

1.0 Introduction

1.1 IEEE INCORPORATION

The Institute of Electrical and Electronics Engineers, Inc. (IEEE) is incorporated under the New York State Not-for-Profit Corporation Law. The text of that law changes from time to time; the IEEE Executive Director should be consulted prior to taking any action, which relates to that law.

1.2 INSTITUTE GOVERNMENT

The policies, procedures, and regulations by which IEEE and IEEE Member and Geographic Activities (MGA) are governed are embodied in the following documents. The IEEE Certificate of Incorporation legally establishes the IEEE. The IEEE Constitution, which can be approved and amended only by the voting members of the IEEE, contains IEEE's fundamental objectives and organization. Implementation of the Constitutional provisions, in specific organizational structures and Procedures, is entrusted to the IEEE Bylaws, which are approved and amended by the IEEE Board of Directors (BoD). The IEEE Policies contain more detailed statements of specific policies, objectives and procedures which may be approved only the IEEE Board of Directors. The purpose of the MGA Operations Manual published herein, is to provide more detailed statements of specific Regional Activities' objectives and procedures than are appropriate for inclusion in the other four documents. Statements of MGA Operations are approved and amended by the IEEE Member & Geographic Activities Board (MGA Board).

The precedence of these documents should be remembered by all those engaged in IEEE management duties. The IEEE Bylaws shall not be in conflict with the New York Not-For-Profit Corporation Law, the IEEE Certificate of Incorporation or the IEEE Constitution. The IEEE Policies must conform to the provisions of all these documents. The MGA Operations Manual shall conform to and not conflict with the provisions of the IEEE governing documents cited above. If, having consulted these documents, questions of procedure or interpretation remain; inquiries should be made to the Managing Director, Member & Geographic Activities Department, or the Executive Director of the IEEE.

1.3 OBJECTIVES

To achieve IEEE objectives, Regional activities are directed toward developing and maintaining, through sound administrative practices, an organization of geographically-defined member organizational units committed to the advancement of the theory and practice of electrical, electronics, communications and computer engineering, as well as computer science, the allied branches of engineering and the related arts and sciences and technologies and their application. Subject to applicable laws, it is the policy of the IEEE to accept as members technically qualified individuals of any nationality.

To accomplish this objective, the IEEE:

- A. Encourages establishment of organizational units, such as Sections, Chapters, Geographic Councils, Student Branches and Affinity Groups, to provide a local forum for members to meet and exchange views on technical, educational, professional or other areas of interest.
- B. Ensures that members are aware of and have access to the two-way channel of communication that is maintained – via the Region, Geographic Council, Section, Chapter and Student Branch networks – between the members and the IEEE's elected and appointed officials.
- C. Encourages the utilization of existing or development of new educational activities in cooperation with the Educational Activities Board in meeting the educational needs of the membership.
- D. Encourages close cooperation between the Student Branches and Sections.
- E. Encourages holding technical meetings and conferences at the Region, Section, Geographic Council or Chapter level either on an individual or co-sponsored basis.
- G. Encourages members, as private individuals, to cooperate with representatives of government and national and international organizations to provide assistance in IEEE's fields of interests.
- F. Offers members the opportunity to become involved in professional activities.

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- H. Encourages the Regions, Sections, Geographic Councils, Chapters, Student Branches and Affinity Groups to promote IEEE membership.

Revisions to the Objectives, as contained in this manual, require the review and approval of the IEEE Board of Directors, using the process in accordance with IEEE Bylaw I-300.4(5).

1.4 USE OF THE TERM MEMBERSHIP

Unless otherwise stated, the term membership as used in this Operations Manual, refers to IEEE membership, not including Society membership, Standards Association membership and Women In Engineering membership.