 2008

Status: Current

Finance

Fin-1: The Treasurer of SID to move SID assets, as they mature or are available, to bank CD's or other government-backed FICA or Treasury-backed items. Funds in any account may not exceed \$100,000 (excluding checking accounts).

Effective Date: April 28, 1985.

Status: Current

Fin-2: Fiscal year to end by November 30, instead of December 31, so that the financial report can be completed by the January Board Meeting.

Effective Date: January 12, 1986.

Status: Current

Fin-3: Annual Budget preparation:

Starting September 2007, SID's Annual Budget shall be prepared and approved at the EC/BoD Meetings in advance of the fiscal year.

Effective Date: May 19, 2007

Status: Current



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Membership

- Mem-1: A letter with the Society President's signature shall be sent to all new members, welcoming them to the Society.
Effective date: March 31, 1966
Status: Superseded
- Mem-2: Half-year members will be rebated to Chapters at 1/2 the rate.
Effective date: May 10, 1987
Status: Superseded
- Mem-3: Associate membership dues are the same as for members.
Effective date: May 22, 1988
Status: Current
- Mem-4: Membership renewal period to run from May 1 to April 30 to coincide with the annual Symposium
Effective Date: Oct 2, 1988.
Status: Superseded
- Mem-5: Membership fees for the Society to be \$55.00, worldwide. Sustaining Membership fee to be \$700.00 for all companies, worldwide.
Effective Date: January 20, 1992
Status: Superseded
- Mem-6: Annual fee of \$1.00 for Life Members is eliminated.
Effective Date: October 9, 1994
Status: Current
- Mem-7: During renewal of membership, all members will be asked to choose their Chapter affiliation. If the members do not opt, members will be assigned affiliation based on the geographic location (Sept 14, 1997).
Status: Current
- Mem-8: Shared Membership

For Chapters in certain countries in which the economic situation makes the payment of the membership fee unaffordable to an individual, the Board may approve shared membership. In such cases the Board will state how many members may share one full membership fee. This provision is made under the following conditions.

- Members who participate in shared membership are full members of SID in every respect except that only one set of publications shall be distributed per shared membership
- Shared membership is a temporary measure. As the economic situation improves in a country, the number of members sharing one subscription will be progressively reduced until all members are paying the full membership fee. This process will be conducted by mutual agreement between the Chapter, the Regional Vice-President and the SID Treasurer, and changes will require Board approval
- Shared membership is available only to members who pay for SID membership as individuals. A member who receives reimbursement of subscription from any source is not eligible for shared membership.



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- Chapters eligible for shared membership are required to provide SID HQ with a list of members, updated monthly, identifying the membership fee paid for each individual as "full" or "shared". The Chapter is required to ensure that this assistance by SID is applied strictly in accordance with the above policy.
- Shared membership rates:
 - a. REG2 for BJ: \$50 (approved by BOD 2012-09-03)
 - b. REG3 for LTN, IN, INB: \$34
 - c. REG7 for RS, BR, UR: \$15

Effective Date: January 31, 1999

Status: Current (updated to show shared membership rates & new BJ rate 12-26-2012)

Mem-9: President-Elect is responsible for establishing policy regarding Senior Membership Grade.

Effective date: Sept 29, 2002

Status: Current

Mem-10: The Senior Member Grade was established to provide added recognition to those members who have made significant technical contributions to the advancement of displays and who have demonstrated active participation in the display community and in SID. Each newly elevated Senior Member will receive an attractive parchment certificate. The elevation will be announced in *Information Display* and on the SID Home Page (www.sid.org).

#1. A candidate must have been a member of SID in good standing for at least 3 years of continuous membership immediately prior to the submission of an application.

#2. A candidate must have been an SID member for at least 5 years.

#3. A candidate must have demonstrated "significant performance" over a period of at least 5 years in the field of information display. "Significant performance" means substantial job responsibilities such as a program or project leader, engineer or scientist with some proven measure of success, or faculty member developing and teaching courses that include research and publication.

#4. A candidate must have been a "practicing professional" for at least 7 years in the field of information display.

#5. A candidate must satisfy at least one of the following conditions:

a. Published or presented (authored or co-authored) at least 5 papers in the Journal of the SID, in *Information Display*, *Microdisplay Conference*, at SID-sponsored conferences, or at SID-sponsored Regional Conferences or workshops. Local Chapter Conferences are excluded.

or

b. Served on the Executive or Organizing Committee of at least 2 SID-sponsored



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Conferences, Regional Conferences, or Workshops.

or

c. Served as an SID Chapter or International Officer for at least five years.

An [application form](#) may be submitted by the candidate or by a nominator who shall be an SID Member in good standing. A [reference](#) must be provided from a SID Member in good standing. The nominator may serve as the reference. Fellows and Life Members of SID are not eligible for the Senior Member Grade.

Effective date: September 30, 2002

Status: Current

Mem-11: Duties of Senior Member Grade Committee:

- (1) The Committee shall consist of the President-Elect as Chair, the Executive Director as Secretary and three Members, one from each Region appointed by their respective Regional Vice-Presidents (from Bylaws)
- (2) The Committee Members for three Regions are subject to approval by the Board of Directors.
- (3) The Committee shall establish the requirements for Senior Member Grade (Bylaws)
- (4) The requirements shall be reviewed and approved by the Board of Directors (Bylaws)
- (5) These requirements shall be published as part of the Senior Member Grade Application Form (Bylaws)
- (6) The Chair shall establish the schedule for the evaluation
- (7) The Secretary shall review all the applications and prepare a recommendation, prior to the final approval or disapproval.
- (8) The Committee shall evaluate the candidates' application at least once every three months.
- (9) The Chair or his/her designee(s) shall render final approval or disapproval of all Senior Grade Member Applications.
- (10) Upon evaluation and approval of the application, the Committee shall confer the Senior Member Grade (Bylaws).
- (11) New Senior Membership shall be conferred at least once each year (Bylaws)
- (12) Each quarter the list of new SID Senior Members shall be published in *Information Display* and on the SID Home Page on the Internet.
- (13) Each Chapter shall be notified as well of their Members who have been approved for Senior Member Grade.

Effective date: September 30, 2002

Status: Current

Mem-12: Member-get a-Member Program temporarily approved for one year.

Effective Date: September 18, 2005

Status: Superseded

Mem-13: Annual fee changed from \$75 to \$100 to be documented in P&P

Effective date: January 28, 2012

Status: Current



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Mem-14: Permanent membership grade established for \$2000
Effective date: January 2013

Status: Current

Nominating

Nom-1: I. Procedure for Nomination of VP for Americas Region:

(i) The regional Vice-President shall appoint a three or more member Nominating Committee. The past VP and the previous past VP shall be members of the Committee and the remaining members shall be Chapter Directors of the Americas region.

