IEEE Member and Geographic Activities

Operations Manual 2017

IEEE MGA
445 Hoes Lane
Piscataway, NJ 08854, USA

This document incorporates changes to the MGA Operations Manual approved by the IEEE MGA Board through 11 February 2017.

1.0 INTRODUCTION 4

1.1 IEEE INCORPORATION 4
1.2 INSTITUTE GOVERNMENT 4
1.3 OBJECTIVES 4
1.4 USE OF THE TERM MEMBERSHIP 5

2.0 MEMBER AND GEOGRAPHIC ACTIVITIES BOARD 6

2.1 MGA VISION 6
2.2 MGA MISSION 6
2.3 MEMBERSHIP 7
2.4 OFFICERS 7
2.5 MGA VICE CHAIRS 11
2.6 REGION DELEGATE/ DIRECTOR 13
2.7 MGA COMMITTEE CHAIRS 14
2.8 MGA REPRESENTATIVES 15
2.9 MGA BOARD MEETINGS 17
2.10 VOLUNTEER RESPONSIBILITIES AND THE IEEE CODE OF ETHICS 18
2.11 PROCESS FOR ADDRESSING MEMBER/VOLUNTEER COMPLAINTS 20

3.0 MGA FINANCIAL MATTERS 23

3.1 BUDGET CYCLE DATES 23
3.2 ADMINISTRATION OF MGA FINANCES 23
3.3 SUPPORT OF MGA ACTIVITIES 24

4.0 MGA COMMITTEES 25

4.1 MGA COMMITTEES 25
4.2 COORDINATION OF MGA COMMITTEES 27
4.3 AWARDS AND RECOGNITION COMMITTEE 28
4.4 FINANCE COMMITTEE 30
4.5 GEOGRAPHIC UNIT OPERATIONS SUPPORT COMMITTEE 31
4.6 IEEE YOUNG PROFESSIONALS COMMITTEE 32
4.7 IT COORDINATION AND OVERSIGHT COMMITTEE 35
4.8 MEMBER ENGAGEMENT AND LIFE CYCLE COMMITTEE 36
4.9 MEMBERSHIP RECRUITMENT AND RECOVERY COMMITTEE 37
4.10 NOMINATIONS AND APPOINTMENTS COMMITTEE 38
4.11 POTENTIALS EDITORIAL BOARD 40
4.12 SECTIONS CONGRESS COMMITTEE 41
4.13 STUDENT ACTIVITIES COMMITTEE 44
4.14 STRATEGIC DIRECTION AND ENVIRONMENTAL ASSESSMENT COMMITTEE 46
4.15 IEEE ADMISSION AND ADVANCEMENT COMMITTEE 47
4.16 MEMBER BENEFITS PORTFOLIO ADVISORY COMMITTEE 48
4.17 IEEE LIFE MEMBERS COMMITTEE 50
4.18 IEEE.TV ADVISORY COMMITTEE 52
4.19 VTOOLS COMMITTEE 54
4.20 IEEE WOMEN IN ENGINEERING (WIE) 55
4.21 MGA TRAINING COMMITTEE 58
4.22 CONFLICT RESOLUTION COMMITTEE 58

5.0 MGA OPERATIONS COMMITTEE 60

5.1 MGA OPERATIONS COMMITTEE CHARTER 60

6.0 MGA ASSEMBLY 62

6.1 COMPOSITION 62
6.2 FUNCTIONS 62
6.3 MEETINGS 62
6.4 QUORUM/ACTIONS OF THE MGA ASSEMBLY 63

6.5 MGA Assembly Appointment and Selection Procedures 63
6.6 Administrative Procedures 64

7.0 MGA NOMINATIONS AND APPOINTMENTS PROCESS 65

7.1 MGA Nominations and Appointments Committee 65
7.2 MGA N&A And Selection/Appointment Process 66
7.3 Regional Delegate-Elect/Director-Elect Nominations 67
7.4 Vacancies 67

8.0 MEMBER AND GEOGRAPHIC ACTIVITIES AWARDS 69

8.1 Establishment of Awards 69
8.2 Hierarchy of Awards 69
8.3 General Specifications for the Establishment of New Awards 70
8.4 General Procedures For Awards Under MGA Organizational Units 71

9.0 GEOGRAPHIC ORGANIZATIONAL UNITS 72

9.1 Regions 76
9.2 Areas 82
9.3 Geographic Councils 83
9.4 Sections 88
9.5 Subsections 96
9.6 Chapters 99
9.7 Student Branches 107
9.8 Student Branch Chapters 110
9.9 Affinity Groups 112
9.10 Student Branch Affinity Groups 119

10.0 CONFERENCES 120

10.1 Purpose of Conducting a Conference 120
10.2 Types of Conferences 120
10.3 Conference Budgets 120
10.4 Conference Involvement 121
10.5 Organizing a Conference 124
10.6 Conference Filing Information 124
10.7 Insurance Forms 124
10.8 Cooperation of Technical/Professional & Geographic Organizational Units in Conferences 124
10.9 Memorandum of Understanding/Agreement (MoU/MoA) 124
10.10 Conference Publications 125

11.0 MGA PUBLICATIONS 127

11.1 Objectives of Geographic Organizational Unit Publications 127

12.0 REVISIONS TO THE MGA OPERATIONS MANUAL 129

12.1 Operations Manual Revisions 129

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 IEEE. The IEEE Constitution, which can be approved and amended only by the voting members of IEEE, contains IEEE's fundamental objectives and organization. Implementation of the Constitutional provisions, in specific organizational structures and procedures, is entrusted to 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 are approved by 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 MGA Board.

The precedence of these documents should be remembered by all those engaged in IEEE management duties. 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. 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 – MGA or the Executive Director of 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 IEEE to accept as members technically qualified individuals of any nationality.

To accomplish this objective, 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, Section, Chapter, Geographic Council, Student Branch, and Affinity Group 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.

F. 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.

G. Offers members the opportunity to become involved in professional activities.

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.

2.0 MEMBER AND GEOGRAPHIC ACTIVITIES BOARD

(In the following sections, the functions, duties and responsibilities are not intended to be limiting.)

It is the intent of the IEEE Member and Geographic Activities (MGA) Board, committees, and staff to operate within an active strategic framework described by the following, which is continuously monitored and may be updated as with all elements of this MGA Operations Manual.

2.1 MGA VISION

Statement: Ensure Quality Member Opportunities for Continuous Engagement

Guiding Principles
- Membership is a core value of IEEE.
- Members shape IEEE's future.
- Members collaborate to create IEEE's future.
- IEEE enhances members' future.

2.2 MGA MISSION

Inspire, Enable, Empower, and Engage Members of IEEE

For the purposes of…
- Fulfilling the mission of IEEE
- Enhancing members' growth and development through their life cycle
- Providing a professional home

The IEEE Member and Geographic Activities Board serves the interest of IEEE and the members through the following:

<u>Strategies</u>
- Increase the value of IEEE membership.
- Utilize member life cycle concept.
- Provide a simple, consistent interface to members and prospective members.
- Track member involvement and development.
- Make the process of joining and maintaining membership simple and straightforward.
- Facilitate member collaboration.
- Become more global in look, feel, and language, consistent with IEEE Bylaws.
- Strengthen the relevancy of IEEE membership to industry.

<u>Goals</u>
- Increase member engagement.
- Improve relationships with and between members.
- Increase operational efficiency and effectiveness, within MGA and its interfaces.
- Enhance collaboration with other organization units. (MGA recognizes the intimate relationship between Sections and Societies and their Chapters and will work with other organizational units of IEEE to foster improved interaction.)
- Increase membership.

- Increase the collaboration and cooperation between geographic units.
- Enhance the membership-related information available to the member and the geographic units.

2.3 MEMBERSHIP

In accordance with IEEE Bylaw I-303.5, the MGA Board shall consist of not more than 20 members including:

- Vice President – MGA, who shall be MGA Board Chair
- Vice President-Elect – MGA, who shall be MGA Board Chair-Elect
- Past MGA Board Chair
- Treasurer
- Ten (10) Region Directors
- Vice Chair – Member Development
- Vice Chair – Geographic Unit Operations
- Vice Chair – Information Management
- Two (2) members appointed by the Vice President – Technical Activities
- Staff Secretary, ex officio member without vote

MGA Board members shall be at IEEE Senior Member or Fellow grade. Individuals shall not hold more than one office on the MGA Board. At least half of MGA Board members will be directly elected by the IEEE membership.

The IEEE Assembly shall elect the Vice President-Elect – MGA, who shall serve as MGA Board Chair after one year as Vice President-Elect.

2.4 OFFICERS

The officers of the MGA Board shall be the MGA Board Chair, the MGA Board Chair-Elect, the Past MGA Board Chair, and the MGA Treasurer. They shall serve as voting members of the MGA Board and the MGA Operations Committee.

The MGA Secretary shall be an ex officio officer without vote on the MGA Board and the MGA Operations Committee.

MGA officers are expected to attend all meetings of the MGA Board and the MGA Operations Committee, to be informed on the issues, and participate in the discussions.

A. MGA BOARD CHAIR

The MGA Board Chair shall serve a term of one year. Upon completion of the term of office, the MGA Board Chair shall serve as Past MGA Board Chair.

1. Responsibilities

    a. Serve as Chair of the MGA Board.

    b. Serve as a voting member of the IEEE Board of Directors.

    c. In conjunction with the Managing Director – MGA, MGA Board Chair-Elect, and Past MGA Board Chair, develop a long range strategy for MGA and a project priorities list to implement the MGA strategy.

d. Serve as the coordinator of all member and geographic activities, and as liaison for the MGA department.

e. Work with the Managing Director – MGA to provide advice and support for staff assistance on all regional and geographic unit operations and projects; membership development; member application, admission, and advancement; and young professional and student activities.

f. Represent IEEE on matters involving member and geographic activities and services, and when requested, on behalf of the IEEE President.

g. Carry out tasks assigned by the IEEE Board of Directors and inform the MGA Board of appropriate matters.

h. In consultation with the MGA Board and staff, provide leadership and set direction for MGA Board engagement.

i. Work with Region Directors and geographic units on behalf of IEEE, where necessary or appropriate.

j. Oversee MGA financial operations. Work with the Managing Director – MGA, where appropriate, to coordinate the financial operation of the department.

k. Serve as a member of the MGA Operations Committee.

l. Assist in the development of agendas for MGA Board and MGA Operations Committee meetings.

m. Make such appointments to MGA committees as may be appropriate, such as ad hoc committees, MGA representatives to other boards and committees, etc.

B. MGA BOARD CHAIR-ELECT

The MGA Board Chair-Elect shall serve a term of one year. Upon completion of the term of office, the MGA Board Chair-Elect shall serve as MGA Board Chair / Vice President – MGA.

1. Responsibilities

a. Serve as Chair-Elect of the MGA Board.

b. Report administratively to the MGA Board Chair. Act for MGA Board Chair in the absence of, or at the request of, the MGA Board Chair.

c. In conjunction with the Managing Director – MGA, MGA Board Chair, and Past MGA Board Chair, develop a long range strategy for MGA and a project priorities list to implement the MGA strategy.

d. Carry out other tasks assigned by the MGA Board or the MGA Board Chair, as appropriate.

e. Serve as volunteer champion for MGA activities/ projects/ initiatives that aren't assigned to a specific MGA committee.

f. Represent IEEE on matters involving member and geographic activities and services, and when requested, on behalf of the MGA Board Chair.

g. Work with Region Directors and geographic organizational units on behalf of IEEE, where necessary or appropriate, and delegated by the MGA Board Chair.

h. Serve in an advisory and learning role regarding MGA financial operations.

i. Bring appropriate committee items to the attention of the responsible MGA committee or MGA Board.

j. Provide an analysis of policy and other matters brought by other organizational units to MGA Board Chair and MGA Board with respect to MGA areas of interest; for MGA Board Chair to bring to the IEEE Board of Directors.

k. Chair meetings of the MGA Operations Committee and assist in the development of agendas for MGA Board and MGA Operations Committee meetings.

C. PAST MGA BOARD CHAIR

The Past MGA Board Chair will have just completed a term of office as MGA Board Chair.

1. Responsibilities

a. Report administratively to the MGA Board Chair. Act for MGA Board Chair in the absence of, or at the request of, the MGA Board Chair.

b. In conjunction with the Managing Director – MGA, MGA Board Chair, and MGA Board Chair-Elect, develop a long range strategy for MGA and a project priorities list to implement the MGA strategy.

c. Shall normally serve as Chair of the MGA Nominations and Appointments (N&A) Committee. In accordance with the committee charter, preside over meetings of the MGA N&A Committee, report MGA N&A activities to the MGA Board, and oversee the MGA N&A process.

d. Serve as a member of the IEEE N&A Committee.

e. Serve as Chair of the MGA Strategic Direction and Environmental Assessment Committee.

f. Carry out other tasks assigned by the MGA Board or the MGA Board Chair as appropriate.

g. Serve as volunteer champion for MGA activities/ projects/ initiatives that aren't assigned to a specific MGA committee.

h. Represent IEEE on matters involving member and geographic activities and services, and when requested, on behalf of the MGA Board Chair.

i. Serve in an advisory role regarding MGA financial operations.

j. Bring appropriate committee items to the attention of the responsible MGA committee or MGA Board.

k. Serve as a member of the MGA Operations Committee.

D. MGA TREASURER

Shall be appointed by the MGA Assembly and serve as the Chief Financial Officer of MGA and Chair of the MGA Finance Committee. The term of office shall be for one year. Having served one term, he/she shall be eligible to be re-appointed for up to two additional one-year terms, not to exceed three consecutive years of total service in this position.

1. Responsibilities

   a. Serve as a member and attend all meetings of the IEEE Finance Committee. Report on the progress and activities of the MGA Finance Committee and IEEE Finance Committee to the MGA Board and the MGA Operations Committee.

   b. Report administratively to the MGA Board Chair.

   c. Ensure sound financial management of MGA funds.

   d. Work with the Managing Director – MGA to develop the MGA budget including the rolling three to five year financial plan.

   e. Approve expenditures as necessary and appropriate.

   f. Ensure compliance with IEEE policies and procedures in all financial matters relating to the MGA Board and MGA committees.

E. MGA SECRETARY

Shall be the Managing Director – MGA, who has been designated by the IEEE Executive Director and should have a broad knowledge of geographic volunteer leadership.

1. Responsibilities

   a. Serve as an ex officio non-voting member of the MGA Board, MGA Operations Committee, and other MGA committees as noted in the committee charters.

   b. Organize, direct, and guide MGA staff operations in support of the MGA Board.

   c. Assist in the development of agendas for MGA Board and MGA Operations Committee meetings.

   d. Be responsible for logistical and administrative support of the MGA Board and its committees.

   e. Assist the MGA Board Chair in determining the administrative needs of MGA and its organizational units.

f. Advise appropriate organizational units of MGA actions and plans. Ensure that the administrative needs of the MGA Board members are appropriately met.

g. Attend appropriate meetings of the Regions to enhance their interface with MGA and the IEEE Operations Center.

2.5 MGA VICE CHAIRS

There shall be the following MGA Vice Chair positions:

- Vice Chair – Member Development
- Vice Chair – Geographic Unit Operations
- Vice Chair – Information Management

The MGA Assembly shall appoint the Vice Chairs. The term of office of Vice Chairs shall be for one year. A Vice Chair, having served one term, shall be eligible to be re-appointed for up to two additional one-year terms, not to exceed three years total service in this position. Vice Chairs shall fulfill the responsibilities as defined herein and report to the MGA Board on their committees' activities.

Report administratively to the MGA Board Chair and are expected to attend all meetings of the MGA Board and the MGA Operations Committee, to be informed on the issues, and participate in the discussions.

A. COMMON CHARACTERISTICS

1. Must possess a willingness to develop an understanding of the strategic vision of MGA and commit to its implementation and operating principles.

2. Should have five to ten years of increasingly responsible management experience and excellent leadership qualities.

3. Should have experience in translating strategic vision into tactical action and providing direction and guidance to the design and implementation teams that carry out the mission.

4. Must be able to gain an understanding of the role of information technology in enabling MGA functions.

B. COMMON SKILLS

1. Demonstrated tactical management experience.

2. Demonstrated management skills in a volunteer led organization that operates by consensus. Negotiating skill a definite plus.

3. Demonstrated strong interpersonal skills with sensitivity to cross-cultural and global issues.

4. Demonstrated superior written and oral communication skills and organizational ability.

5. Demonstrated relationship and consensus building in a collaborative working environment.

6. Understanding of remote / electronic working environments and associated tools. (Willingness to learn)

C. VICE CHAIR – MEMBER DEVELOPMENT

1. Responsibilities

   a. Responsible for the coordination of policy involving all aspects of the member experience, member engagement, growth, and development throughout the member life cycle and throughout IEEE.

   b. Coordinate the requirements that IEEE has of the member.

   c. Development, through shared responsibility, of supporting methodologies in the critical areas of member information, education, and training.

