**Bylaws for Academic Seminar Committee of SIST**

1. Primary functions of the academic seminar committee consist of but not limited to the followings

* Arrange and host the SIST academic seminars of different types
	+ Distinguished Lecture (University-wide)
	+ SIST Colloquium (School-wide)
	+ EE/CS Seminar
* Promote the academic exchange within SIST and among different schools in ShanghaiTech University

2. Organization of Committee

* Academic seminar committee consists of 4-5 committee members with one as the chair
	+ Committee chair has the privilege to distribute the tasks among different committee members
	+ When the chair is absent, all other committee members are responsible for all the tasks
* Term
	+ Committee chair: at most 1 year
	+ Other Committee Members: can serve for multiple years
* Re-organization
	+ New chair shall be nominated by the dean/associate dean/current chair and wins majority votes from current committee
	+ New committee member other than the chair shall be nominated by current committee members and win majority votes
	+ If one current committee member plans to resign from the committee, in addition to gaining unanimous approval from current committee, he/she must ensure the smooth transition of the committee and the new nominated committee member has won majority votes
	+ In order to dismiss one current committee member including the chair, unanimous vote is required except the one to be dismissed.

3. Meetings

* Regular meeting: once per 1-2 months
* Any committee member can call a meeting when needed
* All committee members are required to attend
* Without contradicting other provisions, the meeting can make decisions to the agenda items as long as the attendance exceeds half (including half)
* For the members absent, they can participate in the discussion through emails or phones etc.

**Appendix**

1. The Seminars

* We have 3 types of seminars
	+ Distinguished Lecture
	+ SIST Colloquium
	+ EE/CS Seminar
* Details
	+ “Distinguished Lectures” are for those real top researchers in the corresponding fields, 1-2 lectures per semester
	+ “SIST Colloquiums” are for those renowned researchers, 4-5 times per semester
	+ “EE/CS Seminars” can be held more frequently
		- the invited speaker for the seminars typically should be at the rank of assistant professor or above
	+ in general, at most one “SIST Colloquium” per week
		- others seminars can be held independently but not in the name of SIST academic seminar and the corresponding logistics are the responsibilities of the individual SIST faculty member inviting the talk
		- under some special cases, committee can decide whether to have more than one SIST academic seminars
	+ committee is responsible for the scheduling of time and location of the seminar and the necessary logistics needed by the invited speaker, e.g. accommodation and transportation
		- for “SIST Colloquiums”, typically the offered accommodation will be no more than 2 days
	+ committee is responsible for inviting relevant faculty members to have lunch or dinner together with the invited speaker for further discussion
	+ committee is responsible for coordinating the one-to-one meeting between relevant SIST faculty members and the invited speaker

2. Intra-/Inter-School Academic Exchange

* Coffee break or tea time every week
	+ Different faculty members can sit down and talk to each other on their researches
* Academic Salon
	+ Promote new research ideas and the academic interactions between students and professors

3. Definitions of Seminar Committee Assistant

* Assistant is typically assumed by a graduate student in SIST
* One week ahead of the seminar, assistant should prepare and put up the seminar posters in the notice area
* One day before the seminar, assistant should send seminar reminder to SIST students and faculty members, including the time, location, abstract, and the bio of the speaker
* Half an hour before the seminar, prepare the seminar room and equipment etc.
* Directed by the committee, the assistant can also help book hotel and air tickets etc.
	+ Assistant need to make detailed notes on all the reservations for future accounting needs

4. Budgets for SIST Colloquiums

* By default, SIST can afford domestic travel cost up to 200 RMB, the excess part can be covered by the inviter’s own research funding
* The total amount of expense including the hotel and meals better controlled with 2000 RMB
* SIST offer some honorarium to the invited speaker with details as follows:
	+ Full professor: 1500 RMB
	+ Assistant and Associate Professor: 1200 RMB
	+ Committee can decide the amount for other cases, e.g. when invited famous researchers from industry labs

5. Members for 2014-2015

* Xiliang Luo (Chair), Hao Chen, Xiaojun Yuan, Pingqiang Zhou