(ii) The past VP, as chair, shall solicit names of potential candidates from the other Americas' Directors and review the list for candidates' qualifications as well as the candidates' interest and willingness to serve if elected. The list of qualified candidates shall be reviewed and voted on by the members of the Committee to reduce the list to one or two candidates.

(iii) The candidate(s) selected shall be submitted for approval to the Americas' Regional Directors at the January SID meeting. Upon approval, the candidates will be presented to the SID Nominating Committee for listing on the ballot.

Effective Date: October 9, 1994

Status: Superseded

II. Procedure for nomination of VP for Asia Region:

(i) The Nominating Committee shall consist of nine persons who are Chapter Chairs, Chapter Directors, and the past Vice-President, provided that none of these individuals is a candidate for office.

(ii) The Nominating Committee will decide on one candidate.

(iii) Every member will be able to nominate one candidate. The nomination shall be supported by two other members in order to be considered by the entire Committee, provided that none of these individuals is a candidate for office.

Effective Date: October 9, 1994

Status: Superseded

III. Procedure for Nomination of VP for Europe Region:

(i) The Nominating Committee will consist of the past Regional VP, the previous past Regional VP, and one representative from each Chapter in the region. (Note: the Chapter representatives should be senior persons, preferably past or present Directors, but definitely Chapter officers or ex-officers).

(ii) The past Regional VP shall chair the Committee. Should he/she not be available, an alternate chair shall be selected, subject to the approval of the SID Nominations Committee Chair.



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(ii) The Committee shall select an official nominee from the region from nominations received from the Chapters, which will be requested to propose at least one candidate each. It is in the spirit of this process that Chapters should propose candidates from outside their own Chapter when appropriate. In the absence of the above, candidates will be proposed by member of the Committee.

(iii) The Chapter representatives are required to represent the views of their Chapters. Therefore, a conflict of interest will not be seen to exist if a Chapter representative is also a nominee.

(iv) The Regional VP will be elected for a period of one year and may serve for a maximum of two years. In any case, the Committee should convene each year.

(v) Whenever possible, the opportunity to provide a candidate should be afforded to each Chapter in turn. However, the overriding consideration must be that the Society's best interests are served. It is anticipated that this process of rotation will take place in a friendly manner which typifies inter-Chapter relationships in the region. However, it will be the duty of the chair to resolve any conflicts which may occur.

(vi) The Committee should meet in person if possible. However, if this is not possible, the Committee's duties may be conducted by telephone, fax, e-mail, etc.

(v) The Regional representative on the SID Nominations Committee shall be the past Regional VP.

Effective Date: October 9, 1994

Status: Superseded

Nom-2: To avoid the possibility of a Conflict of Interest on the Nominating Committee (NC), the Chairman of the NC shall, prior to any deliberations on or discussions involving the development of the slate of Officers and Directors for the next election, poll all members of the NC to determine if any members are interested in being a candidate for that election. Any NC member who is potentially interested in one of the candidate positions should then be expected to resign from the NC and not be part of deliberations on any position being considered during an upcoming election, whether or not the NC decides to nominate that individual. The vacancy shall be filled as soon as possible per the procedures outlined in Article 8, para's 3(a) and 3(c). If the member fails to resign, said member should be considered ineligible for any Officer or Director position by the NC.
Effective Date: January 26, 1997

Status: Current

Nom-3: The Nominating Committee will select candidates for Director who agree to follow the guidelines (see BoD-9, effective date: September 14, 2003).

Nom-4: Procedure for nominating candidates of Regional Vice-Presidents.

I. Procedure for nominating candidate for Americas VP: The regional Vice-President shall appoint a five or more member Nominating Committee. The past VP shall be asked to be the chair; if not available the 2nd past VP will be asked; if not available the current VP will appoint a current Director subject to approval of the Chair of SID Nominating Committee. The 2nd past VP will be invited along with additional current Directors. It is expected that the Directors will be rotated each year, so that each Chapter has a chance



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to participate over a number of years. The Nominating Committee will follow the following procedure:

1. The Committee shall solicit names of potential candidates from all the Americas Directors. Any SID Americas member may be nominated, but it is recommended that someone with experience as a Director be selected. Since Directors are usually nominated for VP there is no conflict of interest and candidates may nominate and vote for themselves.
2. The Committee shall determine if the potential candidates are qualified and if they are willing to serve if elected. The list of potential candidates shall be reviewed and voted on by the members of the Committee to select preferably at least 2 qualified candidates. If only one qualified candidate can be found then it will be acceptable to select only 1 candidate.
3. The Committee shall offer all the qualified and approved candidates to the Directors for a vote. Each Director may vote yes or no for each candidate. The candidate receiving the most yes votes will be a nominee; and additionally, all candidates receiving a majority of yes votes out of the votes cast will be listed as nominees. Voting by Chapter Directors will be completed by email or other means before the January Board meeting.
4. The nominee(s) shall be recommended to the SID Nominating Committee for listing on the ballot.

II. Procedure for nominating candidate for Asia VP:

The Nominating Committee for SID Regional Vice-President should be organized and chaired by the outgoing Vice-President or a past Vice-President and should be made up of representatives from all member Chapters in the region. At least one member from each Chapter, who is either Chapter Chair or Director, provided that none of these individuals is a candidate for the office, should be included in the Committee. The Nominating Committee will decide on one candidate. Every member will be able to nominate one candidate. The nomination should be supported by two other members in order to be considered by the entire Committee.

III. Procedure for nominating candidate for Europe VP:

1. The Nominating Committee will consist of the past Regional VP, the previous past Regional VP, and one representative from each Chapter in the region. (Note: the Chapter representatives should be senior persons, preferably past or present Directors, but definitely Chapter officers or ex-officers).
2. The past Regional VP shall chair the Committee. Should he/she not be available, an alternate chair shall be selected, subject to the approval of the SID Nominating Committee Chair.
3. The Committee shall select official nominee(s) from the region from nominations received from the Chapters, which will be requested to propose candidates from outside their own Chapter when appropriate. In the absence of the above, candidates will be proposed by members of the Committee.
4. The Chapter representatives are required to represent the view of their Chapters. Therefore, a conflict of interest will not be seen to exist if a Chapter representative is also a nominee.



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5. The Regional VP will be elected for a period of one year and may serve for a maximum of two years. In any case, the Committee should convene each year. Whenever possible, the opportunity to provide a candidate should be afforded to each Chapter in turn. However, the overriding consideration must be that the Society's best interests are served. It is anticipated that this process of rotation will take place in the friendly manner that typifies inter-Chapter relationships in the region. However, it will be the duty of the chair to resolve any conflicts that may occur.
6. The Committee should meet in person if possible. However, if this is not possible, the Committee's duties may be conducted by telephone, fax, e-mail, etc.
Effective Date: September 17, 2006

Status: Current

Nom-5: Policies introduced to 2008 Election

1. All the candidates may post their Position Statements on the SID website. The Position Statements are subject to review by the Nominating Committee. (Election candidates will be notified that the names of endorsers should not appear in the Position Statements.)
2. The candidates may make optional links to their private websites in which they can make any statements. (Names of endorsers may appear in the private websites.)
3. Private campaign e-mails are not allowed.
Effective Date: September 15, 2007

Status: Current

Publications

Pub-1: Sol Sherr is allowed to publish five Proceedings per year, even though the issue won't pay for itself.