2. Additional Skills

   a. Proven success in a diverse team-oriented environment.

   b. Supports "engagement" model and understands how to relate it to other organization units.

   c. Experience with Technical Activities is a plus.

   d. Ability to recognize and cultivate the diversity of members and member needs, varying member lifecycles, cultures, and have a collaborative spirit.

D. VICE CHAIR – GEOGRAPHIC UNIT OPERATIONS

1. Responsibilities

   a. Responsible for design, development, and implementation of the support model for the geographic units.

   b. Recommend policy for effective operation of the geographic units.

   c. Oversight of geographic unit operations and the support structures.

   d. Development of parameters to be included in the funding model for supporting the geographic units (for the MGA Finance Committee to use in allocating resources).

   e. Monitoring and promotion of geographic unit activities related to MGA objectives (member engagement, professional development, public imperatives, etc.).

2. Additional Skills

   a. Familiarity with geographic unit operations below MGA.

   b. Ability to think creatively.

c. Familiarity with MGA vision and goals.

d. Ability to recognize and cultivate the diversity of members and member needs, varying member lifecycles, cultures, and have a collaborative spirit.

E. VICE CHAIR – INFORMATION MANAGEMENT

1. Responsibilities

   a. Works with MGA and IEEE IT staff in coordinating the coordination of architecture, development, timeline, and other issues relative to electronic communication, information collection, and automation for areas related to MGA.

2. Additional Skills

   a. Ability to represent the IT needs for MGA activities to ensure appropriate prioritization, integration, and implementation.

   b. Ability to derive requirements from expressions of need.

   c. Ability to interface with other MGA leaders to ensure that MGA information and IT needs are identified, prioritized, and whenever possible, met.

2.6 REGION DELEGATE/ DIRECTOR

A. QUALIFICATIONS

1. The individual shall be an IEEE member of Senior Member or Fellow grade.

2. Be prepared to serve six years, in the positions of Director-Elect, Director, and Past Director.

3. Experienced in Section and Region committee activities.

4. Reside in and be a member of the Region electing him/her.

B. FUNCTIONS

1. Represents the membership of one of the 10 geographic Regions.

2. Serves as a voting member of the IEEE Assembly and MGA Assembly as a delegate.

3. Serves as a voting member of the IEEE Board of Directors, and as such serves the interests of IEEE.

4. Serves as a voting member of the MGA Board.

5. May serve as a representative of MGA to other IEEE organizational units.

6. May serve on MGA committees or other organizational units.

7. Region Directors from Regions 1-6 serve as members of the IEEE-USA Board.

8. Serves as chair of their respective Region committee with responsibilities and authority in consonance with the Region bylaws.

C. DUTIES AND RESPONSIBILITIES

1. Have the duties, responsibilities, and authority as identified in IEEE Bylaws and Region bylaws.

2. Appoints the Treasurer, Secretary, and such other committee chairs as may be specified in the Region bylaws or identified in the MGA Operations Manual.

3. The Region Director will hold at least one Region meeting a year and may hold Region Executive Committee meetings between the Region meetings if necessary, in accordance with Region bylaws.

4. Encourage Section participation in the Region meetings and address problems faced by the Sections.

5. Encourage Section/Chapter interaction.

6. Develop an appropriate leadership development program and encourage Section officers to participate.

7. Encourage student activities including the formation and successful operation of Student Branches and Student Branch Chapters.

8. Present recommendations for approval of Section and Geographic Council formations and forward petitions to MGA Secretary for ratification and transmission to the MGA Board.

9. Approve Technical Chapters, Affinity Group, Student Branch, and Student Branch Chapter formations for transmission to the MGA Board.

10. Encourage membership development, including recruitment, retention, and recovery.

11. Participate in and encourage IEEE Sections Congress.

12. Ensure that the Region financial statements and Region committee roster reports are submitted to the MGA department in a timely manner.

13. Present to MGA Board any regional items that may require MGA Board action.

14. Submit a report of activities to the MGA Board before each MGA Board meeting and a summary report for the MGA Annual Report.

15. Develop appropriate training curricula and materials for Region officers.

2.7 MGA COMMITTEE CHAIRS

A. QUALIFICATIONS

1. Must be of Graduate Student Member, Member, Senior Member, or Fellow grade, unless chaired by the responsible Vice Chair, in which case must be of Senior Member or Fellow grade.

2. Previous experience as a member of the committee is preferable.

3. Project and time management experience.

4. Willingness to change and quick to adopt new work methods.

5. Access to personal computer, Internet connection, and general purpose office software.

B. Duties and Responsibilities

1. Conduct the business of the committee to achieve the purpose and functions of that committee in accordance with its charter.

2. Establish subcommittees and ad hoc committees as needed in accordance with the committee charter.

3. Call and chair meetings of the committee in accordance with its charter.

4. Provide for the recording and distribution of minutes for the meetings in accordance with the committee charter.

5. Recommend to the MGA Board (or other IEEE organizational unit) or the responsible MGA Vice Chair, proposed changes to the committee charter to ensure that the charter meets the current needs and objectives of the committee.

6. Carry out other tasks assigned to the committee by the appropriate organizational unit, VP, or the responsible MGA Vice Chair.

7. Bring appropriate committee items to the attention of the MGA Board or the responsible MGA Vice Chair.

8. Report the status of committee activity to the respective MGA representative(s) and IEEE organizational unit(s).

9. Prepare and present committee budgets to the MGA Board or the responsible MGA Vice Chair as appropriate.

10. Approve and forward to the MGA department all committee expenditures.

11. Maintain cognizance of committee actual versus planned expenditure rates and associated work completed. Report through the committee administrative chain budget status and recommendations for corrections.

2.8 MGA Representatives

A. Appointments

The MGA Board has representatives on the following boards/committees. Unless specified otherwise, they shall serve as voting members of the board or committee.

1. IEEE Awards Board - Two (2) representatives.

- One (1) representative, appointed by the Vice President – Member and Geographic Activities (VP-MGA), who shall be a Region Director.
- One (1) representative who shall be the Chair of the MGA Awards and Recognition Committee, who shall be of Senior Member or Fellow grade.

2. IEEE Educational Activities Board - Two (2) representatives shall be appointed by the VP-MGA, with the concurrence of the VP of Educational Activities.

3. IEEE Finance Committee - One (1) representative who shall be the MGA Treasurer.

4. IEEE Publications Services and Products Board (PSPB) - Two (2) representatives who shall be the Editor of IEEE Potentials and one (1) representative appointed by the VP-MGA.

5. TAB Conference Publications Committee - One (1) representative appointed by the VP-MGA.

6. IEEE Conferences Committee – Two (2) representatives appointed by the VP-MGA.

7. IEEE TAB/PSPB Products and Services Committee – One (1) representative appointed by the VP-MGA.

8. IEEE USA-Awards Committee – One (1) representative, who shall be a member of the MGA Awards and Recognition Committee from Regions 1-6, appointed by the VP-MGA.

B. QUALIFICATIONS

1. Unless specified otherwise, shall be of Graduate Student Member, Member, Senior Member, or Fellow grade.

C. FUNCTIONS

1. Represent the interests of MGA on the assigned organizational unit.

2. Serve as the communication link between MGA and the other organizational unit.

D. DUTIES AND RESPONSIBILITIES

1. Determine if the greater interests of MGA are addressed in the assigned body.

2. Keep the MGA Board informed of the important decisions made by the organizational unit.

3. Attend the MGA Board meetings, when requested by the MGA Board Chair.

4. Help identify and clarify issues common to MGA and the other organizational units to ensure cooperation.

2.9 MGA BOARD MEETINGS

A. MGA BOARD MEETING AGENDA

The agenda shall be distributed to MGA Board members, as well as all Director-Elects, MGA committee chairs, and MGA representatives, a minimum of 20 days before the MGA Board meeting.

B. MEETING MINUTES

The MGA Secretary (or their designee) shall provide record-keeping and secretarial functions. In the absence of the Secretary, the MGA Board Chair shall appoint a MGA Board member to perform this task. The minutes need not be verbatim, but a summary of the actions with a reasonable amount of detail to ensure the intent of the action taken. A meeting summary will be distributed to all MGA Board members normally within two weeks after the meeting. In addition, the minutes will be distributed to all MGA Board members normally no later than 45 days after the meeting.

The MGA Secretary will maintain copies of all MGA Board meeting agendas, minutes, and committee meeting summaries.

C. LOCATION OF MEETINGS

The meetings of MGA Board will normally be held in conjunction with the meetings of the IEEE Board of Directors. The number of regular MGA Board meetings during the year shall normally be three. Except in executive session, MGA Board meetings shall be open to all IEEE members.

1. Meeting Schedule Changes. Once scheduled, a meeting date or location may be altered or canceled only for sufficient cause by majority vote at a regularly constituted MGA Board meeting or by consent of a majority of MGA Board members secured by or transmitted to the Secretary, not less than 20 days before the original date or the new date set for the meeting, whichever is the earlier. Notice of such approved change shall be distributed to all MGA Board voting members not less than 10 days before the original or the new date of said scheduled meeting, whichever is the earlier.

2. Special Meetings. Special meetings of MGA Board may be called by the MGA Board Chair or by one-third of MGA Board voting members on notice to all other MGA Board members. Notice of such special meetings, giving the time and place of the meeting, the purpose of the meeting, and the names of the MGA Board voting members calling the meeting, shall be distributed to all MGA Board members not less than five days before the date set for the special meeting. For special meetings to be held by teleconference or similar communications equipment, notice shall be sent to all MGA Board members not less than 48 hours before the time set for the special meeting.

3. Meetings without Notice. A MGA Board meeting may be held without notice if waivers of notice signed by all MGA Board voting members are filed with the Secretary, with notation thereof entered in the minutes of the meeting.

4. Actions without Meeting. Unless otherwise provided in the Certificate of Incorporation or Constitution, or IEEE Bylaws, or the Not–for–Profit Corporation

Law of the State of New York, any action required or permitted to be taken by the MGA Board may be taken without a meeting if all members vote unanimously on the action, with the vote to be promptly confirmed in writing. The written confirmation shall be filed with the minutes of the proceedings of the MGA Board.

5. Meetings by Telecommunications. The MGA Board may meet and act upon the vote of its members through any means of telecommunication. The normal voting requirements shall apply when action is taken by means of telecommunications equipment allowing all persons participating in the meeting to hear each other at the same time. Given these conditions, normal MGA Board meeting procedures will apply. All actions shall be ratified at a duly constituted meeting. Minutes of such meetings shall be distributed to all members.

6. Notice of Meetings. Notices of meetings and any other documents required to be sent to MGA Board members pursuant to provisions of the IEEE Certificate of Incorporation, IEEE Constitution, or IEEE Bylaws shall be sent by such routings as shall ensure prompt delivery.

7. Actions of the MGA Board. In accordance with IEEE Bylaws, the vote of a majority of the voting members of the MGA Board present at the time of the vote, if a quorum is present at such time, shall be the act of the MGA Board.

8. Quorum. A majority of the voting members of the MGA Board, provided that a majority shall of the Region Directors are present, shall constitute a quorum.

D. PROPOSED MGA BOARD AGENDA ITEMS

Proposed MGA Board agenda items should be submitted electronically to MGA administration along with a cover sheet summarizing the proposed item. MGA administration will then forward the request to the MGA Board Chair for review and approval. Each item should be submitted with a cover sheet with the following information.

1. Action items require a summary of the item, the reason for its submission, the action proposed, and any supporting documentation. Financial implications to the MGA Board and the Regions must be included in every motion.

2. Discussion items require a summary of the item, including questions to be resolved in discussion, and any supporting documentation.

3. Information items require purpose and documentation whenever possible.

4. Reports and items should be submitted in written format via email or in electronic format to be included in the agenda.

2.10 VOLUNTEER RESPONSIBILITIES AND THE IEEE CODE OF ETHICS

Volunteers carry out a very wide range of duties and responsibilities on behalf of IEEE. In special cases formal orientation is provided for new volunteers, but all volunteers, particularly leaders, are required to acquaint themselves appropriately with IEEE policies, procedures, and practices. For example, newly elected members of the IEEE Board of Directors receive specific guidance on their fiduciary responsibilities. Each year, in the membership renewal pack, all members affirm their intention to adhere to the IEEE Code

of Ethics. This Code also applies to nonmembers who are serving IEEE in some capacity. The Code comprises 10 articles that aim to address in concise terms ethical issues encountered in professional engineering activity. Beyond this, there is also an obligation for volunteers to abide by the *spirit* of the Code, especially in respect of Articles 2, 7, 8, 9, and 10.

A. Conduct as an Officer or a Member of an IEEE Board or Committee

Volunteers are expected to contribute to IEEE activities in a co-operative and constructive manner, to ensure that the best possible use is made of the time available, given that volunteers are usually able to offer IEEE their time and effort very sparingly. Meetings should be strongly focused on the business laid out in the agreed agenda, and not be impeded by irrelevant interventions. The chair has the prime responsibility for the conduct of the meeting, but the cooperation of all members present is also an important factor in ensuring that the business is conducted in a fair and harmonious manner.

B. Conflict of Interest

A common misunderstanding about "conflict of interest" is that it only applies where an individual attempts to obtain some monetary advantage by virtue of being an office holder. A broader view of the concept applies to any situation where some kind of advantage or privilege is being sought through the exercise of authority granted to an office holder. The guiding principle for volunteers is to follow IEEE policies, procedures, and practices, and be seen by their peers to be acting ethically in their decision-making.

C. Acceptance of Position Obligations

Election or appointment of a volunteer to a position, such as a board or committee chair or member, Section or Chapter officer, Council officer, etc., implies that there is an expectation that the person will be willing and able to undertake assigned duties, and if appropriate, to attend the meetings of the organizational unit. Accepting a position also requires that the volunteer is adequately prepared for the meetings, that agenda papers are read beforehand, and that any items from the previous meeting requiring action are properly followed up. If a person is unable to perform these or other assigned duties, the expected result is a resignation from the position.

D. Transfer of Position

An orderly and regular turnover of board, committee, Section, and Chapter membership, including that of the officers, should be a routine feature of IEEE volunteerism. It ensures a healthy flow of new blood and invigorates all IEEE organizational units. Sections of this Operations Manual define the terms of office for volunteers involved with member and geographic activities and the procedures for their election or appointment. It is the responsibility of the MGA Board Chair to ensure that these practices are followed. It is a duty of all MGA officers, MGA committee xhairs, and Section/Council/Chapter officers to transfer all documents and other resources necessary for their successors to carry out their work effectively.

E. Legal Aspects

In the event that a legal issue arises, close adherence to the IEEE Code of Ethics, as well as IEEE Bylaws, IEEE Policies, procedures, and practices, provides a measure of protection to both IEEE and to individual members.

The IEEE Code of Ethics cannot, and does not, attempt to define in a comprehensive manner how IEEE volunteers should conduct themselves in their service on behalf of IEEE, but it provides a sound basis on which high ethical standards can be established.

(See also the IEEE Code of Ethics, IEEE Policies, Section 9.9 – Conflict of Interest.)

2.11 PROCESS FOR ADDRESSING MEMBER/VOLUNTEER COMPLAINTS

A. COMPLAINTS AND INQUIRIES

Complaints and inquiries concerning problems among individuals involved in member and geographic activities within IEEE may be submitted directly to MGA or may be referred to MGA by the IEEE Ethics and Member Conduct Committee (EMCC).

MGA encourages individuals to make every attempt to resolve local issues with the oversight of local leadership. Staff may be consulted for clarification of policy and other items related to complaint as appropriate. Should the local leadership be unable to resolve the issue, the individual may bring the complaint to the Managing Director – MGA. The documentation of the complaint shall be submitted to the Managing Director and shall include the names of the MGA volunteers and IEEE members whose conduct is under concern, a statement which states with reasonable specificity the alleged problem, identification of any documentation or material upon which the complaint is based, and the name and signature of the person who is submitting the complaint. The complaint may include any materials or documentation that are thought relevant for consideration and review by MGA.

B. DISPOSITION OF COMPLAINTS

Managing Director – MGA, in consultation with the MGA Board Chair, shall characterize the complaint or inquiry, and arrange for its disposition as follows:

1. If the complaint addresses a fiduciary problem, the case shall be forwarded to the Director of IEEE Operations Audit for review. The complainant shall be notified about MGA's action.

2. If the complaint concerns misconduct with respect to an MGA publication, the case shall be forwarded to the responsible editor. If the complaint concerns the editor, the case shall be forwarded to the volunteer who provides oversight of those editorial activities. Handling of publication-misconduct complaints shall follow the processes specified in the Publication Services and Products Board (PSPB) Operations Manual.

3. If the complaint or inquiry concerns an allegation of IEEE member misconduct that is best handled by the EMCC, the member shall be made aware of the EMCC procedures.

4. All other complaints shall be subject to investigation, decision, and action by MGA in accordance with the warning system for repetitive unprofessional behaviors complaint resolution process in Section 2.11.C.