Effective Date: June 3, 1984

Status: Superseded

Pub-2: Members and non-members of SID, who want to use excerpts and figures from SID publications, must give credit to the author and to the Journal. Permission must be sought from the editor or the office manager, or any SID executive for reprint and resale.
Effective date: May 10, 1987

Status: Current

Pub-3: Beginning with Volume 1, Number 1, 1993, the title of the publication Proceedings of the SID has been changed to Journal of the SID.

Effective Date: January 11, 1993

Status: Current

Pub-4: All SID members shall receive all issues of SID's Magazine and Journal.

Effective Date: January 31, 1999

Status: Superseded

Pub-5: The BoD approved a 12-issue (monthly) publication of the JSID.

Effective date: October 24, 2004

Status: Current

Pub-6: Annual JSID Best Student Paper Cash Award for \$2000 is established.



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Effective Date: October 24, 2004

Status: Current

Pub-7: Roles and Responsibilities of JSID and ID defined as follows:

Pub-8: Each full Shared membership gets only one issue of ID Magazine with the distribution method to be determined by the publications committee.
Effective date: November 1, 2008 (Modified EC January 2011, Shared memberships get no distribution of ID Mag, they can purchase full membership if they want to receive the hard copy subscription)

Status: Current

Pub-9: JSID editorial duties have been changed to:

- Editor (volunteer small stipend, editorial control, limited term appointment)
- Administrator (permanent paid staff at HQ)
 - Administer the ScholarOne peer review website for JSID (moving manuscripts through the system, reminding authors of pending reviews, helping authors to load manuscripts into the site if needed, etc.)
 - Maintaining email and letter templates for JSID notifications (done by the online system)
 - Mailing and record-keeping for JSID awards
 - Assisting the editor with budget documentation and other routine reporting
 - Liaison with Wiley as approved manuscripts flow to production

This supercedes the previous role descriptions effective 6/2012:

Journal of the SID – Editor:

According to the SID bylaws; the Editor is responsible for “operating management of the Journal”. This includes:

1. Establishment and maintenance and leadership of an active Editorial Board of Associate Editors who are well recognized and respected technical experts in one or more display technologies.
2. Establishment of publication standards and policies and updating of these as needed, in consultation with the Editorial Board.
3. Establishment, maintenance and improvement of an editorial review process and administration of same to ensure timely publication of the highest quality scientific and technical papers in the wide ranging display fields that are of interest to members of the SID.
4. Solicitation of original manuscripts for publication in the Journal.
5. Invitation of Guest Editor(s) to organize Special Issues of the Journal consisting of full length manuscripts: a) selected from major SID sponsored conferences, and/or b) solicited to cover specific scientific or technical topics of high interest to a large number of members of the SID. The Editor shall train the Guest

Editors, and shall develop a schedule for each Special Issue in close coordination with the Guest Editor(s).

6. Management of the Author-Associate Editor or Author-Guest Editor appeals process.
7. Scheduling publication of each manuscript that has successfully completed the editorial review process.
8. Interaction with the Managing Editor concerning timely pre-production and production of the manuscripts.
9. Interaction with the Online Publisher concerning the delivery and uploading of PDF files, creation and maintenance of the online publication site, protection of SID copyrights, and document delivery commerce to online customers.
10. Inviting and publishing reviews of recently published display-related books, especially from the SID-Wiley series.
11. Communicating with readers as the need arises.
12. Reporting to the SID Publications Committee Chair, the Executive Committee, and to the Board of Directors on the state of the Journal.

Journal of the SID – Managing Editor

The Managing Editor of the Journal is responsible for all pre-production activities and for providing oversight for production of the Journal until the manuscripts are delivered to those in charge of the publication media: online and CD-R. These responsibilities include:

1. Printing out manuscripts sent in by the Editor, Associate Editors, or Guest Editors.
2. Checking manuscripts for completeness (Figures, Tables, Biographies, Photos, etc.).
3. Contacting authors if manuscripts are not complete.
4. Updating the JSID online Workflow Process Database.
5. Editing/re-writing manuscripts for correct use of all technical terms for clarity and grammar.
6. Copy-marking the manuscripts in accordance with the SID Journal style.
7. Submitting the manuscripts for production.
8. Overseeing the following production activities:
 - a. Converting original files into Corel (or similar) formats.
 - b. Inserting the corrections and revisions into the converted files.
 - c. Layout of the papers in accordance with IEEE style guidelines.
 - d. Pull out of all figures from the original files to check resolution.
 - e. Re-setting and labeling low-resolution figures or contacting the authors for better quality figures.
 - f. Inserting figures into position in the final layout.
 - g. Inserting author photos.
 - h. Re-setting tables according to Journal (IEEE) style.
 - i. Editing references to conform to Journal (IEEE) style, and AIP online publications standards that were customized for the Journal.
9. Printing out low resolution files of completed articles.

10. Proofreading the articles for completeness.
11. Printing out low-resolution PDF files.
12. E-mailing low-res files with extensive corrections to authors for final review.
(Use online workflow process).
13. Inserting author corrections into files.
14. Paginating issue and inserting tagline on first page of each article.
15. Creating Table of Contents for issue, and sending a copy to Editor.
16. Updating covers
17. Editing and layout of announcements, forewords and introductions.
18. Creating high-resolution PDF files for AIP online publisher and uploading individual PDF files to the AIP web site using AIP specified protocol.
19. Creating HTML files containing title, author, abstract, and keywords for each article and uploading files to AIP Online Publishers web site using AIP specified protocol.
20. Sending high-resolution PDF files to CD-ROM master maker (once per each JSID volume).

Journal of the SID - Associate Editors

Associate Editors are responsible for organizing, overseeing and completing the expert peer- review and technical editing process of each contributed manuscript submitted or assigned to them. Their responsibilities include:

1. Acknowledgement to the author and to the Editor receipt of new manuscripts directly submitted, or assigned by the Editor.
2. Selection of at least two technical expert reviewers per manuscript and timely collection of reviews from them.
3. Making the accept/reject decision based upon the reviews submitted. If needed additional reviewers may be contacted or the Editor may be consulted.
4. Communication of the accept/reject decision to the first or corresponding author, together with requests for timely revisions of the manuscript. These revisions constitute most of the technical editing activity.
5. Collection and evaluation of the revised manuscripts.
6. Submission of the “final” technically edited manuscript to the managing editor. (In the future this will mean submission to the Online Manuscript Process Flow System).
7. Solicitation of new manuscripts for publication in the Journal.

Journal of the SID – Guest Editors

Guest Editors are responsible for organizing, overseeing, and completing the expert peer review and technical editing process of each contributed manuscript submitted to them by the authors from whom they have solicited for a Special Issue of JSID. Such Special Issues may have their origin from an SID-sponsored conference or from a topic of high interest to a significant number of members of the SID. Their responsibilities include:



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1. Determining the technical scope of the Special Issue, development of a time line for its production and Selection of co-guest editors. In most cases this is done in close cooperation with the Editor.
2. Solicitation of the authors selected for possible contribution of their manuscripts to this Special Issue.
3. Acknowledgement to the authors of receipt of the solicited manuscripts, and assignment of these manuscripts to the co-guest editors.
4. Oversight of the expert peer review process that must meet the same standards as the one carried out on regular contributed manuscripts.
5. Making the accept/reject decision based upon the reviews submitted. If needed, additional reviewers may be contacted or the Editor may be consulted.
6. Communication of the accept/reject decision to the first or corresponding author, together with requests for timely revisions of the manuscript.
7. Collection and evaluation of the technically revised manuscripts. Once the authors make all major revisions to the satisfaction of the Guest Editors, the technical editing process is complete.
8. Submission of the final technically edited manuscript to the managing editor. (In the future this will mean submission to the Online Manuscript Process Flow System).

Information Display Magazine Publication

1. Information Display (ID) Magazine will be published 11 times per year.
2. Typically each issue will contain 4 feature articles, a total of 43 articles per year.
3. An Industry Directory will be prepared and published once per year occupying the 44th feature article space.
4. Advertisements will be sold and printed in the magazine to offset the costs of production.
5. ID will be mailed to subscribers no later than the 15th day of the issue month of publication.
6. An Editorial Calendar with the issue themes will be published no later than September of the prior calendar year to solicit both contributing authors and advertisers.
7. SID Volunteer Positions

Executive Editor

The Executive Editor (EE) is a volunteer position with only out-of-pocket expenses paid by SID.

Status: Superseded

Pub-10: The Executive Editor (EE) is a paid position with a modest compensation to be paid by SID. The current amount is \$15,400 per year.

Status: Current



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This person is listed as the “Executive Editor” of ID in the masthead. The role of the EE is to provide both strategic direction as well as day to day oversight of the operations of the editorial and publishing staff of ID. The EE reports to the SID Publications Committee and specifically to the Publications Committee Chair.

1. The EE is responsible for managing all aspects of the editorial and operational process of Information Display Magazine including editorial content, publishing, and advertising.
2. The EE is responsible for establishing the standards for editorial content and quality of the final publication in consideration of all SID standards and policies.
3. The EE is responsible for the theme and content of all issues of ID.
4. The EE is responsible for the ID operating budget and shall report regularly to the Publications Committee on the financial performance of the magazine.
5. The EE is responsible for the strategic direction of ID and works with the Publications Committee to ensure the magazine serves the best interests of SID.

Editorial Advisory Board

This Board is intended to serve a role similar to that provided by Associate Editors of the JSID and other scientific publications. The Executive Editor is the Chair of this board. The members of this board shall be chosen by the Publications Committee. This is a volunteer position only and no compensation shall be paid by SID.

1. The Editorial Advisory Board is expected to have an active role in recommending the theme and specific papers for future issues. In working with the ID Editor and Publications Committee Chair, the Advisory Board will regularly make recommendations on the major industry themes and related content to be covered in future issues.
2. The Advisory Board is expected to be active in soliciting papers of high quality and making sure that those papers are of the right calibre and interest to readers of ID magazine.
3. The Advisory Board, considering inputs from all interested parties, will make recommendations on the standards and guidelines for content, quality, and methods for continuous improvement.
4. The Advisory Board will take an active part in setting the strategic direction of ID including the mission, marketing strategy, business plans, and publications processes.

Editorial Review Board

The Editorial Review Board (ERB) is chartered to provide a detailed technical oversight to make sure that the articles submitted by the editorial staff meet the standards of SID and that there are no significant technical errors or statements which could reflect negatively on the Society.



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1. The ERB will monitor the date and time of receipt of the Editorial package to assure compliance with the contracted deadlines.
2. The ERB will review all technical articles for compliance with SID standards and policies.
3. The ERB will review other submissions such as the columns and the introductory editorial.
4. The ERB will evaluate the quality and appropriateness of the articles for the SID audience and provide feedback to the editorial staff, the Publications Committee Chair, and as appropriate to the Editorial Advisory Board.

Paid Editorial and Publication Positions

Editor-In-Chief:

The Editor-In-Chief (EIC) is a paid position. Compensation will be provided by Palisades within the constraints of the contract with SID. The EIC reports to the Executive Editor. The role of the EIC is to manage the production of ID and ensure accuracy, quality, and suitability of all content. The EIC manages the editorial and production process of ID.

1. The EIC ensures that the editorial and production processes of ID are properly followed.
2. The EIC sends galleys and page proofs to all the authors of each issue for review.
3. The EIC makes sure that all author corrections are included in final version of each article.
4. The EIC creates and maintains the Industry Directory.
5. The EIC is responsible for the layout of the magazine and for the overall organization and appearance of each issue, including the cover design.
6. The EIC is responsible for all interactions with the printer and for the timely mailing of each issue.
7. The EIC maintains ID's financial records and reports those to the Executive Editor on a monthly basis.

Managing Editor:

The Managing Editor (ME) is a paid position. Compensation will be provided by Palisades within the constraints of the contract with SID. The ME reports to the EIC. The role of the ME is to develop and edit the monthly editorial package for ID, and oversee promotion of ID to the industry.

1. The ME reviews and edits all articles and columns submitted by the editorial staff and outside contributors.



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2. The ME develops other monthly features such as industry news and short features.
3. The ME writes and edits all staff generated articles, including conference preview, reviews, etc.
4. The ME works with the SID publicity function to best represent SID in ID, and publicize ID to the rest of the industry.
5. The ME produces and maintains the Editorial Calendar.
6. The ME nominates and directs the work of outside contributors such as freelance writers.
7. The ME is responsible for the design of the front cover art of each issue of ID

Sales Manager:

The Sales Manager (SM) is a paid position. Compensation will be provided by Palisades within the constraints of the contract with SID. The Sales Manager reports to the Executive Editor. The Sales Manager is responsible for the sales & marketing of ID to potential advertisers, and for managing the ID sales staff.

1. The SM is responsible for selling advertising for ID magazine.
2. The SM works with the editorial staff to optimize the advertising with the themes of each issue
3. The SM develops innovative and timely advertising features
4. The SM develops sales strategies and works with the publicity function of SID to optimize all revenue opportunities
5. The SM manages the ID sales agent representation network.
6. The SM invoices the advertisers and collects all monies due.
7. The SM maintains a sales forecast and reports this monthly to the Executive Editor.