C. WARNING SYSTEM FOR REPETITIVE UNPROFESSIONAL BEHAVIORS

The success of IEEE organizational units' activities depends on the professional behavior of IEEE volunteers. Unprofessional conduct that disrupts these activities may be detrimental to the individuals involved, the organizational unit (OU), and all of IEEE. In the event that there is unprofessional behavior by volunteers or members within an OU, including conduct that may constitute a conflict of interest, misappropriation or diversion of IEEE assets, harassment of any persons, or misrepresentations made while acting on behalf of IEEE, the local OU leadership shall work to address the behavior and resolve the issue at the OU level, whenever appropriate. The following processes apply to OUs of Technical Activities and/or MGA.

In the event that the alleged transgressions have been processed at the local level, the individual OU has not been successful in resolving the issue, it involves multiple OUs, or the behavior is too serious to be resolved appropriately at the OU level, a report should be submitted to the MGA Board Chair (Vice President) or MGA Secretary (Managing Director), who will consult with key volunteer/staff to determine whether the issue requires higher level attention.

In the event that a situation has been referred for attention to the OU level in accordance with the above process, or where there is a history of prior unprofessional behavior by the same actor, or where there is no documented record of resolving the issue, the following process shall be followed:

1. A written description of the behavior of the individual(s) ("complaint") along with relevant materials, including supporting documentation, will be submitted to the MGA Secretary (or designee) by an individual or by another IEEE OU, such as the EMCC.

2. Cases falling within criteria to be developed in conjunction with the IEEE Legal and Compliance department will be reviewed by a lawyer within the Department.

3. When deemed necessary, the individual(s) submitting the complaint will be contacted, via email or surface mail, regarding the complaint, and asked if there is any additional information for the report.

4. The individual(s) named in the complaint will be contacted, via email or surface mail, regarding the complaint, and will be encouraged to prepare a short report (rebuttal), outlining their perspective regarding the complaint.

5. A copy of both the report(s) and the rebuttal(s) will be sent to the individual(s) submitting the complaint and the individual(s) named in the complaint.

6. Both the report(s) and the rebuttal(s) will be filed with the IEEE Legal and Compliance department. This file will be kept confidential, and available only to the sitting MGA Board Chair, MGA Secretary (or designee), and those authorized by the IEEE Legal and Compliance department. Substantiated reports of misconduct may also be made available to the head of an appointing or electing body in connection with the applicable nomination process. The information shall not be made available to any other IEEE volunteer, committee, or staff.

This process is designed to both identify and discourage unprofessional behaviors, while reinforcing appropriate and professional behaviors. In the event that the same

individual(s) repeat this or other unprofessional behaviors, the MGA Secretary shall inform the incumbent MGA Board Chair regarding the prior incident(s).

In the event that the individual(s) do not have any reported unprofessional behaviors for five years, all previous reports will be destroyed, under the direction of the IEEE Legal and Compliance department. In the event of repeated or serious unprofessional behaviors, the MGA Board Chair, with the advice and consent of the MGA Conflict Resolution Committee Chair, may impose temporary sanctions against that member. These sanctions may involve temporarily barring the individual from IEEE activities. Examples of this are barring someone from holding an office within an IEEE OU or barring someone from attending an IEEE conference or other event. The length of time of these sanctions is at the discretion of the MGA Board Chair, in consultation with the MGA Conflict Resolution Committee Chair, and shall not exceed 18 months.

Notwithstanding the foregoing, an IEEE member is entitled to file a complaint at any time with the EMCC in accordance with IEEE Bylaw I-110.

3.0 MGA FINANCIAL MATTERS

3.1 BUDGET CYCLE DATES

Using a process established by the IEEE Finance Committee, an annual budget shall be prepared by the IEEE Member and Geographic Activities (MGA) Finance Committee for the ensuing year, subject to the endorsement by the MGA Board and approved as part of the annual IEEE Budget, which is approved by the IEEE Board of Directors.

Specific dates regarding the development of the budget shall be distributed and determined by the IEEE Finance Committee.

3.2 ADMINISTRATION OF MGA FINANCES

A. RESERVES

Per the IEEE Financial Operations Manual, the MGA Board will try to maintain reserves of about 50% of annual expenses, exclusive of those dedicated to IEEE Sections Congress. The purposes of the reserves are to eliminate the need to place any contingency funds in the budget and to provide seed money for new initiatives.

B. BUDGETS

Committee chairs and MGA Board Vice Chairs are responsible for meeting their budgets. The MGA department will provide data monthly to the Vice Chairs containing available information relative to financial activities versus budget. Unbudgeted expenses (or income) shall be reported to the MGA Finance Committee as soon as possible.

C. VICE CHAIR AND COMMITTEE BUDGETS

MGA Board Vice Chairs are responsible for providing budget guidelines to the chairs of committees that report through them. This includes the budget cycle dates established by the MGA Finance Committee. Committee chairs are responsible for providing detailed proposed budgets to the Vice Chairs.

D. EXPENSE REPORTS

Expense reports for MGA Board members and MGA committee members must clearly identify the official function for which reimbursement is sought. Since there are often courtesy "invitations" to attend various meetings, it is the responsibility of the individual to ensure whether expenses will be covered by the MGA budget before incurring these expenses. Annually, the MGA Finance Committee will review and recommend the MGA Board endorsement of MGA Travel Expense Procedures.

In accordance with IEEE Policies, Section 11.6.B, for volunteer travel reimbursed by IEEE, business class fares are permissible, if the MGA organizational unit has funding available, and if the flying time is over eight consecutive hours for a single segment or over eight hours flying time where a layover is required. Approval by the MGA Board Chair and Treasurer must be obtained prior to an individual booking the flights.

E. REGION ALLOCATION FORMULA

The Region Allocation Formula is based upon the following components:

1. Number of members (as of 31 December of prior year)

2. Number of Sections within the Region (as of 31 December of prior year)

3. The relative cost of travel within each Region

The formula will be reviewed annually by the MGA Finance Committee. No Region allocation shall fall below the 2003 allocation level.

3.3 SUPPORT OF MGA ACTIVITIES

The MGA Board and the MGA department shall be supported by funds identified in the annual IEEE Budget, approved by the IEEE Board of Directors. Revenues specified in this budget may include:

1. The amount allocated to Regions, Sections, Chapters, Affinity Groups, and Student Branches will equal 12% of member dues, in accordance with IEEE Bylaw I-108.5.

2. A fixed component derived from a required Region and/or Section assessment paid by all members other than students, within that geographic organizational unit, as defined by IEEE Bylaws and IEEE Policies.

3. A variable or member choice component.

4. Other funds derived by the general sale of products and services offered from time-to-time or through other fund-generating activities.

5. Additional mandatory assessments for the support of MGA operations may be levied upon the members of a particular geographic organizational unit following approval by a majority of those voting in a vote of the members of that particular organizational unit, subject to MGA Board endorsement and approval by the IEEE Board of Directors in accordance with IEEE Bylaws.

6. The variable, member choice component, and general sale component shall be derived from voluntary fees for services and products provided by or through the MGA Board. Fees for such services and products shall be determined by the MGA Board.

4.0 MGA COMMITTEES

4.1 MGA COMMITTEES

A. ESTABLISHMENT

To facilitate the performance of its operational and administrative duties, and to encourage cooperative efforts and communication among IEEE Member and Geographic Activities (MGA) and IEEE organizational units, the MGA Board may establish committees. The scope, function and composition of each committee is noted in this Operations Manual. The MGA Board Chair, with the advice and consent of the MGA Board, may establish committees to facilitate the performance of duties assigned. The MGA Board shall approve the charters of all MGA committees. The charter for each committee shall specify the processes by which its chair and members are selected.

B. MEMBER ELIGIBILITY REQUIREMENTS

Unless specified otherwise, and in accordance with IEEE Bylaws, to be eligible to be a chair or a voting member of any MGA committee, except the Student Activities Committee, the individual must be a member in good standing and shall be at IEEE Graduate Student Member, Member, Senior Member, or Fellow grade. At the discretion of the MGA Board, Student Members, when appointed to other MGA committees, may be granted voting privileges.

In accordance with IEEE Bylaw I-105.4, to be Chair or member of the IEEE Admission and Advancement Committee, the individual must be at Senior Member or Fellow grade.

In accordance with IEEE Bylaw I-105.4, to be Chair of the MGA Awards and Recognition Committee, who also serves as member of the IEEE Awards Board, the individual must be at Senior Member or Fellow grade.

The Chair (or their designee) of the Women in Engineering (WIE) Student Branch of the Year Award recipient shall be a voting member of the IEEE WIE Committee.

The IEEE Potentials Student Editor shall be a voting member of the Potentials Editorial Board.

C. REVIEW OF COMMITTEES

All MGA committees shall be reviewed at regular intervals to ensure that their respective scopes and compositions continue to serve the best interests of the MGA Board and its membership.

D. MEETINGS OF MGA COMMITTEES

1. Meetings shall occur at the call of the committee chair. Provisions shall be made in the MGA budget for expenses incurred in the work of all MGA committees.

2. It is recommended that each MGA committee have one face-to-face meeting during the year and they should take place independently of the IEEE meeting series.

3. A majority of the voting members of the committee shall constitute a quorum.

4. The vote of a majority of the votes cast, provided a quorum is present, shall be the act of the committee. The chair shall have no vote unless the vote is by secret ballot or his/her vote can change the outcome. Robert's Rules of Order (latest revision) shall be used to conduct business at meetings of the committee.

5. All MGA committees are encouraged to take advantage of electronic communication to conduct business.

6. The committee may also meet and act upon the vote of its members via telecommunications equipment, where, in accordance with IEEE Bylaws, all parties participating in the meeting can hear each other at the same time.

E. APPOINTMENTS - COMMITTEE CHAIRS

The MGA Nominations and Appointments (N&A) Committee will make recommendations, for appointment by the MGA Board, for the chairs of the following committees at the second regularly scheduled (typically June) MGA Board meeting of the year:

1. IEEE Admission and Advancement
2. MGA Awards and Recognition
3. MGA ieee.tv Advisory
4. IEEE Life Members
5. MGA Member Benefits Portfolio Advisory
6. MGA Membership Recruitment and Recovery
7. MGA Potentials Editorial Board
8. MGA Sections Congress (every three years)
9. MGA Student Activities
10. MGA Training
11. MGA vTools
12. IEEE Women in Engineering
13. IEEE Young Professionals

The MGA N&A Committee will prepare candidate slates and the MGA Assembly will select the chairs of the following committees:

1. MGA Geographic Unit Operations Support, who shall be Vice Chair – Geographic Unit Operations
2. MGA IT Coordination and Oversight, who shall be Vice Chair – Information Management
3. MGA Member Engagement and Life Cycle, who shall be Vice Chair – Member Development

The Chair of the MGA Operations Committee shall be the MGA Board Chair-Elect / Vice President-Elect – MGA, elected by the IEEE Assembly.

The Chair of the MGA Strategic Direction and Environmental Assessment Committee shall be the MGA Board Past Chair.

The Chair of the MGA Nominations and Appointments Committee shall typically be the MGA Board Past Chair.

F. APPOINTMENTS - COMMITTEE MEMBERS

The voting members of each MGA committee shall be appointed by the MGA Board unless otherwise noted in the committee charter. Members will be recommended by the MGA N&A Committee, who shall consult with the respective committee chair, VP-MGA, and Vice Chairs. These appointments shall be completed and presented for MGA Board approval at the last regularly scheduled (typically November) meeting of the year.

G. APPOINTMENT OF PAST (COMMITTEE) CHAIRS AS COMMITTEE MEMBERS

In cases where a committee charter states that the past chair serves as a member of the committee, after the past chair has served one year as member, the MGA N&A Committee has the discretion, when deemed appropriate, to recommend an individual other than the past chair to serve.

H. TERM OF APPOINTMENT

Unless otherwise specified in the committee charter, the term of appointment shall be for one year, starting 1 January, with reappointment possible for a maximum tenure of three consecutive years.

I. VACANCY

If vacancies occur, they are filled using the methodology originally used to fill that position. In the event of the incapacity of the chair, the immediate past committee chair shall serve as acting chair until such time as a successor has been identified. In the event of the absence of the chair, the immediate past committee chair shall serve as acting chair or, if not available, the voting members of the committee present, from amongst their own, shall select someone to so serve.

J. VOTE TO REMOVE A MEMBER OF A MGA COMMITTEE

A member of a MGA committee may be removed as a member of that committee, with or without cause, by an affirmative vote of two-thirds of the members of the MGA Board present at the time of the vote, provided a quorum is present.

K. AD HOC COMMITTEES

All MGA committee chairs may create ad hoc committees to address specific issues or deal with special situations as deemed appropriate. The chair of such ad hoc committee shall normally be a member of the committee and shall be appointed by the committee chair.

4.2 COORDINATION OF MGA COMMITTEES

A. COMMITTEES

The following committees shall report to MGA through the responsible MGA Board member:

1. Conflict Resolution	MGA Board Chair
2. Geographic Unit Operations Support	Vice Chair – Geographic Unit Operations
3. IT Coordination and Oversight	Vice Chair – Information Management
4. Member Engagement and Life Cycle	Vice Chair – Member Development
5. Nominations and Appointments	Past MGA Board Chair

6. Operations	MGA Board Chair-Elect
7. Strategic Direction and Environmental Assessment	Past MGA Board Chair

B. SUBCOMMITTEES ASSIGNED TO THE MGA OPERATIONS COMMITTEE

The following subcommittees shall report to the MGA Operations Committee.

1. Finance
2. IEEE.TV Advisory
3. Member Benefits Portfolio Advisory
4. Membership Recruitment and Recovery
5. Potentials Editorial Board
6. Training
7. Sections Congress

C. SUBCOMMITTEES ASSIGNED TO THE MGA MEMBER ENGAGEMENT AND LIFE CYCLE COMMITTEE

The following subcommittees shall report to the MGA Member Engagement and Life Cycle Committee.

1. IEEE Admission and Advancement
2. Awards and Recognition
3. IEEE Life Members
4. Student Activities
5. IEEE Women in Engineering
6. IEEE Young Professionals

D. SUBCOMMITTEES ASSIGNED TO THE MGA IT COORDINATION AND OVERSIGHT COMMITTEE

The following subcommittee shall report to the MGA IT Coordination and Oversight Committee.

1. vTools

4.3 AWARDS AND RECOGNITION COMMITTEE

A. GENERAL

The MGA Awards and Recognition Committee (ARC) shall report to the MGA Board through the MGA Member Engagement and Life Cycle Committee (MELCC). Changes to this charter shall be endorsed by MELCC and approved by the MGA Board.

B. SCOPE

To promote, recognize, and reward excellence in MGA operations and IEEE geographic unit activities (Regions, Councils, Areas, Sections, Chapters, Affinity Groups, Student Branches, and Student Branch Chapters).

C. FUNCTIONS

1. Develop and implement award and recognition programs and procedures designed for sponsorship specifically by MGA.

2. Develop, coordinate, and implement awards and recognition programs for use by MGA and its organizational units to recognize individual IEEE members and organizational units.

3. Develop, coordinate, and implement awards for use by components of MGA to recognize support provided by firms, divisions of firms, or individuals, which enable volunteers of IEEE to carry out their assignments.

4. Develop and implement suitable documentation of awards and recognitions presented by MGA and its components.

5. Develop procedures for publicizing the availability of awards and recognitions; provide assistance in preparing nominations and assist in affording appropriate media exposure to awardees.

6. Develop consolidated awards and recognitions procedures applicable to MGA and its components and ensure integration of the elements into appropriate guides and regulations.

7. Develop budgeting procedures for MGA awards and serve as a resource on various funding processes as may be available and permitted in support of the awards programs.

8. Serve as an action body within MGA, relating to the IEEE Awards Board programs; represent MGA on the IEEE Awards Board and its subordinate bodies; represent MGA on awards planning and policy development councils; coordinate IEEE awards and recognition programs within MGA and act as an information source on IEEE awards and recognition programs for components of MGA.

9. Stimulate, coordinate, and assist in the administration of scholarships or awards programs within the Region and Section organizations, as may be proposed therein, or as may be delegated by the IEEE Awards Board or the IEEE Board of Directors.

10. Solicit and evaluate MGA award nominations and recommend award recipients to the MGA Board.

11. Establish awards via MELCC.

D. COMPOSITION

The Committee shall consist of the following members:

Voting Members
- Chair
- Past Chair
- Six (6) members

Of the members, at least two (2) individuals shall be from Regions 1-6, and at least two (2) individuals shall be from Regions 7-10.

Of the members, at least three (3) individuals shall be a past Region Director or Region Director-Elect, and at least one (1) individual shall be a Young Professional.

Corresponding Members (Non-Voting)

- Region Awards Chairs from Regions 1-10 (appointed by Region Directors)

The MGA Board Chair, MGA Secretary, and MGA Vice Chair – Member Development shall receive all announcements and other documentation that is distributed to the Committee, but participation in the Committee's activities is not required.

E. ADMINISTRATION

Information regarding committee member eligibility and appointments, committee meetings, voting procedures, and removal of a member of a committee is shown in the MGA Operations Manual – Section 4.1 (MGA Committees).