Editorial Traffic Manager:

The Editorial Traffic Manager (ETM) is a paid position. Compensation will be provided by Palisades within the constraints of the contract with SID. The ETM reports to the Editor-in-Chief. The role of the ETM is to assist the Managing Editor by managing the flow of the editorial process to ensure timely and regular publication of ID.

1. The ETM manages the delivery of contributions and all other steps in the editorial process.
2. The ETM documents the status of the editorial process using the publication schedule and deadlines as the benchmark.
3. The ETM reports the editorial process status at least weekly to the Executive Editor.



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4. The ETM manages communications with external authors and encourages them to meet their editorial commitments.
5. The ETM provides frequent and comprehensive outbound communications to all participants about the editorial process and ensures completion of outstanding actions.
6. The ETM assists the Managing Editor in developing a content pipeline and creates contingency plans to ensure a full set of feature articles each month.

Effective Date: October 24, 2004

Status: Current

Pub-10: The following Five-point plan to improve ID Magazine technically and financially has been established:

1. Continue to have an Editorial Advisory Board and an Editorial Review Board, but expand the Advisory Board to be more like the Associate Editors that we have for JSID.
2. Select an "Executive Editor" to oversee this activity, but as a volunteer position with only out-of-pocket expenses paid. This person would be listed as the Editor of ID and the Associate Editors would also be prominently featured.
3. Adopt a budget of \$40-50K to hire professional writers to do many of the articles.
4. Expand Palisades' role to manage the article submission process and to work with authors to make sure that the quality standards we desire are being met. This would be especially important for those articles not being done by paid writers.
5. Continue to use Palisades and Jay Morreale to do the Managing Editor function that he has performed so well and with great dedication over many years.

Effective Date: May 21, 2005

Status: Superseded

Pub-11: Publications Committee to contract with PCM for \$25K to set up computerized work flow system to track and manage JSID articles.

Effective date: September 18, 2005

Status: Superseded by Pub-16

Pub-12: JSID hard copy will be made available for a \$10 annual surcharge.

Effective Date: June 4, 2006

Status: Superseded

Pub-13: The supplemental fee of JSID hard copy is increased from \$10/year to \$20/year to offset the subsidy SID pays for the hard copy of JSID.

Effective Date: January 13, 2008

Status: Superseded

Pub-14: Subscription fee to JSID hard copy is increased to \$50/year.

Effective Date: November 1, 2008

Status: Current

Pub-15: JSID page charge is made mandatory allowing for exception under case of hardship.



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Effective Date: November 1, 2008
Status: Current

Pub-16: There will be a gradual transition of SID publications to Wiley publisher as recommended by the SID Publications Chair with details being:

For the publishing of JSID, Information Display, Display Week Digest, and the Wiley book series (or subset thereof), Board authorizes EC or working group appointed by the EC to negotiate and sign deal with a publisher within the following limitations:

- a. Projected net cost to SID of 250K or less annually (or a proportionally lower amount for a subset of the four publications)
- b. Online distribution of the journal
- c. Content/editorial control remains with SID
- d. Publisher to take over all aspects of publishing, printing, managing editorial work, distribution, and fulfillment in online and hard copy.

Effective Date: September 18, 2011
 Status: Current

Travel

Trl-1: SID will reimburse the reasonable travel expenses of Committee Chairs or their proxies invited by the President to attend EC meetings. This is to come from the President's budget.

Effective date: October 24, 2004
Status: Current

Trl-2: Travel Reimbursement policy for EC Members, Committee Chairs, Directors, Chapter Officers and Program Committee Members:

Title	Type of Meeting	Budget code/source	Reimb. condition	Recommended
President	EC; BoD, SID related work, SID confce	7031	Representing SID (Opening/banquet speech), Chair EC-BoD Meeting	
	Program Committee	None	Attend/participate in paper select	If necessary from Confce budget
President-Elect	EC, BoD	7044	Attend EC-BoD meeting	
	SID related, SID confce Prog. Comm	None	Attend/Participate	If necessary from Confce budget
Treasurer	EC, BoD	7044	Attend EC-BoD meeting	
	SID related, SID		Attend/Participate	If necessary



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	confce Prog. Comm	None		from Confce budget
Secretary	EC, BoD	7044	Attend EC-BoD meeting	
	SID related, SID confce Prog. Comm	None	Attend/Participate	If necessary from Confce budget
Regional VP	EC, BoD	7044	Attend EC-BoD meeting	
	SID related, SID confce Prog. Comm	7033,4,5 VP None None	Regional Acti	If necessary from Confce budget
Past President	EC, BoD	7044	Attend EC-BoD meeting	
	SID related, SID confce Prog. Comm	None None None		If necessary from Confce budget
Director	EC	7031	If invited by President	
	BoD	Chapter		Chapter budget
	Chapter	None		
	SID Related	None		
Committee Chair	EC	7031 or 7059	If invited by President, If approved by Treasurer in Adv	
	BoD	None		
	SID Related	7059 Comm	If approved by Treasurer in Adv	
Chapter officer	BoD	None		Chapter budget
	Chapter Meet	None		
	SID Related	None		Chapter budget
Prog Comm Member	Paper Select Meeting	None		If necessary from Confce budget

For EC Members traveling to attend EC and BoD Meetings, number of nights allowed for hotel stay is 5 nights for overseas travel (traditional meaning) and three nights for domestic travel.
 Effective Date: May 21, 2005

Status: Current

Trl-3: The following Travel Policy is established:

1. General:
 SID is a non-profit organization and generally does not support travel. Under special circumstances, *if other sources of funding are not available*, limited travel support is

available from SID for its volunteers. SID offers restricted travel support to its employees. This travel policy is also applicable for contractors wherever a travel budget is approved by SID.