4.4 FINANCE COMMITTEE

A. GENERAL

The MGA Finance Committee shall report to the MGA Board through the MGA Operations Committee. Changes to this charter shall be endorsed by the MGA Operations Committee and approved by the MGA Board.

B. SCOPE

The MGA Finance Committee serves as an oversight and advisory body. The Committee shall establish financial goals and procedures for the MGA operations, develop and implement the MGA budget development process, and project and monitor the financial performance of member and geographic activities.

C. FUNCTIONS

1. Keep the MGA Board apprised of IEEE financial matters as appropriate.
2. Review financial performance of the MGA Board and MGA committees, apprise the MGA Chair/Vice President – MGA of any significant deviations from budget, and recommend courses of action when appropriate.
3. Work with the Region Directors to review the Regional Allocation Formula.
4. Work with MGA staff to prepare and present to the MGA Board the proposed budget for MGA.
5. Monitor the performance of the overall MGA budget.

D. COMPOSITION

The Committee shall consist of the following members:

- Voting MembersMGA Treasurer, who shall serve as Chair
- Past Chair
- Two (2) Region Directors
- MGA Secretary

Corresponding Members (Non-Voting)
- Region Treasurers from Regions 1-10

The MGA Board Chair shall receive all announcements and other documentation that is distributed to the Committee, but participation in the Committee's activities is not required.

E. ADMINISTRATION

Information regarding committee member eligibility and appointments, committee meetings, voting procedures, and removal of a member of a committee is shown in the MGA Operations Manual – Section 4.1 (MGA Committees).

4.5 GEOGRAPHIC UNIT OPERATIONS SUPPORT COMMITTEE

A. GENERAL

The MGA Geographic Unit Operations Support (GUOS) Committee shall report to the MGA Board through the Vice Chair – Geographic Unit Operations. Changes to this charter shall be approved by the MGA Board and the IEEE Technical Activities Board.

B. SCOPE

The Committee is responsible for design, development, and implementation of the support model for the geographic units. It shall also recommend policy for effective operation of the geographic units.

C. FUNCTIONS

1. Oversight of geographic unit operations and the support structures, develop parameters to be included in the funding model for supporting the geographic units (for MGA Finance Committee to use in allocating resources).

2. Monitor and promote geographic unit activities related to MGA objectives (member engagement, professional development, public imperatives, etc.).

D. COMPOSITION

The Committee shall consist of no more than ten (10) voting members:

- Chair, who shall be Vice Chair – Geographic Unit Operations
- Past Chair
- Eight (8) representatives from the following perspectives
    - Region (1)
    - Section (1)
    - Society (1), appointed by the Vice President – Technical Activities
    - Technical Chapter (2) – one of these individuals shall be appointed by the Vice President – Technical Activities
    - Affinity Group (1)
    - Student (1)
    - Transnational (1)

The MGA Board Chair and MGA Secretary shall receive all announcements and other documentation that is distributed to the Committee, but participation in the Committee's activities is not required.

E. ADMINISTRATION

Travel expenses for individuals to participate in committee activities shall be funded by the appointing organizational units.

Information regarding committee member eligibility and appointments, committee meetings, voting procedures, and removal of a member of a committee is shown in the MGA Operations Manual – Section 4.1 (MGA Committees).

4.6 IEEE YOUNG PROFESSIONALS COMMITTEE

A. GENERAL

The IEEE Young Professionals Committee shall report to the MGA Board through the MGA Member Engagement and Life Cycle Committee (MELCC). Changes to this charter shall be endorsed by MELCC and approved by the MGA Board and the IEEE Technical Activities Board.

B. SCOPE

To serve the interests of the members of IEEE characterized as Young Professionals.

C. FUNCTIONS

1. The functions of the Committee shall consist of ensuring that Young Professional activities are relevant to members and IEEE. Notably, the Committee will:

    a. Promote strategies to facilitate the transition from Student Member to higher grade and to work with the MGA Student Activities Committee to achieve this goal. Also promote strategies to encourage the retention of Young Professional members.

    b. Promote and coordinate the establishment and support of Young Professionals Affinity Groups.

    c. Advocate IEEE Young Professional-specific benefits and services to the appropriate IEEE units and at conferences, symposia, and similar events.

    d. Encourage recognition of Young Professional activities performed by individuals or units and promote Young Professional awards at all levels.

    e. Assist the development of volunteer leaders among Young Professional members and promote their representation in appropriate IEEE organizational units.

2. The function of the Region Young Professionals Coordinator is to develop Young Professional activities in his/her defined IEEE Region. Specifically, IEEE Region Young Professionals Coordinators will:

    a. Encourage and help form Young Professionals Affinity Groups in their respective Regions by mentoring Young Professional leaders, assisting in the establishment of Young Professionals Affinity Groups, and maintaining communication links with Young Professional leaders in their Regions.

b. Recruit leaders by working with the Region Student Activities Committee to identify future Young Professional leaders.

c. Act as a liaison between local Young Professional members regionally and promote their activities to their Region leadership.

d. Collect and forward information on best practices to the Committee.

e. Inform local Young Professional members of IEEE (Young Professionals, MGA, TAB, etc.) meetings and encourage their attendance.

f. Promote participation in IEEE activities (e.g., conferences, Chapters, Young Professionals groups, etc.) to Young Professional members at various events.

g. Provide reports to the respective Region Director and Region Committee on Young Professional activities.

3. The function of Young Professionals Committee Vice Chairs is to communicate their focus area vision, strategy, and tactics. They provide direction and continuity for working groups in meeting specific, measurable, attainable, relevant, and time bound goals with progress reported to the Chair, in writing, on a quarterly basis. Young Professionals Vice Chairs are meant to support Young Professionals and MGA endorsed activities and programs.

   The Young Professionals Vice Chairs are outlined as follows:

   a. The Vice Chair, Products and Services, focuses on Member Development. He or she is responsible for providing the Young Professional perspective as part of the design, development, and evaluation of products, services, and programs in IEEE organizational units which bolster member engagement, satisfaction, retention, and recovery.

   b. The Vice Chair, Leadership and Training, focuses on Volunteer Development. He or she ensures that meaningful leadership opportunities and associated training, support, and succession planning are available to empower volunteers in carrying out their duties.

   c. The Vice Chair, Strategic Partnerships, focuses on Partner Development. He or she fosters internal and external collaboration between IEEE Societies, Chapters, and organizational units that encourage industry relations, enabling corporate partnerships and sponsorships.

   d. The Vice Chair, Communications and Marketing, focuses on Market Development. He or she continually analyzes and disseminates actionable membership data, oversees Young Professional communications, and stewards Young Professional awareness, driving both member recruitment and retention.

D. COMPOSITION

The Committee shall consist of the following members:

Voting Members
- Chair

- Past Chair
- Up to three (3) members, appointed by the Vice President – Technical Activities
- Up to three (3) members, appointed by the MGA Board
- Ten (10) Region Young Professionals Coordinators from Regions 1-10 (appointed by Region Directors)

Corresponding Members (Non-Voting)
- GOLDRush Editor-in-Chief
- Young Professionals working group leaders
- Young Professionals representatives and liaisons to technical Societies and Councils
- Any Young Professionals representative or liaison to other IEEE organizational units, including EAB/PSPB/USA/WIE

The MGA Board Chair, MGA Secretary, and MGA Vice Chair – Member Development shall receive all announcements and other documentation that is distributed to the Committee, but participation in the Committee's activities is not required.

E. APPOINTMENTS AND TERMS OF OFFICE

1. Of the three (3) members appointed by the VP-TA, one should be a Society President or Division Director (or Society President-Elect or Division Director-Elect), one should be a member from Regions 7-10, and one should be from Regions 1-6. At least two (2) of the three (3) members should be Young Professional members.

2. Of the three (3) MGA appointments, one should be a Region Director (or Region Director-Elect), one should be a member from Regions 7-10, and one should be from Regions 1-6. Of the three (3), at least two (2) should be members of the Young Professionals Affinity Group.

3. The respective Region Directors shall appoint the Region Young Professionals Coordinators, who shall serve terms consistent with their Region's charter.

4. The Vice Chairs shall be appointed by the Committee Chair from among the voting members of the Committee. They shall serve one year in the position with reappointment permissible, for a maximum tenure of three (3) consecutive years.

F. FINANCIAL SUPPORT

1. Expenses for individuals to participate in Committee activities shall be funded as follows:

    a. The Technical Activities Board shall fund the three (3) TA appointees.

    b. The MGA Board shall fund the three (3) MGA appointees, the Past Chair, and the Chair.

    c. The Regions shall fund their respective Region Young Professionals Coordinators.

    d. Organizational units that desire representation at the annual Committee meeting shall fund non-voting members at their discretion.

2. The MGA Board shall cover expenses incurred in the work of the Committee.

3. Administrative support for the Committee will be provided by the MGA department.

G. REPORTS

A report outlining business transacted shall be provided at each MGA Board and TAB meeting.

H. ADMINISTRATION

Information regarding committee member eligibility and appointments, committee meetings, voting procedures, and removal of a member of a committee is shown in the MGA Operations Manual – Section 4.1 (MGA Committees).

Formal meetings are conducted in accordance with Robert's Rules of Order.

4.7 IT COORDINATION AND OVERSIGHT COMMITTEE

A. GENERAL

The MGA Information Technology Coordination and Oversight (ITCO) Committee shall report to the MGA Board through the Vice Chair – Information Management. Changes to this charter shall be approved by the MGA Board.

B. SCOPE

The Committee shall be responsible for collecting IT requirements for MGA and coordinating/advocating their design, development, deployment, training, and usage.

C. FUNCTIONS

1. Provide leadership, coordination, and oversight for automation projects to support membership and the geographic unit structure.

2. Provide oversight for enterprise solutions such as Entity Web Hosting.

3. Consult on business rules.

D. COMPOSITION

The Committee shall consist of no more than seven (7) voting members who represent a cross-section of MGA and IEEE as it impacts the member:

- Chair, who shall be the MGA Vice Chair – Information Management
- Past Chair
- Four (4) members
- Chair, MGA vTools Committee

To the greatest extent possible, the member appointments should reflect the following: one or more members who are from R8-10; one or more members who are current or past members of the MGA Member Engagement and Life Cycle Committee; one or more members who are current or past members of the MGA Geographic Unit Operations Support Committee; one or more members who are familiar with issues and activities related to Young Professional members; one or more members with user interface

experience; one or more members with development experience; one or more members with IT architecture experience.

The MGA Board Chair, MGA Secretary, and MGA Vice Chair – Geographic Unit Operations shall receive all announcements and other documentation that is distributed to the Committee, but participation in the Committee's activities is not required.

E. ADMINISTRATION

Information regarding committee member eligibility and appointments, committee meetings, voting procedures, and removal of a member of a committee is shown in the MGA Operations Manual – Section 4.1 (MGA Committees).

4.8 MEMBER ENGAGEMENT AND LIFE CYCLE COMMITTEE

A. GENERAL

The MGA Member Engagement and Life Cycle Committee (MELCC) shall report to the MGA Board through the Vice Chair – Member Development. Changes to this charter shall be approved by the MGA Board.

B. SCOPE

Responsible for establishing programs which facilitate growth and development of the member and IEEE.

C. FUNCTIONS

The Committee is responsible for recommending policy and the encouragement across IEEE for member pipeline modeling, design, and development; coordinates the execution and measurement of the models; develops the associated IT requirements. Areas of Committee activity include Student Engagement, Young Professionals, Life members, Admission and Advancement, Awards and Recognition and Pre-University.

D. COMPOSITION

The Committee shall consist of no more than ten (10) voting members:

- Chair, who shall be the MGA Vice Chair – Member Development
- Past Chair
- One (1) Society representative, appointed by the Vice President – Technical Activities
- One (1) Educational Activities representative, appointed by the Vice President – Educational Activities
- IEEE Admission and Advancement Committee Chair or their designee
- MGA Awards and Recognition Committee Chair or their designee
- IEEE Life Members Committee Chair or their designee
- MGA Student Activities Committee Chair or their designee
- IEEE Women in Engineering Committee Chair or their designee
- IEEE Young Professional Committee Chair or their designee

The MGA Board Chair and MGA Secretary shall receive all announcements and other documentation that is distributed to the Committee, but participation in the Committee's activities is not required.

E. ADMINISTRATION

Travel expenses for individuals to participate in Committee activities shall be funded by the appointing organizational units.

Information regarding committee member eligibility and appointments, committee meetings, voting procedures, and removal of a member of a committee is shown in the MGA Operations Manual – Section 4.1 (MGA Committees).

4.9 MEMBERSHIP RECRUITMENT AND RECOVERY COMMITTEE

A. GENERAL

The MGA Membership Recruitment and Recovery (MRR) Committee shall report to the MGA Board through the MGA Operations Committee. Changes to this charter shall be endorsed by the MGA Operations Committee and approved by the MGA Board.

B. SCOPE

Shall inspire and coordinate volunteer activities worldwide, with the objective of increasing and improving member recruitment, and arrears-recovery of IEEE memberships.

C. FUNCTIONS

1. Build and expand a worldwide team of IEEE volunteers to advance MRR objectives.
2. Provide training and guidance to participating volunteers in cooperation with IEEE Center for Leadership Excellence.
3. Develop and promote best-practices, and ensure awareness of, and access to, forums and tools.
4. Mentor volunteers on how to develop and optimize their MRR activities in alignment with the IEEE membership calendar.
5. Set goals for yearly IEEE membership increases in membership recruitment and recovery.
6. Provide recommendations for new or improved benefits.
7. Provide support to all committees that are involved with recruitment and recovery.
8. Incorporate the MGA vision, mission, and values and principles in the performance of the MRR functions and activities.
9. Collaborate with the MGA Member Engagement and Life Cycle Committee and IEEE staff to develop and execute membership marketing and sales plans, forums and tools, and benefit education campaigns.

The Committee shall implement these responsibilities by emphasizing the value and benefits of IEEE and Society membership, involving all IEEE organizational units and staff in coordinated membership development activities, encouraging, motivating, and recognizing volunteerism, and insuring that the needs and concerns of membership development are identified and understood.

D. COMPOSITION

The Committee shall consist of the following members:

Voting Members
- Chair
- Past Chair
- Ten (10) Region Member Development (MD) Coordinators from Regions 1-10 (appointed by Region Directors)
- Two (2) members, appointed by the Vice President – Technical Activities

Corresponding Members (Non-Voting)
- Chair, MGA MELCC
- Chair, IEEE Conferences Committee
- One (1) representative, appointed by the MGA Student Activities Committee Chair
- One (1) representative, appointed by the IEEE Young Professionals Committee Chair
- One (1) representative, appointed by IEEE Women in Engineering Committee Chair
- One (1) representative, appointed by the IEEE Standards Association President
- One (1) representative, appointed by IEEE-USA President
- All MD Chairs of Societies, Sections, and Chapters

Staff Support
- IEEE MGA staff lead, Membership Development

E. ADMINISTRATION

Committee meetings and activities shall be facilitated by conference call and/or webcast.

Information regarding committee member eligibility and appointments, committee meetings, voting procedures, and removal of a member of a committee is shown in the MGA Operations Manual – Section 4.1 (MGA Committees).

4.10 NOMINATIONS AND APPOINTMENTS COMMITTEE

A. GENERAL

The MGA Nominations and Appointments (N&A) Committee shall report to the MGA Board through the Past MGA Board Chair. Changes to this charter shall be approved by the MGA Board.

B. SCOPE

The Committee shall be responsible for managing the nominations and appointments process and identifying qualified candidates based on the common characteristics and skills defined for elected and appointed positions of the MGA Board and its committees.

C. FUNCTIONS

1. Prepare and present to the MGA Assembly a slate of candidates for appointment to the following positions:

   - MGA Board Chair-Elect/Vice President-Elect – MGA (The MGA Assembly shall select and submit a slate of candidates for the position of Vice President-Elect – MGA to the IEEE Assembly).
   - MGA Treasurer
   - Vice Chair – Member Development
   - Vice Chair – Geographic Unit Operations
   - Vice Chair – Information Management

2. Prepare and present to the MGA Board a slate of candidates for appointed positions for MGA committees.

D. COMPOSITION

The Committee shall consist of the following members:

Voting Members
- Chair
- Seven (7) members

Corresponding Members
- There shall be no corresponding members of the MGA N&A Committee.

The MGA Secretary shall receive all announcements and other documentation that is distributed to the Committee, but participation in the Committee's activities is not required.

E. APPOINTMENTS AND TERMS OF OFFICE

1. The Chair shall be either the past past MGA Board Chair or the immediate past MGA Board Chair. In the event of incapacity or conflict of interest of the Chair, the most recent past Committee Chair available shall serve as Chair. In extenuating circumstances, the MGA Board may appoint a different individual to serve as Chair.

   The Chair will also serve concurrently on the IEEE N&A Committee and may not resign from one position without also resigning from the other.