2. Travel budget and travel plan:
 - 2.1 SID has established travel budget for volunteers who perform essential functions and who have no other source of funding. Travel budget over-run is normally not permitted. The Treasurer will inform the individual volunteer in advance in the event of likelihood of travel budget over-run. Before undertaking travel, it is advisable to check whether there is a travel budget, without relying on verbal approval. *Solution to budget over-run is control and not increase in budget*
 - 2.2 A "Pre-travel approval form" is available at SID HQ. Volunteers/contractors/SID Employees must fill-in the form and send to the Treasurer for approval, even if a travel budget exists. For convenience, 'Expense Report Template' is available at SID HQ for sending the request for reimbursement. *Travel extensions require verbal approval followed by approval in writing.*
 - 2.3 Expenses exceeding \$3000 for a single travel is normally not allowed. *Reimbursement of travel expenses, without a travel budget or written approval, will be rejected. Expenses should be reasonable for the situation*
3. Transportation:
 - 3.1 Air travel: Air-ticket should be booked in advance to take advantage of lowest non-refundable fares. It is advisable to use 'on-line' or other sources of low fare for reservations. Although the goal is to get the lowest fare for flight, slightly higher fares, providing reasonable connection times, are allowed. Reimbursement for all domestic and international air travels is based on low fares applicable for economy class. Exceptions to this require both SID President's and Treasurer's approval.
 - 3.2 For ground transportation, it is advisable to use 'super shuttle' or courtesy shuttle provided by hotel or van service or bus service wherever they are available.
 - 3.3 Based on circumstances, use of Taxis may be necessary. A charge of up to \$45, one way, is permissible for travel by Taxi. Only under exceptional circumstances can this amount be exceeded with pre-approval from the SID Treasurer.
 - 3.4 Travel by personal car is reimbursed at the prevailing rate (Jan 1, 2007 rate: \$0.485/mile).
 - 3.5 Car rental: Mid-size /full-size car using on-line low cost rental is preferable.
 - 3.6 Parking: Car parking charges in excess of \$150 per trip requires prior approval. It is preferable to avoid costly hotel parking and instead, use of nearby parking garages is desirable. Every one should take advantage of complimentary parking wherever available. (Check with convention management)
- 4.0 Hotel stay:

Except for SID President all others are advised to stay in standard hotel room, unless it is a free upgrade to suite. Choosing a moderately priced room rate around \$150/night is advisable. A room rate in excess of \$300/night (inclusive of taxes) requires pre approval from the SID Treasurer. Every one should take advantage of complimentary rooms wherever available. (Check with convention management). Reimbursement of expenses towards room charges is based on standard room rate for a given event/meeting.
- 5.0 Meal charges:

The guideline: Go by reasonable and customary moderate charges.
- 6.0 Phones:

It is desirable to avoid hotel phones, instead personal cell phones, pre-paid phone cards or 'Skype' should be used. It is also preferable to use pre-paid phone cards for limited International calls. The guideline: Go by reasonable and customary moderate charges.

7.0 Internet usage:

It is advisable to check with the hotel on the Internet use policy because the policy differs from hotel to hotel and from country to country. If the hotel provides unlimited usage at moderate rates, it is preferred. If the rate is on an hourly basis, restrict the usage to essential jobs of SID.

The guideline: Go by reasonable and customary moderate charges.

8.0 Tips:

Meal tips may not exceed 18% of the total bill. Miscellaneous tips may not exceed \$5/day. (In countries where tips are unusual or added as part of service charge this policy does not apply)

9.0 Receipt requirements for Expense Report:

- (i) Copy of hotel bill.
- (ii) Copy of Air ticket.
- (iii) Copy of Taxi receipt.
- (iv) Copy of meal receipt for any single meal in excess of \$10.
- (v) Copy of Car parking receipt.
- (vi) Personal car travel mileage in writing.....FromTo

For missing bills, please provide a written reason to the SID Treasurer. *Reimbursement claims should be submitted within 90 days of completion of travel. Once past this deadline the claim will be normally rejected.*

Effective Date: April 7, 2007

Status: Current

10.0 Student Travel Policy:

- 1) A student requesting travel grants must include with their paper submission a filled out form that contains the following information:
 - (a) a check box (yes or no): "Will you be presenting the paper?"
 - (b) a check box (yes or no): "Have you had an SID travel grant before?"
 - (c) a check box (yes or no): "Is this work related to a project that is funded by a non-university source that could fund the travel?"
 - (d) Provide a space for a statement, of 100 word maximum, explaining why they are requesting the travel grant.

- 2) During the paper review meeting, the relevant Program Subcommittee makes a recommendation regarding their level of support for a student travel grant for that paper: "Strongly supports", "Supports", or "Does not support" the request for travel assistance
- 3) The chair of the Academic Committee, in conjunction with other members of the committee and the available monies, determines which applications will be supported, and at what level
- 4) The SID office will arrange for the students to be notified regarding their requests, and for disbursement of the funds.



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Effective Date: November 30, 2008
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Appendix A

Convention Guidelines

The Convention Committee shall follow the SID Bylaws as follows:

Article 4 - DUES AND FEES

2. No general assessments of members other than annual dues are permitted. Fees for attendance at the annual Symposium, or other affairs of SID, shall be established by the Convention Committee with the approval of the Executive Committee. No fees shall be charged to attend the business meetings of SID.

Article 8 - STANDING COMMITTEES

6. The Convention Committee shall:

- a) Recommend the specific time and place of the annual general meeting and Symposium, for approval by the Board of Directors.
- b) Establish and submit for approval by the Executive Committee a Symposium budget.
- c) Establish a procedure for determining the program and activities of the Symposium.
- d) Provide for facilities, programs, publicity and all other necessary matters pertinent to the management of a Symposium.
- e) Recommend other technical meetings to be sponsored or cosponsored by SID and, upon approval by the Board of Directors, arrange for their implementation.

Responsibilities and Duties

Responsibilities and duties of the Convention Committee Chair are as follows:

- Oversees conferences, reviews plans and budgets, and makes recommendations to the executive Committee and board of directors.
- Coordinates schedules/goals/long term arrangements.
- Reviews conference contracts for signature by President.
- Keeps Board informed of status of all future conferences.
- Coordinates/tracks finances (advances, post-conference accounting, etc).
- Ensures continuity of conferences.
- Ensures conference chairs and organizing Committees are formed and approved in a timely manner.

The Convention Committee shall select a general chair and a program chair for the annual Display Week conference, and they must be approved by the SID Executive Committee. The two chairs may select other committee members. It is recommended that the program chair serve as the general chair in 2 more years.



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The SID Executive Director is responsible for detailed operation of conferences, serving as liaison with companies managing conferences, and reports to the Convention Committee.

Specific conference Committee:

- Coordinated by Convention Committee chair.
- Chairs of all conference Committees are approved by the Executive Committee.
- For the three IDRC meetings, the responsibility for composition of the Steering Committee resides with the respective region.

Reporting: The Symposium Executive Committee and the Symposium Program Committee should take minutes of their meetings and then distribute these minutes to the SID Executive Committee within one month of these meetings. The Convention Committee Chair shall make sure each Conference Committee provides a brief final report for the guidance for future Conference Committees. The brief report should focus on new things tried and whether they should be continued or modified in the future.

It is the policy of SID that, with the exception of events (technical meetings such as symposia, conferences, workshops or exhibitions) organized jointly with other not for profit organizations, the Society shall be solely responsible for the content. This means that SID shall not co-organize or co-sponsor events with commercial, for profit, organizations. Nevertheless, SID encourages financial support from commercial organizations and recognizes that this is particularly desirable at the Chapter level. It is fitting that such support shall be recognized in an appropriate manner in event literature, but this must not suggest in any way co-ownership of the event or influence on the topics presented at the event by the commercial organization. Nor should there be publicity that could imply such co-ownership.

Other Conferences

Regional

Definition of Regional Meetings:

A regional meeting is distinguished from a Chapter meeting by the scope of the promotion of the event. If announcements of the meeting are sent primarily to persons within the geographical area of a single Chapter, that event may be considered a Chapter meeting. The standards set forth in this document are advisory for Chapter meetings and mandatory for regional meetings.

Use of SID Name, Logo and Copyright:

SID Chapters have the inherent right to use the SID name and logo provided the title of the Chapter is prominently displayed. SID Chapters and other organizations must apply



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to the SID Executive Committee for permission to use the SID name and logo in any other fashion.

As a general rule, the SID logo and name must be displayed on the call for papers and the Digest, if one is prepared. If the co-sponsor does not use a logo, then the Society may be named (in full) in the same font used to identify the co-sponsor. It is highly recommended that a Digest of contributed papers be made available at the meeting. The Digest shall display the SID logo (or at least the full name of society), contain the phrase "Copyright, SID (date)," and be designated by an ISBN or ISSN number. Exceptions may be authorized by SID's Executive Committee, and only the Executive Committee, for example, when the non-SID partner proposes to publish the Digest.

Financial Plan:

The organizers of a regional meeting may apply to SID for advance funds to meet expenses that will occur before any income is generated. To qualify for an advance, the organizers must submit a realistic and detailed budget. The SID Executive Committee will evaluate the proposed budget and may provide funds at their discretion. The budget for the event must provide for the return of the advance funding, to SID, and the actual transfer shall be made promptly upon the settlement of accounts of the meeting. The organizers of an academic meeting related to displays may apply to the appropriate SID Regional Vice-President for a grant. It is not necessary to return these funds to SID. However, SID assumes no obligation to make up losses that may be incurred except by specific action by the SID Executive Committee.

Time and Location of Regional Meetings:

Regional meetings should avoid scheduling conflicts that might have a significant impact on the international meetings that are typically held in May, October and February. One way to avoid conflict is to position the regional meeting as a satellite of one of the larger meetings. A satellite regional meeting should be timed just before or just after the main meeting in such a way that an attendee can justify going to both meetings. If it is not feasible to schedule a regional meeting as a satellite meeting, then the next best choice is approximately midway in time between two of the larger meetings.

Quality:

The quality of Regional SID meetings shall be the responsibility of a panel of recognized experts acting as a program Committee. The organizers of a regional meeting should also encourage selected speakers to submit their papers for publication in the Journal of the SID. Such paper submissions must be in English. Because regional meetings are international and may use SID funds, they should be held in the standard language of SID, which is English. Chapter meetings, of course, may be held in other languages as appropriate.

Chapter Meetings:



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In general, Chapters are expected to contain the financial management of technical meetings within their agreed budget. It is consistent with SID bylaws and policy that the Chapter can charge a fee to both members and non-members for attendance at the meetings. A differential registration, favourable to SID members should be used in such cases.

If a Chapter wishes to organize an event which requires funding that is beyond its ability to provide, then a formal written proposal must be made in the first instance to the appropriate Regional Vice-President. The proposal must include a statement of the objectives and purpose of the conference and a budget that must be sufficiently detailed to enable an assessment to be made, by a third party, of the financial risk associated with the project; i.e., it must include details of all major expense and income items (including a statement of the budgeted break-even attendance). The Regional Vice-President may decide to provide support, either as a returnable loan or a grant from the \$5,000 regional budget or may seek Executive and/or Board guidance. In the event of the latter being required, proposals must be received by SID HQ a minimum of thirty days before a Board meeting.

In line with SID policy to leave the management of Chapter affairs to the Chapters, a Chapter may decide if and when to organize a meeting jointly with another organization or society. Of course such arrangements should always be in the best interests of SID and if relevant (because of a large expected audience). The date should not interfere with other SID conferences. Chapters should use their best judgement in deciding whether such activities are appropriate. The Regional Vice-President should always be informed of such plans and should be consulted for guidance in cases of doubt.

SID will co-sponsor IMID with KIDS

The IS&T will be responsible for all the financials related to the Color Imaging Conference, while IS&T and SID will be jointly responsible for the technical content. The Convention Committee shall appoint a SID liaison to the conference and his conference fee will be paid by SID upon request.

Finances

Con-: Financial Management of SID Conferences, Seminars and Workshops:

Objective:

To provide adequate financial control of SID-sponsored conferences and workshops while avoiding the need for micro-management by the SID officer, the SID Executive Committee or the SID Board. This policy includes the establishment and approval of the budget for the event as well as guidelines relative to managing the budget.

Establishing The Budget:

The event organizers shall develop a budget which strives to accurately estimate all expenses and projected revenues. The budget should be prepared in as much detail as



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possible consistent with the overall size of the event. As a goal, budgets should be developed to ensure that no SID sponsored event should lose money. Many budget uncertainties are inherent in sponsoring or co-sponsoring such events, especially in estimating the projected revenue (e.g. number of attendees, exhibitors, etc.) Substantial uncertainties may also exist in establishing the expenses. To allow for these uncertainties, all such events should be budgeted conservatively. As a general ground rule, the SID Board of Directors has established that budgets for such events should be planned to forecast a 15% surplus (Projected Revenues to exceed Projected Expenses by 15%). The detailed budget should be presented to either the Board (in the case of all international events or any regional event having an estimated Expense Budget in excess of \$10,000 or substantial financial risk) or to the Regional Vice-President (in the case of regional or Chapter- run meetings with low risk and a projected expense budget of less than \$3,000).

Events in which SID is the sole/major sponsor:

Budgets should be prepared at a level of detail which, to the maximum degree possible, matches the SID budget Chart of Account (COA) categories currently used for the SID Symposium and the IDRC. Using these COA categories and the sample budgets discussed earlier as a format, will simplify final reporting and help ensure that often overlooked items are not forgotten by those who have not run previous events. The required level of detail should be agreed with the SID Treasurer, and if appropriate, the SID Convention Committee Chairperson, in advance of the budget preparation, but should be as detailed as possible. The event organizers shall control the event expenses within a general 10% contingency limit for the entire event, based on the approved expense budget. However, the 10% limit may be exceeded on individual line items within the limits specified below, provided the total overspend does not exceed 10%. In general, no single line item should be more than 10% of the budget, and should be considerably smaller wherever possible.