2. Excluding the Chair, Committee members may not simultaneously serve on the MGA Board.

3. Excluding the Chair, the seven (7) members shall serve a two-year term commencing 1 January, in accordance with the following:

   a. At least two (2) members shall be from Regions 7-10 and at least two (2) members shall be from Regions 1-6.

   b. At least one (1) member shall be a Young Professional.

c. Individuals may not serve more than three years on the Committee.

F. ADMINISTRATION

Information regarding committee member eligibility and appointments, committee meetings, voting procedures, and removal of a member of a committee is shown in the MGA Operations Manual – Section 4.1 (MGA Committees).

4.11 POTENTIALS EDITORIAL BOARD

A. GENERAL

The MGA Potentials Editorial Board shall report to the MGA Board through the MGA Operations Committee. Changes to this charter shall be endorsed by the MGA Operations Committee and approved by the MGA Board.

B. SCOPE

To provide undergraduate and graduate students who are members of IEEE with an IEEE publication to address global issues, career development topics, and other topics, emphasizing the value of continuing IEEE membership after graduation. These are members of IEEE with an interest in the IEEE designated fields or related professions, and IEEE needs to provide them with opportunities for educational, technical, and professional development.

C. FUNCTIONS

1. Focus on the student members' concerns and responsibility as they will become working members of the profession.

2. Continuously improve the quality of the publication, coordinating efforts with the MGA Board and the IEEE Publications, Services and Products Board.

3. Support IEEE strategic goals and objectives and increase awareness among students in developing their ability to enhance the quality of life in their community.

4. Make current and prospective IEEE student members aware of the nature and responsibilities of the engineering profession and to provide and promote opportunities for educational, technical, and professional development.

5. Provide a vehicle to help improve retention of student members while in college and after graduation.

6. Promote networking and the importance of relationship building to students.

7. Provide vehicle for communication of IEEE activities to the individual Region committees.

D. COMPOSITION

The Board shall consist of the following members:

Voting Members
- IEEE Potentials Editor-in-Chief

- Up to six (6) Associate Editors, who serve a term of three years, and whose responsibility shall be to suggest, locate authors, and collect articles for the magazine
- Student Editor
- MGA Student Activities Committee Chair

Non-Voting Members
- Managing Editor, IEEE Potentials

Corresponding Members (Non-Voting) – may serve as appropriate by appointment of the volunteer editor

The MGA Board Chair, MGA Secretary, and MGA Vice Chair – Member Development shall receive all announcements and other documentation that is distributed to the Board, but participation in the Committee's activities is not required.

E. ADMINISTRATION

Information regarding committee member eligibility and appointments, committee meetings, voting procedures, and removal of a member of a committee is shown in the MGA Operations Manual – Section 4.1 (MGA Committees).

4.12 SECTIONS CONGRESS COMMITTEE

A. GENERAL

The MGA Sections Congress Committee shall report to the MGA Board through the MGA Operations Committee. Changes to this charter shall be endorsed by the MGA Operations Committee and approved by the MGA Board.

B. SCOPE

The Committee is responsible for the organization of the triennial IEEE Sections Congress.

C. FUNCTIONS

1. The SC Committee shall oversee the event and have the final authority for major decisions affecting the event. The SC Committee shall determine the overall structure for activities, such as volunteer participation, speakers, program, fundraising, theme, and events, subject to approval by the MGA Board.

2. The SC Committee shall have a Local Organizing Committee and a Program Committee.

3. The SC Local Organizing Committee (SCLOC) shall oversee student volunteer participation and the partners program.

4. The SC Program Committee (SCPC), in consultation with the SC Committee, shall oversee the development and coordination of the tracks and sessions. It shall also select the speakers and coordinate financial support of the speakers. Keynote speakers for the opening and closing Ceremony, and the plenary sessions shall be approved by the SC Committee.

D. COMPOSITION

The Committee shall consist of the following members:

Voting Members

- Sections Congress Committee Chair (for upcoming Congress)
- Sections Congress Local Organizing Committee Chair
- Sections Congress Program Committee Chair
- Fundraising Committee Chair
- Past Committee Chair
- Vice President – MGA
- Chair – MGA Geographic Unit Operations Support Committee
- Host Region Director or Director-Elect (who will be in office at the time the Congress takes place)

The MGA Operations Committee Chair will appoint an individual to serve and represent the upcoming Sections Congress.

The MGA Secretary shall receive all announcements and other documentation that is distributed to the Committee, but participation in the Committee's activities is not required.

At the MGA Board meeting immediately before the current year's Sections Congress is held, the Chair of the next SC Committee shall be appointed by a majority vote of the MGA Board. The MGA Board shall receive from the MGA Nominations and Appointments Committee a list of not less than two nor more than three candidates, with biographies for the position. The slate of candidates shall be distributed to the MGA Board at least 15 days prior to the MGA Board meeting at which the election will occur. Preferably, the candidates should be from the Region in which the Congress is being held or from the immediate area if in close proximity to that Region's boundary.

The SC Committee Chair shall appoint the chairs of the Local Organizing Committee (SCLOC), Program Committee (SCPC), and the Fundraising Committee subject to approval by the MGA Board.

The SCLOC Chair, in consultation with the SC Committee, shall appoint members to the Local Organizing Committee, as noted in Section G.

The SCPC Chair, in consultation with the SC Committee and the MGA Operations Committee, shall appoint three Track Coordinators and Keynote Coordinator.

In the event of the incapacity of the Chair, the Vice President – MGA, in consultation with the MGA Secretary, shall appoint a new Chair. In the event of the absence of the Chair, the immediate past chair shall serve as acting chair or, if none, the voting members of the Committee present, from amongst their own, shall select someone to so serve. The acting chair shall notify the MGA Board in a timely manner and continue to serve until further directed by the MGA Board.

E. APPOINTMENTS AND TERMS OF OFFICE

1. All committee members and committee chairs serve by appointment of and at the pleasure of the Chair with the concurrence of the MGA Board for a three year

term, which concludes with any post conference responsibilities relating to Sections Congress.

2. Such other members to serve on an ad hoc basis by appointment of the Chair, with the concurrence of the Vice President – MGA, in connection with specific projects as may arise.

F. MEETINGS

1. Meetings of the Sections Congress Steering Committee shall occur at the call of the Chair. Normally the committee shall meet on a quarterly basis via conference call. Face-to-face meetings will be scheduled as required with reasonable travel expenses for committee members within the budget.

2. Meetings of the SCLOC shall occur at the call of the Chair. Normally, beginning the year of Sections Congress, the committee shall meet on a monthly basis at a local venue, or via conference call.

3. Meetings of the SCPC shall occur at the call of the Chair. Normally the committee shall meet on a monthly basis via conference call. Face-to-face meetings will be scheduled as required with reasonable travel expenses for committee members within the budget.

G. COMMITTEES

The following shall be the responsibilities of the SC Committee:

1. Fund Raising
2. Publicity

The following activity coordinators shall report to the Local Organizing Committee Chair:

1. Partners Program
2. Logistics
3. Section/Region Events
4. Student Volunteers

The following program coordinators shall report to the Program Committee Chair:

1. Program Track Coordinator
2. Keynote Coordinator

The themes of the individual program tracks are to be determined by the SC Program Committee, in consultation with the SC Committee.

H. FINANCIAL AND ADMINISTRATIVE SUPPORT

1. Annually, the MGA Board shall reserve funds to cover all of the expenses associated with the actual Congress event. These funds will be held in reserve and only expended in the year the Congress is held.

2. Funds are allocated in the MGA budget for meetings of the SC Committee and SC Program Committee. The SC Committee Chair and MGA Secretary will have responsibility for these funds to insure reasonable activities of the Committee while maintaining its budget.

3. The MGA department will provide administrative support for all committees.

I. REPORTS

The SC Committee Chair shall provide written reports at each MGA Board meeting. If necessary, the Chair shall attend the last meeting of the MGA Operations Committee and the MGA Board prior to Congress to provide information and reports.

4.13 STUDENT ACTIVITIES COMMITTEE

A. GENERAL

The MGA Student Activities Committee (SAC) shall report to the MGA Board through the MGA Member Engagement and Life Cycle Committee (MELCC). Changes to this charter shall be endorsed by MELCC and approved by the MGA Board.

B. SCOPE

To provide undergraduate and graduate students who have an interest in the IEEE designated fields or related professions with opportunities for educational, technical, and professional development, emphasizing the value of continuing IEEE membership.

C. FUNCTIONS

1. Provide recommendations on overall policy and procedures regarding the IEEE student program, student services and other activities, and student members in accordance with IEEE Bylaws and IEEE Policies.

2. Continuously improve the quality of student membership activities, benefits, and services.

3. Make current and prospective IEEE student members aware of the nature and responsibilities of the engineering profession and provide and promote opportunities for educational, technical, and professional development.

4. Represent within IEEE the interests and concerns of students worldwide and facilitate interaction between Student Branches and IEEE organizational units.

5. Promote networking and the importance of relationship building to students.

6. Increase synergy between IEEE/MGA/SAC, Young Professionals Committees, and IEEE Societies to promote the value of continued membership in IEEE after graduation.

7. Foster and support Student Branch development and outreach to prospective student members.

8. Provide a vehicle for efficient communication of student activities to the individual Region committees.

D. COMPOSITION

The Committee shall consist of the following members:

Voting Members
- Chair
- Vice-Chair and Branch Leadership Training Subcommittee Chair

- Past Chair
- Student Professional Awareness Activities (SPAA) Subcommittee Chair
- Ten (10) Region Student Activities Committee (RSAC) Chairs from Regions 1-10(appointed by Region Directors)
- Ten (10) Region Student Representatives (RSR) from Regions 1-10 (appointed by Region Directors)
- IEEE-HKN appointed member, who shall be the IEEE-HKN Student Representative on the IEEE-HKN Board of Governors
- Up to six (6) Industrial Representatives
- Branch Chapter Representative, appointed in consultation with the Technical Activities Board (TAB) Chair
- Branch Chapter Student Representative, appointed in consultation with the TAB Chair
- IEEE Potentials Editor (Publications, Products and Services Board Liaison)
- IEEE Potentials Student Editor
- Technical Activities Board Representative, appointed by the TAB Chair
- IEEE-USA SPAC Committee Chair, appointed by the IEEE-USA President)
- IEEE Young Professionals Committee Representative, appointed by the IEEE Young Professionals Committee Chair
- IEEEXtreme Competition Subcommittee Chair

The MGA Board Chair, MGA Secretary, and MGA Vice Chair – Member Development shall receive all announcements and other documentation that is distributed to the Committee, but participation in the Committee's activities is not required.

Corresponding Members (Non-Voting) – may serve as appropriate by appointment of Chair.

E. COMMITTEES/SUB-COMMITTEES/AD HOC COMMITTEES

Reporting to the Committee shall be the following subcommittees:

- Region Student Representative (RSR) Steering Subcommittee - Comprised of the ten (10) Region Student Representatives. The function of this subcommittee is to provide recommendations for SAC approval of motions addressing policy, procedures, services, and activities concerning SAC functions emphasizing the point of view of the RSRs.

- Region Student Activities Chair (RSAC) Steering Subcommittee - Comprised of the ten (10) Region Student Activities Chairs. The function of this subcommittee is to provide recommendations for SAC approval of motions addressing policy, procedures, services, and activities concerning SAC functions emphasizing the point of view of the RSACs.

- Awards and Recognition Subcommittee - The function of this subcommittee is to provide recommendations for SAC approval of motions addressing policy, content, and issues regarding IEEE student awards and recognition programs.

- Branch Leadership Training Subcommittee - The function of this subcommittee is to provide recommendations for SAC approval of motions addressing relevancy, content, and policy issues regarding the Student Branch Leadership Training program.

- Student Professional Awareness Activities Subcommittee - The function of this subcommittee is to provide recommendations for SAC approval of motions addressing relevancy, content, and policy issues regarding the Student Professional Awareness programs and to coordinate, approve, and fund, as needed, student professional awareness activities, including technical awareness, with emphasis on Regions 7-10.

- Potentials Magazine Subcommittee - The function of this subcommittee is to provide recommendations for SAC approval of motions addressing content, relevancy, and policy issues concerning the IEEE Potentials magazine.

- Electronic Communications Subcommittee - The function of this subcommittee is to facilitate SAC in fulfilling its functions, as stated in the SAC charter, in the most effective way possible via electronic communications. This subcommittee will also provide recommendations on content, policy, and procedures and services associated with the IEEE website contest and the IEEE Student Concourse.

- IEEEXtreme Competition Subcommittee - The function of this subcommittee is to execute the contest and provide recommendations to SAC related to the IEEEXtreme 24 hour programming competition..

F. FINANCIAL AND ADMINISTRATIVE SUPPORT

Funding shall be provided to the Chair, Past Chair, Vice-Chair, Student Professional Awareness Activities (SPAA) Subcommittee Chair, IEEEXtreme Competition Chair, Young Professionals Representative, and Branch Chapter Representative for attendance at the annual SAC meeting. The Regions shall fund their respective Region Student Representatives and Region Student Activities Committee Chairs for expenses incurred by attending the Committee meeting. IEEE-HKN shall fund the IEEE-HKN appointed member for expenses incurred by attending the Committee meeting.

Information regarding committee member eligibility and appointments, committee Meetings, voting Procedures, and removal of a member of a committee is shown in the MGA Operations Manual – Section 4.1 (MGA Committees).

4.14 STRATEGIC DIRECTION AND ENVIRONMENTAL ASSESSMENT COMMITTEE

A. GENERAL

The MGA Strategic Direction and Environmental Assessment (SDEA) Committee shall report to the MGA Board through the Past MGA Board Chair. Changes to this charter shall be approved by the MGA Board.

B. SCOPE

The Committee is responsible for the development and continuous assessment of the strategic direction of MGA (the member and the IEEE geographic units). Additionally, the committee is responsible for the development of the tactical objectives (12-24 month window) and monitoring the impact to the MGA direction.

C. FUNCTIONS

1. Strategic planning

2. Continuous assessment of environmental, internal, and external forces

3. Changes in the operation of IEEE

D. COMPOSITION

The Committee shall consist of no more than nine (9) voting members who represent the member perspective across-sections of the MGA and the IEEE:

- Chair, who shall be the Past MGA Board Chair
- MGA Secretary
- Up to seven (7) members

The MGA Board Chair shall receive all announcements and other documentation that is distributed to the Committee, but participation in the Committee's activities is not required.

E. ADMINISTRATION

Information regarding committee member eligibility and appointments, committee meetings, voting procedures, and removal of a member of a committee is shown in the MGA Operations Manual – Section 4.1 (MGA Committees).

4.15 IEEE ADMISSION AND ADVANCEMENT COMMITTEE

A. GENERAL

The IEEE Admission and Advancement (A&A) Committee shall report to the MGA Board through the MGA Member Engagement and Life Cycle Committee. Changes to this charter shall be endorsed by MELCC and approved by the MGA Board.

B. SCOPE

The Committee shall implement IEEE policies, rules, and procedures related to admission, grade assignment, and grade advancement, and for reinstatement of membership in accordance with IEEE Bylaw I-109.2.

C. FUNCTIONS

In accordance with IEEE Bylaws, the Committee shall be responsible for the processing and disposition of all applications for admission to membership and for advancement in grade except Honorary Member and Fellow grades. The Committee may delegate to the Executive Director's appointed representative (Managing Director – MGA) authority to elect or transfer applicants to the grade of Student, Associate, or Member when there is sufficient evidence that requirements have been fulfilled. (reference IEEE Bylaws I-105, I-106, I-107)

The Committee shall be responsible for the development of procedures and implementation of policies, in accordance with IEEE Bylaws, governing:

1. Processing of applications for membership in IEEE

2. Processing of applications for readmission/reinstatement to membership in IEEE

3. Initial assignment of grade for new members

4. Advancement in grade (except for Fellow or Honorary Member grades)

D. COMPOSITION

The Committee shall consist of twelve (12) voting members:

- Chair
- Past Chair
- Ten (10) members - one (1) representative from each Region, selected by the Region Director, in consultation with the MGA N&A Committee, and approved by the MGA Board

All members of the Committee shall be of Fellow or Senior Member grade.

Approximately three new members should be appointed annually to provide continuity among the membership.

The members of the Committee may select a Vice Chair from among their members.

E. SENIOR MEMBER REVIEW PANELS

As a function of Committee business, ad hoc Senior Member Review Panels shall meet periodically to review applications for elevation to Senior Member grade. More information about the Review Panels is provided in the A&A Operations Manual.

F. MEETINGS

Business of the Committee, except for the Review Panels, should be transacted by electronic means including telephone conference, web conference, and electronic mail. Meetings shall occur at the call of the Chair.

G. FINANCIAL AND ADMINISTRATIVE SUPPORT

Expenses for the Chair or his/her designee and costs associated with each of the Review Panel meetings shall be funded by MGA. In years when the incoming Chair is a new appointee, that appointee's attendance at two Review Panels following appointment shall be funded.

Information regarding committee member eligibility and appointments, committee meetings, voting procedures, and removal of a member of a committee is shown in the MGA Operations Manual – Section 4.1 (MGA Committees).

4.16 MEMBER BENEFITS PORTFOLIO ADVISORY COMMITTEE

A. GENERAL

The MGA Member Benefits Portfolio Advisory Committee (MBPAC) shall report to the MGA Board through the MGA Operations Committee. Changes to this charter shall be endorsed by the MGA Operations Committee and approved by the MGA Board.

B. SCOPE

MBPAC shall provide advice and recommendations for the composition of IEEE's member benefits portfolio excluding technical Society benefits. MBPAC will coordinate with organizational units to review and assess member benefits and recommend to the MGA Board the adoption or removal of such benefits based upon a formal benefits development

and assessment process. MBPAC shall act as advisors to the Member Benefits and Services Assessment Team (MBSAT), a cross functional team of IEEE professional staff, on the development and implementation of the member benefits development and life-cycle process. The member discounts roadmap and the career services roadmap will be monitored under this committee as well.

- If an IEEE product (such as Xplore, conferences, journals) is offered with an individual member sale option, then the MBPAC may assess and provide feedback pertaining to the member benefit.

- If a Section or Region develops a benefit to serve a local market, then the benefit may be reviewed by the MBPAC for applicability to the global portfolio of member benefits and will be reviewed by the professional staff for adherence to IEEE Strategic Sourcing guidelines for contract law and administration, IEEE Policies, procedures, and regulations for US and non-US and corporate compliance and tax management.

C. FUNCTIONS

1. Receive reports from organizational units of IEEE about new or proposed member benefits and monitor and assess existing benefits that are available to IEEE members. This is done with a focus on the value to members of the overall IEEE benefits portfolio and MGA's member-centric mission, to ensure that the offerings represent high perceived value.

2. Align the MGA benefits portfolio with the strategic direction of IEEE.

3. Provide recommendations on overall policy and procedures regarding establishment or removal of IEEE member benefits.

4. Review proposals for new member benefits and make recommendations to the presenting entity for approval, revision or rejection of proposals.

5. Review data and reports pertaining to member utilization and satisfaction with benefits and initiate discussion with benefits "owners" about such data and potential courses of action to improve member response.

6. Oversee the member discounts roadmap.

7. Oversee the career services roadmap.

8. Report to the MGA Board on status of the member benefits portfolio.

9. Report to the MGA Board on status or changes to member group insurance.

D. COMPOSITION

The Committee shall consist of up to 13 voting members:

- Chair, preferably with past experience on MBPAC
- Past Chair
- Seven (7) members, one each with knowledge and experience working with TAB, EAB, IEEE-USA, PSPB, and Standards, and one each from MGA (R1-6) and MGA (R7-10)

- Up to four (4) volunteers with knowledge and experience with benefit programs; IEEE membership not required

Each member will serve a one year term and may serve up to two additional one year terms. A member may serve a fourth year on the committee if at least one of the years is as Chair. It is preferable that individuals appointed to serve as Chair have at least one year of experience on the Committee.

Non-Voting Members

- One member of the professional staff from each of the following areas: MGA, PSP, TA, EA, Standards, and IEEE-USA, who serve on the MBSAT, may participate. The Managing Directors of each respective area may make such appointments annually.

Committee Secretary

- The Committee Secretary shall be a member of the IEEE professional staff as designated by the IEEE Executive Director or his/her designee.

Additional representatives, as required, (staff or volunteer) from other interested organizational units may attend meetings.

The MGA Board Chair and MGA Secretary shall receive all announcements and other documentation that is distributed to the Committee, but participation in the Committee's activities is not required.

E. FINANCIAL AND ADMINISTRATIVE SUPPORT

Funds for this Committee are allocated through the normal IEEE budgeting process. Members' expenses associated with attendance at meetings are reimbursable in accordance with IEEE policy.

Travel expenses for staff to participate in committee activities shall be funded by the appointing organizational units.

Information regarding committee member eligibility and appointments, committee meetings, voting procedures, and removal of a member of a committee is shown in the MGA Operations Manual – Section 4.1 (MGA Committees).

4.17 IEEE LIFE MEMBERS COMMITTEE

A. GENERAL

The IEEE Life Members Committee (LMC), a joint committee of IEEE acting through the MGA Board and the IEEE Foundation, shall provide leadership in the identification of, and support to, the interests of the Life members (including future Life members) in activities of IEEE and the IEEE Foundation. The Committee shall report to the MGA Board through the MGA Member Engagement and Life Cycle Committee (MELCC). Changes to this charter shall be endorsed by MELCC and approved by the MGA Board and IEEE Foundation Board of Directors.

B. SCOPE

The Committee shall be responsible to the IEEE Foundation for management of the IEEE Life Members Fund (LMF) including stimulating and monitoring contributions and authorizing disbursement. Programs and projects supported by the LMF shall be

consistent with the interests of IEEE Life members and future Life members, reflect the breadth and range of the engineering field, and make a significant, positive, global impact on the profession, and improve the awareness of engineering. The Committee shall be responsible to the MGA Board for promoting the interests of Life members and other retired members.

C. FUNCTIONS

1. Act on behalf of the best interests of Life members.

2. Consider suggestions for activities of interest for members who are retired, and may make recommendations to other IEEE organization units and to the IEEE Foundation for policies and activities appropriate for such members.

3. Seek ways to encourage continued IEEE activity and involvement by Life members at all levels of IEEE.

4. Partner with the IEEE Foundation to operate the IEEE Foundation Grants Program.

5. Participate in the raising of charitable donations for the LMF of the IEEE Foundation by performing duties including, but not limited to, raising awareness of the program supported through the LMF, soliciting donations, stewarding donors, and each LMC member making an annual donation to the LMF at the level consistent with their comfort level.

6. Be responsible for the management and prudent expenditure of the LMF in support of meaningful activities that are of professional concern and interest to IEEE.

7. Take an active role in encouraging the establishment of Life Member Affinity Groups in the Sections so that those who are at a similar stage in their careers can share experiences and find ways to remain active.

8. Publish a Life Members Newsletter as a means of keeping Life members informed of news of particular interest to them and to provide a forum in which suitable articles may be published.

D. COMPOSITION

The Committee shall consist of not more than nine (9) members:

Voting Members
- Chair, who shall have Life member status
- Past Chair
- Up to five (5) members, who shall normally have Life member status
- Up to two (2) members, who need not but shall normally have Life member status, with at least one also being an IEEE Foundation Board member, appointed by the IEEE Foundation Board

The Committee shall elect a Vice Chair from among its members who shall assist the work of the Chair and who shall act on behalf of the Chair in the event of his/her absence or incapacity.

Corresponding Members (Non-Voting)

- Region Life Member Coordinators from Regions 1-10(appointed by Region Director)

The MGA Board Chair, MGA Secretary, and MGA Vice Chair – Member Development shall receive all announcements and other documentation that is distributed to the Committee, but participation in the Committee's activities is not required.

E. FINANCIAL AND ADMINISTRATIVE SUPPORT

1. The LMC shall authorize disbursements from the LMF of the IEEE Foundation, in accordance with the objectives and procedures of IEEE and the IEEE Foundation. The Chair will oversee disbursement of these funds. Allowable disbursements include:

   - Activities that encourage active engagement of IEEE Life members in IEEE
   - Programs and projects that are consistent with the interests of IEEE Life members and future Life members, reflect the breadth and range of the engineering field, make a significant, positive, global impact on the profession, and improve the awareness of engineering
   - Grants approved through the joint IEEE Foundation Grants Program
   - Programs selected as Signature Programs by the IEEE Foundation
   - Operational and fundraising costs of the LMC

2. The LMC shall endorse and recommend the LMF annual budget to the IEEE Foundation.

3. Meeting costs and travel expenses for Committee members to participate in Committee meetings shall be supported by the LMF.

4. Staff support for the Committee will be provided by the MGA department.

F. REPORTS

The Chair shall present periodic reports on its activities to the IEEE Foundation Board, the MGA Board, and the MGA Member Engagement and Life Cycle Committee.

G. ADMINISTRATION

Information regarding committee member eligibility and appointments, committee meetings, voting procedures, and removal of a member of a committee is shown in the MGA Operations Manual – Section 4.1 (MGA Committees).

Information regarding the relationship of the LMC to the IEEE Foundation is shown in the IEEE Foundation's governing documents.

4.18 IEEE.TV ADVISORY COMMITTEE

A. GENERAL

The MGA IEEE.TV Advisory Committee shall report to the MGA Board through the MGA Operations Committee. Changes to this charter shall be endorsed by the MGA Operations Committee and approved by the MGA Board.

B. SCOPE

The Committee provides on-going strategic planning as it relates to IEEE.tv and its related activities. The primary mission of the Committee is to provide IEEE.tv staff with insight from industry and from membership/volunteer perspectives regarding various aspects of Internet television production, presentation, and marketing. The Committee is a crucial source of insights about business issues and concerns, production development needs, and member service requirements.

C. FUNCTIONS

The Committee shall provide input and advise improvements on IEEE.tv and its related activities to support:

1. Next generation benefit / securing recruitment and retention
2. Increasing and enhancing public awareness about engineers' technical fields of interest
3. Building a foundation for robust syndication business
4. Integrations into IEEE operations, with professional oversight and management
5. Providing members with continuing education in technology, careers, and IEEE activities and member products

D. COMPOSITION

The Committee members are recognized as visionaries, enthusiasts, and opinion leaders. Appointments to the Committee are selected based on the following criteria:

- experienced and highly respected in the fields of television station management, internet broadcasting, and/or service to IEEE members
- articulate about issues and needs
- willing to commit to participation

Committee members are chosen to represent a mix of types of industries and information needs, and are asked to speak not only to the needs of their specific organization, but to the member constituencies they represent.

The Committee shall consist of not more than four (4) voting members:

Voting Members
- Chair
- Three (3) members

Non-Voting Members may include:
- One (1) member of the Member Engagement and Life Cycle Committee (MELCC), appointed by the MELCC Chair
- One (1) member of the MGA Finance Committee, appointed by the MGA Treasurer
- Liaisons from other organizational units, included ad hoc, as appropriate to activities
    - Expenses for such liaisons shall be funded by the representative organizational unit

- Other subject experts as invited by the Chair to participate ad hoc as appropriate to activities

The MGA Board Chair, MGA Secretary, and MGA Vice Chair – Member Development shall receive all announcements and other documentation that is distributed to the Committee, but participation in the Committee's activities is not required.

E. ADMINISTRATION

Information regarding committee member eligibility and appointments, committee meetings, voting procedures, and removal of a member of a committee is shown in the MGA Operations Manual – Section 4.1 (MGA Committees).

4.19 VTOOLS COMMITTEE

A. GENERAL

The MGA vTools Committee shall report to the MGA Board through the MGA IT Coordination and Oversight Committee (ITCO). Changes to this charter shall be endorsed by ITCO and approved by the MGA Board.

B. SCOPE

The Committee shall work with the MGA ITCO and MGA Geographic Unit Operations Support (GUOS) Committee to develop solutions to assist geographic unit volunteers, develop and deliver training modules for developed solutions, and migrate solutions to normal IEEE IT operations. Additionally, it shall provide technical support to all MGA committees as requested.

C. FUNCTIONS

1. Develop solutions compatible with the standard IEEE IT operations and support model for member and volunteer needs.

2. Develop and provide training and advocacy for developed solutions.

3. Work closely with Region Information Management Coordinators (IMCs) to deploy the solutions and the training.

D. COMPOSITION

The Committee shall consist of the following members:

Voting Members
- Chair
- Five (5) members
- One liaison member from the MGA GUOS Committee

Non-Voting Members
- Subject matter experts (SMEs) and individual project leads as designated by the Chair
- Corresponding Members - Region Information Management Coordinators from Regions 1-10 (appointed by the Region Directors)
- IEEE MGA staff, as designated by the Managing Director – MGA
- IEEE IT staff, as designated by the IEEE Chief Information Officer

The MGA Board Chair, MGA Secretary, MGA Vice Chair – Information Management, and MGA Vice Chair – Geographic Unit Operations shall receive all announcements and other documentation that is distributed to the Committee, but participation in the Committee's activities is not required.

E. ADMINISTRATION

Information regarding committee member eligibility and appointments, committee meetings, voting procedures, and removal of a member of a Committee shall be as set forth in the MGA Operations Manual – Section 4.1 (MGA Board Committees).

4.20 IEEE WOMEN IN ENGINEERING (WIE)

A. GENERAL

The IEEE Women in Engineering Committee (WIEC) shall report to the MGA Board through the MGA Member Engagement and Life Cycle Committee (MELCC). Changes to this charter shall be endorsed by MELCC and approved by the MGA Board.

B. SCOPE

The WIE Mission:

To facilitate the recruitment and retention of women in technical disciplines globally.

The WIE Vision:

A vibrant community of IEEE women and men collectively using their diverse talents to innovate for the benefit of humanity.

C. FUNCTIONS

1. Recognize women's outstanding achievements in electrical and electronics engineering through IEEE Awards nominations and other national/international award nominations.

2. Organize receptions workshops and forums at major technical conferences to enhance networking and to promote membership in WIE.

3. Advocate women in leadership roles in IEEE governance and career advancement for women in the profession.

4. Provide assistance with the formation of new WIE Affinity Groups and support ongoing activities.

5. Administer the IEEE Student-Teacher and Research Engineer/Scientist (STAR) Program to mentor young women in junior high school and high school.

6. Promote member grade advancement for women to the grades of Senior Member and Fellow.

7. Facilitate the development of programs and activities that promote the entry into and retention of women in engineering programs.

D. COMPOSITION

The Committee shall consist of nine (9) voting members:

Voting Members
- Chair
- Past Chair
- Three (3) members
- One (1) Young Professional member
- One (1) member from Technical Activities
- Chair (or their designee) of the WIE Student Branch of the Year Award recipient
- Chair (or their designee) of the of the WIE Affinity Group of the Year Award recipient

Non-Voting Members
- Region WIE Coordinators from Regions 1-10 (appointed by Region Directors)
- Society Coordinators, appointed by Society President

Liaison Members (non-voting)
- IEEE Major Boards may appoint one (1) liaison each to WIE
- Additional IEEE organizational units, with interest in coordinating joint activities and facilitating programs which align with WIEC's purpose, and other professional organizations with similar interests and programs, may appoint a liaison. Coordinators and liaisons shall be non-voting members of the Committee.

The MGA Board Chair, MGA Secretary, and MGA Vice Chair – MELCC shall receive all announcements and other documentation that is distributed to the Committee, but participation in the Committee's activities is not required.

E. APPOINTMENTS, ELECTIONS AND TERMS OF OFFICE

1. Three (3) members shall be appointed by the MGA Board and shall serve three year terms, beginning on 1 January.

2. One (1) Young Professional member shall be appointed by the MGA Board and shall serve a one year term.

3. The Chair shall be appointed by the MGA Board. The Chair may serve no more than three consecutive one year terms as Chair.

4. One (1) member will be appointed as a result of the IEEE WIE Student Branch Affinity Group of the Year Award and affirmed by the MGA Board. The term for the Student Branch Affinity Group Chair shall be for one year and shall begin on 1 July and end on 30 June. Each year, the Chair (or designee) of the recipient of the WIE Student Branch Affinity Group of the Year Award will serve on WIEC as a voting member.

5. One (1) member will be appointed as a result of the IEEE WIE Section Affinity Group of the Year Award and affirmed by the MGA Board. The term of the Affinity Group Chair shall be a one-year term beginning 1 January through 31 December. Each year, the Chair (or designee) of the recipient of the WIE Affinity Group of the Year Award will serve on WIEC as a voting member.

6. The Representative from Technical Activities shall be appointed by the Vice President – Technical Activities.

7. Region Coordinators shall serve as non-voting members of WIEC, and shall represent the interests of the appointing IEEE Region. They shall be the communication link between WIE and the Region. Region Coordinators are invited to participate at all meetings and conference calls of Committee.

8. Society Coordinators shall serve as non-voting members of WIEC, and shall represent the interests of the appointing IEEE Society. They shall be the communication link between WIE and the Society. Society Coordinators are invited to participate at all meetings and conference calls of the Committee.

9. WIE shall appoint one (1) WIE member to the IEEE Awards Board.

10. Membership in IEEE Women in Engineering is required for voting WIEC members and recommended for non-voting liaison and corresponding member positions.

F. FINANCIAL SUPPORT

1. The MGA Board shall cover expenses incurred by attending the WIEC meeting for the Chair, Past Chair, three (3) MGA appointed members, one (1) MGA appointed Young Professional member, and two (2) Affinity Group Award recipient members.

2. The Technical Activities Board (TAB) shall fund the one (1) Technical Activities appointee.

3. The Regions shall fund their respective Region WIE Coordinator for expenses incurred by attending the WIEC meeting.

4. The Societies shall fund their respective Society WIE Coordinator for expenses incurred by attending the WIEC meeting.

5. Travel expenses for additional liaisons and coordinators shall be the responsibility of the appointing organizational unit.