Line Item	Allowable % Contingency
Occupying >20 of % total budget	7
Occupying 10 – 20 % of total budget	10
Occupying 5 – 10 % of total budget	20
Occupying < 5 % of total budget	25

Budget performance shall be the responsibility of the organizers of SID Regional/ International Conferences, seminars and workshops where the budget is approved by the Board of Directors. The following procedure is recommended for monitoring the budget to result in satisfactory performance as laid down by SID policy on ‘Financial Management of SID Conferences, Seminars and Workshops’:

1. At the time of establishing the budget, Convention Committee Chair, General Chair of the conference, Treasurer of conference, Treasurer of SID and the VP of the Region, if it is a Regional Conference, shall be actively involved and oversee that all ethical procedures, as laid down by SID, shall be followed in establishing the budget.



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2. After the approval of the budget by the Board of Directors, the budget shall be monitored, if required to be revised, to be within 10% increase.

If there are reliable indications that the 10% limit on exceeding expenses will be exceeded, but that a corresponding increase in revenues can be expected (e.g., because of a higher than expected level of attendance or exhibitors), a level of expenditure higher than that allowed by the above procedure may be required. The event organizers must then propose a new level of expenditure to the SID Treasurer, who, if in agreement, would then seek the approval of the SID Executive Committee. It will be a pre-requisite of this process that the organizers seek prior approval of the SID Board, at the time of initial budget approval, to empower the Executive Committee to adjust, and to approve or disapprove the conference budget based on the recommendation of the organizers. If this is not done, the entire Board must be polled, a process which may result in delaying the decision."

Conferences in which SID is a co-sponsor with financial liability:

SID co-sponsorship of conferences and workshops where SID is not the primary organizer and where SID has limited financial exposure has been placed under the jurisdiction of the SID Regional Vice-President (provided they are within the budget guidelines approved, per the annual budget. The Regional Vice-Presidents (RVPs) have been empowered to co-sponsor events within their regions if such sponsorship will be in the best interest of SID.

The RVP shall request permission to examine the event's budget to ensure that financial management of the event is of an adequate standard. This should be a prerequisite to agreeing to co-sponsor the event.

The RVP should request that, in return for financial sponsorship of an event, SID shall be identified as a co-sponsor in all literature and publications pertaining to the event and provision shall be made by the organizers for a SID booth for the purposes of promoting SID membership and the sale of SID publications. SID members attending the event should be offered similar discounts to attend the event as offered to the membership of other co-sponsors.

If the RVP is uncertain whether SID should sponsor an event, and requires additional counsel, the RVP should approach the SID President or other SID officer, or Convention Committee Chairperson, if the President is not available, to seek additional guidance.

The RVPs are provided with budgeted amounts for conference sponsorship within their regions under COA numbers 4781, 4782 and 4783. Although empowered to act within these agreed budgetary limits, they are required to make every effort to inform the Board of their future plans at each Board meeting.

Effective Date: January 26, 1997. Subsequently DMTC was removed and Hot topics included.



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Conferences and Technical Meetings: Funding of Conferences

Financial management of conferences

To avoid any conference making a financial loss, all SID conferences are required to be budgeted to show a small (15%) surplus. Conferences may be provided with advance funding by the SID Treasurer. In this context the term “funding” is used to describe an advance of funds to enable the conference organization to proceed, but which is expected to be refunded by the conclusion of the event.

1. International Conferences

International conferences are funded on the following basis and within the published guidelines for the financial management of SID conferences

1.1 SID International Symposium

- (i) Preparation of a budget
- (ii) Review and approval by the Symposium Executive Committee (of which the SID President, President Elect, Treasurer and Secretary are members)

1.2 International Display Research Conference Series:

1.2.1 IDRC (Americas): This conference is now under total control of SID

- (i) Preparation of a conference budget (to show a 15% surplus).
- (ii) Review and approval by the Conference Executive Committee (of which the SID President, President Elect, Treasurer and Secretary are members)

1.2.3 Euro-Display

This conference may or may not be organised jointly with another society.

- (i) Preparation of a conference budget (to show a 15% surplus) by the Organizing Committee
- (ii) Approval by the SID Treasurer and by the Treasurer of the other supporting organizations, as required by them

1.3 International Display Workshops:

The procedure is the same as for Asia Display

2. Regional and Major Chapter Conferences:

Each Regional Vice-President has an annual budget of \$5,000 with which to provide financial support to conferences in the region. The original intent of providing these funds was to enable SID, through sponsorship of non-SID technical conferences, to promote its name and increase membership in the academic community by the provision of grants. The scope is extended to cover any conference the Regional Vice-President deems worthy of sponsorship and make SID and non-SID events eligible for sponsorship. The Regional Vice-President can provide financial support up to a limit of \$3,000 for a conference in the region without recourse to the Executive or the Board. Above this limit, Board approval is always required.



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Executive and Board guidance can always be requested should the Regional Vice-President require it. The organisers of Regional conferences are required to observe the financial guidelines described in the policy statement of 26 Jan 1997.

Procedure for submitting the budget for SID sponsored conferences
(Other than SID Symposium)

11. Conference organizers should develop a 'draft budget' based on SID policy relating to 'Establishing the budget' under "Financial Management of SID Conferences, Seminars and workshops, January 26, 1997" and taking in to account the support of companies whose activities are related to the subject of the conference and the support of local institutions/government.
12. The support from relevant companies/institutions/government should be demonstrated through e-mail responses that indicate their interest in the conference and this does not necessarily mean any guarantee or commitment from the companies /institutions /government. In the event that the organizers feel that companies /institutions /government are likely to respond only if there is approval from SID for sponsoring the conference, a tentative approval/pre-approval for the 'draft budget' can be given by the Board contingent upon refining the budget after the indication of support from companies /institution /government.
13. Budgeted income from sponsorship/and or exhibit should be based on this support.
14. Expense entries in the budget should be validated especially those expenses that are based on local prices.
15. Discussion should be initiated with the SID convention Committee chair, SID Executive Director, General Chair of the proposed conference, VP of the Region, if applicable, and SID Treasurer, on the 'draft budget'. After the discussion a pre-final budget should be prepared.
16. The pre-final budget should be sent to the Executive Committee by the Convention Committee Chair at least two weeks prior to the SID Board Meeting in which approval of the budget is proposed to be sought.
17. SID Executive Committee (EC) will discuss the pre-final budget and approve or amend the budget and approve or disapprove the budget. If the budget is disapproved and if EC requires any deficiency to be corrected in the budget, the budget will be sent back to the organizers for correction and resubmission.
18. If the budget is approved, SID Convention Committee chair will incorporate the amendments, if any, recommended by the Executive Committee and distribute the copies of the budget to the members of the SID Board at least four hours prior to the presentation to the SID Board for approval.



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19. SID convention Committee chair or the organizers of the conference will present the budget to the SID Board for approval and a Motion to approve the budget should be moved by any elected member of the SID Board.
20. The Motion should be worded at the end to contain the line-“SID Board authorizes SID Executive Committee to approve or disapprove any changes, beyond the changes allowed as per the SID policy, to the original budget recommended by the organizers”.

Modified, 2009, to reduce RVP budget from \$10K to \$5K/annum