6. The MGA Board shall cover expenses incurred in the work of the Committee.

7. Administrative support for the Committee will be provided by the MGA department.

G. REPORTS

A report outlining business transacted shall be provided at each MGA Board and TAB meeting.

H. ADMINISTRATION

Information regarding committee member eligibility and appointments, committee meetings, voting procedures, and removal of a member of a committee is shown in the MGA Operations Manual – Section 4.1 (MGA Committees).

4.21 MGA TRAINING COMMITTEE

A. GENERAL

The MGA Training Committee shall report to the MGA Board through the MGA Operations Committee. Changes to this charter shall be endorsed by the MGA Operations Committee and approved by the MGA Board.

B. SCOPE

The Committee will develop and maintain the overarching training framework to support the MGA strategic roadmap. The Committee will ensure the appropriate content is identified to implement this strategy in support of both members and volunteers. The Committee will deliver training solutions in the following areas: essential, orientation, leadership, role specific, governance, and professional development.

C. FUNCTIONS

1. Ensure content in the IEEE Center for Leadership Excellence reflects the most current changes in policy, programs, tools, and services to meet Region, member, and volunteer needs.

2. Administer the Volunteer Leadership Training (VOLT) program.

3. Work in cooperation with Regions in support of their training objectives.

4. Monitor changes and trends occurring in organizational units and technology that may impact the training framework.

D. COMPOSITION

The Committee shall consist of seven (7) voting members:

- Chair
- Six (6) members, knowledgeable about training activities

Additional subject matter experts (SME) may be included as non-voting members.

E. ADMINISTRATION

Information regarding committee member eligibility and appointments, committee meetings, voting procedures, and removal of a member of a committee is shown in the MGA Operations Manual – Section 4.1 (MGA Committees).

4.22 CONFLICT RESOLUTION COMMITTEE

A. GENERAL

The MGA Conflict Resolution Committee shall report to the MGA Board. Changes to this charter shall be approved by the MGA Board.

B. SCOPE

The principal mission of the Committee is as a member-driven forum to provide advice and assistance in matters presenting ethical questions and disputes.

C. FUNCTIONS

1. Respond to requests for assistance from Councils, Regions, Sections, Subsections, Affinity Groups, Chapters, Student Branches, Student Chapters, and organizational units of the MGA Board.

2. Provide a neutral process for framing issues regarding ethical questions or disputes.

3. Provide a neutral process for discussion and exchange of viewpoints by all concerned parties.

4. Provide a neutral process for questions involving the definition and identification of conflicts of interest within geographic unit activities.

5. Provide guidance on potential revisions to geographic unit constitutions and bylaws to enable more transparent and effective governance.

6. Provide timely and responsive support to the MGA community within an efficient and collegial framework.

D. COMPOSITION

The Committee shall consist of the following members:

Voting Members
- Chair
- Two (2) members

E. APPOINTMENTS AND TERMS OF OFFICE

1. The Committee Chair shall be appointed by the Vice President – Member and Geographic Activities and shall serve a two-year term. Reappointment is permissible, for a maximum of three (3) terms.

2. The Chair may appoint a Vice Chair from among the voting members of the Committee.

3. The members shall be appointed by the Vice President – Member and Geographic Activities, upon the recommendation of the Chair, and shall serve a one-year term. Reappointment is permissible, for a maximum of three (3) terms.

F. ADMINISTRATION

The Committee does not have formal in-person meetings. Committee meetings and activities shall be facilitated by electronic mail, teleconference, and other non face-to-face means.

Information regarding committee member eligibility and appointments, xommittee meetings, voting procedures, and removal of a member of a committee is shown in the MGA Operations Manual – Section 4.1 (MGA Committees).

5.0 MGA OPERATIONS COMMITTEE

5.1 MGA OPERATIONS COMMITTEE CHARTER

A. MISSION

To oversee the financial and business management team supporting the efforts of the IEEE Member and Geographic Activities (MGA).

B. RESPONSIBILITIES

1. Develop the MGA budget.
2. Track financial execution.
3. Identify, develop, and assist staff in making the business decisions necessary to implement the vision and strategies of MGA.
4. Monitor and review MGA resources, activities, and facilities through reports by the Managing Director – MGA.
5. Monitor the performance of MGA in achieving the goals outlined in the MGA strategic and operational plan. Report on achievements and attainment of milestones at each MGA Board and MGA Operations Committee meeting.
6. Prepare studies and reports as directed by the Vice President – Member and Geographic Activities or Vice President-Elect – Member and Geographic Activities.
7. The MGA Finance, IEEE.TV Advisory, Member Benefits Portfolio Advisory, Membership Recruitment and Recovery, Potentials Editorial Board, Sections Congress, and Training Committees shall report to the MGA Operations Committee, as noted in Section 4.2.B.

C. COMPOSITION

The Committee shall consist of the following voting members:

- MGA Board Chair-Elect / Vice President-Elect – Member and Geographic Activities, who shall be Chair
- MGA Board Chair / Vice President – Member and Geographic Activities
- Past MGA Board Chair
- Vice Chair – Geographic Unit Operations
- Vice Chair – Information Management
- Vice Chair – Member Development
- Treasurer
- Past Treasurer
- Two (2) Region Directors appointed by the MGA Board
- MGA Board Secretary (ex officio, without vote)

D. MEETINGS

1. The MGA Operations Committee shall normally meet at least two times per year. All actions taken shall be ratified by the MGA Board at the first MGA Board meeting following those MGA Operations Committee actions.

2. The location of face to face meetings (if applicable) will be selected in sufficient time in order to obtain the most reasonable hotel rates. Dates and location selection should be made with consideration for special IEEE events and opportunity for local interaction.

E. FINANCIAL AND ADMINISTRATIVE SUPPORT

The principal financial support for the MGA Operations Committee shall be provided through the normal budgetary processes of the MGA Board. The MGA department will provide administrative support for the committee.

F. CHANGES TO CHARTER

Changes to this charter shall be approved by the MGA Board.

6.0 MGA ASSEMBLY

6.1 COMPOSITION

A. Officers elected by voting members. The IEEE Member and Geographic Activities (MGA) Assembly shall consist of 11 delegates who shall be the 10 Region Delegates and the IEEE President.

B. The presiding officer of the MGA Assembly shall be the IEEE President. In the absence of the President, the President-Elect shall preside and shall perform such tasks as are delegated by the President or as may be specified in IEEE Bylaws.

C. Grade. All Delegates shall be of Fellow or Senior Member grade.

6.2 FUNCTIONS

A. The MGA Assembly shall submit to the IEEE Assembly, no later than 15 August, two or three candidates for the position of Vice President-Elect – MGA. The number of candidates on the slate shall be no less than three when the slate contains the names of one or more IEEE President-Elect candidates included in the current Annual Election ballot.

B. The MGA Assembly shall appoint the following voting members of the MGA Board who are not directly elected by the members of the IEEE.

- Treasurer
- Vice Chair – Geographic Unit Operations
- Vice Chair – Member Development
- Vice Chair – Information Management

C. The MGA Assembly shall receive from the MGA Nominations and Appointments (N&A) Committee a list of not less than two nor more than three candidates, with biographies and position statements, for the Treasurer and each Vice Chair position.

D. The MGA Assembly shall hold special meetings as needed to fill vacancies occurring on the MGA Board, except for the position of Vice President-Elect – MGA, which shall be filled by the IEEE Assembly.

E. For any circumstances under the purview of the MGA Board that have not been foreseen in the IEEE Bylaws or the MGA Operations Manual, the MGA Assembly shall resolve any personnel unavailability, which may consist of absence (temporary), incapacitation (known condition of limited duration), or vacancy (permanent).

6.3 MEETINGS

A. The MGA Assembly shall hold at least one meeting each year prior to 15 August.

B. Notice of Special Meeting. Special meetings of the MGA Assembly may be called by the IEEE President, Vice President – MGA, or by any four delegates on notice to all other delegates. Notice of such special meetings giving the time and place of the meeting, the purpose of the meeting, and the names of those calling the meeting shall be sent to all the delegates not less than 20 days before the date set for the meeting. The place of such special meeting may be only at IEEE Headquarters unless otherwise

authorized by a majority vote of all delegates, such vote to be secured by or transmitted to the Secretary.

A special meeting of the MGA Assembly to fill a vacancy occurring to a MGA Assembly appointed position must be called within 90 days following existence of such a vacancy.

C. Notice of Meetings. Any notice of meetings or other official business required by the Constitution or IEEE Bylaws to be mailed to delegates shall be sent by such routings as shall ensure prompt delivery.

D. Waiver of Meeting Notice. A meeting of the MGA Assembly may be held without notice if waivers of notice signed by all of the delegates are filed with the Secretary, with notation thereof entered in the minutes of the meeting.

E. Reimbursement of Expenses. Expenses of the MGA Assembly and its meetings shall be included in the MGA budget. Reimbursement for actual and necessary expenses is authorized for Delegates for the purpose of attending any special or extraordinary meeting of the MGA Assembly not associated with a meeting of the MGA Board held contiguously with it.

F. Meeting Minutes. The MGA Secretary shall provide record-keeping and secretarial functions for the MGA Assembly, without vote. In the absence of the Secretary, the IEEE President shall perform this task or appoint a member of the MGA Assembly to perform this task.

6.4 QUORUM/ACTIONS OF THE MGA ASSEMBLY

A. A quorum shall be a majority of the voting members of the MGA Assembly.

B. Action of the MGA Assembly. Unless otherwise provided in the Certificate of Incorporation, the Constitution, IEEE Bylaws, or the Not-for-Profit Corporation Law of the State of New York, a majority of the votes cast at a meeting of the MGA Assembly by the members entitled to vote shall be the act of the Assembly.

6.5 MGA ASSEMBLY APPOINTMENT AND SELECTION PROCEDURES

A. A candidate for a MGA Assembly appointed position cannot be considered for another MGA Assembly appointed position. Any candidate nominated for an IEEE Assembly or IEEE-USA Assembly appointed position may not be considered for a MGA Assembly appointed position. In addition, a person who has been nominated to serve for the same year as IEEE Standards Association President, IEEE-USA President, or Vice President – Technical Activities cannot be considered for a MGA Assembly appointed position.

B. There will be no nominations from the floor during the MGA Assembly meeting.

C. Candidates, in addition to those on the MGA N&A Committee slate, can be nominated no later than 10 days prior to the MGA Assembly meeting, if the signatures of five MGA Assembly members accompany the nomination. Candidates may only seek nomination for one of the positions for which they have been considered by the MGA N&A Committee using the committee's established review processes. Biographies and position statements for such candidates provided to the MGA Assembly shall be those considered by the MGA N&A Committee. Nominations, which shall remain confidential,

along with endorsements, shall be submitted to a designee specified by the MGA Assembly Chair who will promptly inform the MGA Assembly of nominees qualifying under this provision.

D. In accordance with IEEE Bylaw I-203.1, candidates for Vice President-Elect – MGA, in addition to those on the MGA Assembly slate, may be nominated no later than 10 days prior to the IEEE Assembly meeting, if the signatures of five IEEE Assembly members accompany the nomination. Candidates may only seek nomination by petition if they have submitted through the MGA N&A Committee's established review processes.

E. The MGA N&A Committee Chair shall present the candidate's background and qualifications to the MGA Assembly.

F. The MGA Assembly Chair may appoint a Parliamentarian.

G. The MGA Assembly Chair shall appoint no fewer than two nor more than three Tellers.

H. The order of the appointments of the various offices will be determined by a random drawing conducted at the MGA Assembly meeting.

I. MGA Assembly appointment selection process shall be conducted by secret ballot. The Tellers will announce the outcome of votes without divulging tallies.

J. A simple majority vote of those MGA Assembly members voting is required to declare a candidate successful. When there are three or more candidates for an office, approval plurality voting shall be used. Provided that a simple majority of the ballots cast is obtained, the candidate receiving the most votes shall be elected. Should no candidate receive a majority of the ballots cast, the two candidates with the most votes will be retained on the slate and a subsequent vote shall be taken. If the top two candidates cannot be determined because three or more candidates are tied for first place, an approval vote shall be taken to determine which two candidates remain on the slate. Similarly, if two or more candidates are tied for second place, an approval vote shall be taken to determine which candidate remains on the slate.

K. The MGA Assembly may invite any individual to attend the MGA Assembly meeting on an ad hoc basis.

6.6 ADMINISTRATIVE PROCEDURES

A. The MGA N&A process is defined in Section 7 of the MGA Operations Manual.

1. For the Vice President-Elect – MGA position, the MGA Assembly Chair or their designee will inform the candidates of the results of the selection immediately following the MGA Assembly meeting.

2. For the appointments of the Treasurer and Vice Chair positions, the MGA Assembly Chair or their designee shall inform each candidate of the results immediately following the MGA Assembly meeting. After the candidates have been notified, the current MGA Board Chair shall announce the appointments of the Vice Chairs and Treasurer.

7.0 MGA NOMINATIONS AND APPOINTMENTS PROCESS

A. The IEEE Member and Geographic Activities (MGA) Board has established a nominations and appointments (N&A) process for various officer levels under its purview. This process has been developed to choose the best-qualified persons for various offices throughout the MGA organization. It was also developed to involve as many members in the selection process as possible. It is necessary that all candidates nominated for office are highly qualified, and it is therefore essential that all nominating committees/individuals show great diligence and exercise judgment in making nominations.

B. The MGA Board, MGA Assembly, MGA N&A Committee, and Regional nominating committees are at the focal point of the MGA N&A process.

7.1 MGA NOMINATIONS AND APPOINTMENTS COMMITTEE

A. The composition of the MGA N&A Committee shall be in accordance with the committee charter.

B. Each year, the MGA Nominations and Appointments Committee Chair shall invite MGA and organizational units to submit qualified candidates to be considered by the MGA N&A Committee for the various appointed offices.

C. A member of the MGA N&A Committee shall not be eligible to be elected or appointed to any office for which the MGA N&A Committee makes recommendations or nominations.

D. Any candidate for appointment to any position under the purview of the MGA N&A Committee must disclose: (a) any other offices he/she holds within IEEE, (b) any role he/she has outside the IEEE that places him/her in a position of doing business with IEEE, and (c) any other possible source of conflict of interest including the completion of the IEEE Conflict of Interest Disclosure Statement.

E. In the case of MGA committee chair positions, no candidate should be considered who holds a position with similar responsibilities in a subordinate organizational unit. (For example, a Regional Treasurer cannot be the MGA Treasurer/Finance Committee Chair.)

F. No individual Region should be over-represented in the MGA structure; the MGA N&A Committee must make every effort to offer balanced slates of nominees that represents as many Regions as possible.

G. The MGA N&A Committee may review the list of appointees/chairs whose organizational unit exceeded its budget, and approval waivers, which is maintained by the MGA department. The intent is to eliminate from positions with budget authority volunteers who have unjustly exceeded their budget authority in the past.

H. The MGA N&A Committee shall prepare and submit to the MGA Assembly six slates of candidates as described in the MGA Operations Manual, Section 6.2, and in accordance with IEEE Bylaws.

7.2 MGA N&A AND SELECTION/APPOINTMENT PROCESS

A. The MGA N&A process is per IEEE Bylaws and this Operations Manual. The MGA N&A Committee, MGA Board, and MGA Assembly are the principal MGA organizational units involved and work in close cooperation.

B. The MGA Secretary shall oversee and coordinate the MGA N&A process to ensure that the positions enumerated in 7.2.C are filled by 31 December of the current year or as otherwise stated in the IEEE Bylaws or MGA Operations Manual.

C. The MGA N&A process provides for filling positions of the MGA Board (Section 6.2), MGA committee chairs, and committee members.

1. The positions of the MGA Board: Treasurer, Vice Chairs.

   a. The MGA N&A Committee shall submit to the MGA Assembly not less than two or more than three candidates for each position. These recommendations, including candidate biographies and position statements, should reach the MGA Assembly at least 30 days prior to the MGA Assembly meeting at which the appointments will be made.

   b. No candidate may be nominated by the MGA N&A Committee for more than one position.

   c. The MGA N&A Committee shall have an alternate candidate(s) approved for each position for which the MGA N&A Committee nominated only two candidates. The alternate(s) will be presented to the Assembly by the MGA N&A Committee Chair, only in the event of the unavailability of a candidate from the formal MGA N&A slate.

   d. Members may petition to be on the slate of candidates in accordance with Section 6.5 of the MGA Operations Manual.

2. Appointed MGA Committee Chairs: The MGA committee chairs, unless chaired by a MGA Vice Chair or otherwise filled.

   a. The MGA N&A slate of recommended candidates may include candidates recommended for more than one position as well as candidates if losing for a MGA Assembly appointed position. In addition, other candidates may be considered with review and report by MGA N&A Committee for eligibility.

3. Appointed members of MGA Committees: Those members of MGA committees other than the respective chairs, unless otherwise specified.

   a. The MGA N&A slate of recommended candidates may include candidates recommended for more than one position as well as candidates if losing for a MGA Assembly appointed position or not selected for a MGA committee chair position. In addition, other candidates may be considered.

D. The MGA Board Chair shall receive recommendations of qualified candidates from the MGA N&A Committee for MGA appointments to other organizational units.

E. The MGA Secretary shall compile the MGA roster and distribute accordingly.

7.3 REGIONAL DELEGATE-ELECT/DIRECTOR-ELECT NOMINATIONS

A. Each Region, in accordance with its Region bylaws, shall have a Region N&A committee. Each Region nominating committee shall furnish to the IEEE Board of Directors by 15 March of the Region election year a slate of Region committee approved candidates for the office of Region Delegate-Elect/Director-Elect. At the same time, a copy of the slate shall be submitted to the MGA N&A Committee for information. The slate shall include not fewer than two nor more than three candidates recommended for that office. The Region nominating committee shall also solicit annually from the Sections within the Region a list of potential candidates to be considered by the MGA N&A Committee for service on MGA committees. (reference IEEE Bylaw I-307).

B. The Region N&A committee shall have amongst its duties that of selecting suitable candidates from throughout the Region for nomination for the position of Region Delegate/Director-Elect.

C. In accordance with Region bylaws, the Region shall select the nominees to be placed on the IEEE ballot for Region Delegate/Director-Elect.

D. Candidates must be an IEEE member of Senior Member or Fellow grade.

E. If applicable, the slate shall also include candidates for those Region Vice Chair positions that could lead to the nomination of a single candidate for Region Delegate/Director-Elect. (reference IEEE Bylaw I-307.7)

F. If a slate of one candidate for Region Delegate/Director-Elect is proposed to the IEEE Board of Directors, it shall be accompanied by a statement explaining the circumstances leading to a slate of one candidate.

7.4 VACANCIES

For any circumstance under the purview of MGA that have not been foreseen in the MGA Operations Manual, the MGA Assembly shall resolve any personnel unavailability, which may consist of absence (temporary), incapacitation (known condition of limited duration), or vacancy (permanent).

1. Vice President – MGA. Should a vacancy occur in the office of the Vice President – MGA, the Vice President-Elect – MGA shall fill the vacancy, thereby vacating the office of Vice President-Elect. Having served the remainder of the Vice President term, and the term to which he/she had been elected, the Vice President shall serve as Past Vice President. The Past Vice President who is in office when the vacancy in the office of the Vice President occurs shall serve one additional year.

2. MGA Board Chair. In the event of the incapacity of the MGA Board Chair, the MGA Board Chair-Elect shall serve as MGA Board Chair.

3. Vice President-Elect. Should a vacancy occur in the office of the Vice President-Elect, the IEEE Assembly shall fill the vacancy. The individual assuming the office of Vice President-Elect shall complete the remainder of the three-year term in the consecutive positions of Vice President-Elect, Vice President, and Past Vice President.

4. Past MGA Board Chair. If the Past MGA Board Chair is not available to serve, the position of Past MGA Board Chair shall remain vacant.

5. MGA Vice Chairs/MGA Treasurer. Should a vacancy occur in the MGA Treasurer or MGA Vice Chair positions, the MGA Assembly shall fill the vacancy. The individual assuming one of these offices shall serve the remainder of the term.

6. Region Directors. A vacancy shall occur in the office of Region Director at such time as the incumbent ceases to reside in the Region that elected that Director. If a vacancy occurs for any reason, it shall be filled in accordance with IEEE Bylaw I-301.12.

7. MGA Committee Chair/Member. A vacancy shall occur in the office of a MGA committee chair/member at such time as the incumbent resigns or they can no longer perform the duties as specified in the MGA Operations Manual. If it is not specified in the committee charter and the individual is not appointed by the MGA Assembly, upon recommendations by the MGA N&A Committee, the MGA Board shall appoint the successor.

8.0 MEMBER AND GEOGRAPHIC ACTIVITIES AWARDS

8.1 ESTABLISHMENT OF AWARDS

A. ADHERENCE TO THE IEEE REQUIREMENTS

All awards administered by the IEEE Member and Geographic Activities (MGA) Board shall comply with the requirements set forth in the IEEE Policies.

B. AWARD PROPOSALS

1. Proposals for the establishment of new awards or revision of existing awards by Regions, Areas, Councils, Sections, Chapters, Affinity Groups, or Student Branches within the organization of the MGA Board shall be forwarded to the MGA Awards and Recognition Committee (ARC) for review and endorsement of the specifications of the award and to MGA Board for approval.

2. The MGA Board shall include support (funding) for the MGA ARC in its annual budget.

8.2 HIERARCHY OF AWARDS

As stated in IEEE Policies, Section 4.10 – Hierarchy of Awards, the following limits shall apply for any new or revised award:

Award Category	Maximum Honoraria and Medals
IEEE Medal of Honor	$50,000, gold medal, and bronze replica
IEEE Medals	$20,000, gold member, and bronze replica
IEEE Technical Field Awards, Joint IEEE Awards with National Societies, and IEEE Recognitions	$10,000 and bronze medal
Major Board, Region and Division, Society and Technical Council Awards	$10,000
Technical Conference Awards	$2,000
Area, Geographical Council or Conference, Section, Chapter Awards	$1,000
Student Branch and Student Branch Chapter Awards	$500

TABLE A - IEEE STUDENT RECOGNITION AND SUPPORT

	Secondary School Prize	Undergraduate Award	Undergraduate Scholarship	Graduate Award	Graduate Fellowship
Educational Program Restraints	None	Curriculum with IEEE relevance	Breadth of sponsoring organizational unit	Breadth of sponsoring organizational unit	Breadth of sponsoring organizational unit
Minimum	Certificate	Certificate	$500*	$1,000*	$5,000*

Amount					
Maximum Amount	$500	$500	$15,000	$15,000 Annually	$30,000 Annually

There shall be no primary award evaluation constraints except educational level and geographical location, although financial need can be used as a secondary criterion.

* The amounts are given in U.S. dollars. These limits should be modified in other geographical areas as appropriate to account for differences in the cost of education; availability of comparable non-IEEE sponsored support, and the impact of the recognition.

8.3 GENERAL SPECIFICATIONS FOR THE ESTABLISHMENT OF NEW AWARDS

A. PREPARATION OF AWARD SPECIFICATIONS

Description. Award specifications should be unambiguous and nonconflicting with existing awards. The award should stimulate outstanding achievement. A need for continuity of the award should be shown and the frequency of consideration.

Administration. Specify the organizational units or unit responsible for administering the award or scholarship.

Eligibility. Be very specific as to the parameters such as who may apply; IEEE member; age, level of accomplishment, e.g., grade requirements; or other limitations, restrictions, or affiliations not otherwise prohibited or in violation of the non-discriminatory objectives of IEEE.

Prize Items. Identify specifically what the educational award or scholarship will consist of, such as cash award, certificate, plaque, featured publication, etc.

Funds. State source of funds, assurance of fund continuity.

Nominee Solicitation. Detail plans and procedures used to solicit nominees. If other bodies are involved, explain how they are involved.

Award Committee. Identify membership, term of service, procedures for selection of members, responsibilities, etc. If other bodies are involved, how does IEEE exercise influence and control?

Schedule. State schedule for submission of nominees, applications, committee meetings, approval meetings, notification of recipient, annual or periodic award, etc.

Selection. How is the selection process to be accomplished, e.g. scoring, voting, or other procedures? State all the factors to be considered.

Presentation. State preferred location and schedule for award presentation. Indicate if the recipient has a preference of location and time.

Publicity. Publicity as may be appropriate and available. For example, IEEE publications, feature publication, or the local paper.

B. Obtaining Award Approval

1. If the organizational unit originating an award or scholarship proposal desires, ARC will review such proposals in a draft form and advise as to any modifications or changes necessary for approval.

2. Completed proposals which have been approved by the appropriate responsible body of the geographic organizational unit involved should be submitted to the ARC Chair at mga-awards@ieee.org. An additional copy should be sent to the Region Director.

3. Submit the proposal with a cover letter describing the background for the new award or scholarship. Include, if any, the committees who approved the proposal previously. Also include various considerations of funding, and any other information useful to the ARC in judging this proposal.

4. ARC will evaluate the proposal in accordance with established policies and procedures and in terms of:

   a. The award objectives of IEEE and MGA which are comprised by the proposal.

   b. Monetary aspects, including the funding source, third party agreements, custody of funds, depositories, foundations, and all other issues having to do with the fiscal integrity of the proposal.

   c. Qualify completeness and merits of the proposal, and the desired results.

   d. Assessment of the potential for successful implementation.

5. After detailed review of the proposal, ARC will make one of the following recommendations:

   a. Return to the originating organizational unit for resubmission with recommended modification.

   b. Submit the proposal to the MGA Board for final approval, if the proposal has met all the requirements for approval.

   c. Submit the proposal to MGA Board and advise that it not be approved for reasons detailed in an accompanying letter.

   d. Submit the proposal to MGA Board for approval and submission to the IEEE Awards Board for information. In those cases where the parameters fall outside the matrix for Major Board approval, ARC will prepare the appropriate rationale and descriptive information for submission of the proposal to the IEEE Awards Board and/or the IEEE Board of Directors.

8.4 General Procedures For Awards Under MGA Organizational Units

Please refer to the MGA Awards and Recognition Program Manual (www.ieee.org/mga-awards) for further details.

9.0 GEOGRAPHIC ORGANIZATIONAL UNITS

The IEEE Member and Geographic Activities (MGA) Operations Manual is a living document and the Region Director may approve an exception to any of the guidelines stated in Section 9, provided the exception does not conflict with IEEE Bylaws/Policies. Each exception approved by the Region Director will be reported to theMGA Board.

A. INTERPRETATION

To the extent delegated by the IEEE Board of Directors, the MGA Board shall interpret relevant policies and shall develop policies relating to the IEEE programs of the geographic organizational units. Guidelines for the operations, functions, and administration of geographic organizational units shall be contained in the MGA Operations Manual.

B. OPERATIONAL PROCEDURES

To the extent delegated by the IEEE Board of Directors, the MGA Board shall recommend policies affecting the management and operation of its geographic organizational units. The MGA Board shall be responsible for developing its plans, schedules, and procedures. The geographic organizational units shall operate in support of their assigned geographic area, as provided in their respective bylaws. The MGA Board shall apprise IEEE geographic units of MGA policies. The MGA Board through the Vice President – MGA/MGA Board Chair may bring reports, recommendations, or other actions by the geographic organizational units to the IEEE Board of Directors.

C. MONITORING IEEE GEOGRAPHIC ORGANIZATIONAL UNITS

To the extent delegated by the IEEE Board of Directors, the MGA Board shall be responsible for monitoring the operations of the IEEE geographic organizational units for adherence to the Not-for-Profit Corporation Law of the State of New York, the IEEE Certificate of Incorporation, IEEE Constitution, IEEE Bylaws, IEEE Policies, and the guidelines contained in the MGA Operations Manual.

D. WRITE-IN VOTES

MGA and all of its organizational units may allow write in candidates for elections decided by members.

E. GEOGRAPHIC UNIT REBATE SCHEDULE

1. Section rebate

   Sections are required to submit their annual financial reports by the last day of February, and their annual officer and meeting reports by 15 March, of each year in order to be eligible for the dues rebates. The section Secretary and Treasurer or Secretary/Treasurer should verify that all required reports have been submitted on time, including all Subsection, Chapter, and Affinity Group reporting. Exceptions for payment of the dues rebate to those units submitting the required reports after these deadlines shall be at the discretion of the Region Director, and a 10% penalty shall be applied to all such exceptions.

   a. Allowance: All Sections in existence for the entire year and that meet the minimum requirements shall receive a US$2,000 annual allowance. For

Sections formed during the year, these funds will be pro-rated from the date of establishment until 31 December.

b. Membership rebate: Based on the member statistics on 31 December of the previous year, the membership rebate shall be as follows

- US$3 for each member of Member, Graduate Student Member, Student Member, or Associate Member grade
- US$1.50 for each Affiliate
- US$4 for each member of Senior Member or Fellow grade

2. Subsection rebate

US$500 for each Subsection meeting minimum requirements.

a. Financial activity: data should be consolidated into the Section's annual financial report form.

b. Meeting activity: Subsections shall submit annually a report on the meetings held within the past year in a timely manner using electronic reporting tools provided by MGA. A Subsection shall hold at least five meetings per year and maintain a membership of no fewer than fifteen (15) members other than Student Members.

c. Current officers: Any changes to the roster of officers shall be submitted in a timely manner using electronic reporting tools provided by MGA.

d. In accordance with the MGA Operations Manual, Section 9.5.D.1, a Section shall be responsible for distributing funds to its Subsections.

3. Chapter and Affinity Group rebate

US$200 for each Chapter and Affinity Group meeting minimum requirements in accordance with the following sections of the MGA Operations Manual:

- Section 9.6.J - Chapter Requirements for Membership and Meeting Activity
- Section 9.9.J - Affinity Group Requirements for Membership and Meeting Activity

In accordance with the MGA Operations Manual, Sections 9.6.G and 9.9.G, "Chapters and Affinity Groups are entitled to receive the funds generated by their own activities, including dues rebates (earned during the preceding year as computed by the dues rebate formula)." In accordance with the MGA Operations Manual, Section 9.4.I.8, "Chapter and Affinity Group funds provided to the Section through the annual rebate are intended for the support of those subunits. Chapters and Affinity Groups shall be funded at a minimum at the level of the annual rebate."

4. Bonus for timeliness

All Sections whose reporting (financial, meeting, and officer) is submitted by the third Friday in February, will receive a 10% bonus of the total rebate not including activity bonuses.

If the information submitted is not complete or contains errors, and if corrections are not submitted within 60 days of a written request, the 10% bonus will be forfeited. The written request provided by IEEE will clearly state what action is expected, the date by which it must be submitted, and the consequence if not submitted.

5. Activity bonus

   In an effort to encourage activities at the local level, activity bonuses may be awarded as follows:

   a. All Sections reporting 10 meetings or more, at least 5 of which must be of a technical nature, shall receive an additional US$200.

   b. All Subsections reporting 10 meetings or more, at least 5 of which must be of a technical nature, shall receive an additional US$100.

   c. A meeting jointly sponsored by more than one IEEE geographical organization unit (Chapter, Affinity Group, Subsection, or Section) may qualify as a meeting for each, but will count toward the activity bonus of only one of the units.

   d. All Chapters or Affinity Groups reporting 6 or more meetings shall receive an additional US$75; in the case of a Chapter, at least 6 of the reported meetings shall be in the technical category.

   e. Activity bonus funds are excluded from the 10% bonus for timely reporting.

   f. All units must qualify for the timely reporting bonus (see #4 above) in order to be eligible for an activity bonus.

6. Notification of rebates

   The Section's subunits (Subsections, Chapters, and Affinity Groups) will be notified about the amount to which their activities contribute to the rebate following the distribution of the rebate by 31 August.

7. Geographic Councils

   Geographic unit Councils, comprised of Sections, are not eligible for a rebate. Geographic Councils can receive only Chapter/Affinity Group rebates (US$200/unit) for active Chapters and/or Affinity Groups. If the Council is the parent organization of a Chapter or Affinity Group, the Council will receive the rebate for the subunit(s) only, including the 10% bonus for timely reporting and activity bonus, if applicable. Councils receive no other rebate allowance; there is no additional allowance or payment per membership.

   a. Financial activity: If a geographic Council has no bank accounts and no financial activity, the "General Information and Certification Schedule" forms should be completed and submitted along with a statement indicating there were no bank accounts and no financial activity for the year. If a Council has a bank account, with or without additional financial activity, a financial report must be submitted.

b. Meeting activity: If a Council has no Chapters or Affinity Groups, meeting reports are not required.

c. Officer reporting: A roster of current officers shall be submitted annually.

8. Members and geographic units outside Sections

For those members and geographic units that do not belong to an actual Section, the Region to which they belong acts as their parent. In its role as parent, the Region shall receive:

a. The Allowance as defined in the Geographic Unit Rebate Schedule, as long as the number of members is not fewer than 50.

b. The Membership rebate as defined in the Geographic Unit Rebate Schedule.

c. The rebates appropriated for each geographic unit outside of Sections, based on meeting activity and compliance with financial and officer reporting requirements, shall be distributed to the respective geographic units.

9. Activity and reporting requirements

To be eligible for a rebate, Sections must provide current officer, financial, and meeting/activity reports based on the following requirements. Units are advised that utilizing online reporting options will result in faster processing and release of the Section rebate.

a. Current officer report: Reports of current Section, Subsection, Chapter, and Affinity Group officers must be submitted within 20 days following the election and/or appointment of such officers using the electronic reporting tools provided by MGA. These reports must be updated during the year whenever officers change, including those who have been re-elected or re-appointed to another term.

b. Financial report: A financial report summarizing the previous year's financial activities must be submitted annually using the designated online financial reporting accounting software. If the Section is unable to obtain financial records from a Subsection, Chapter, or Affinity Group, it may opt to submit a statement that the subunit has failed to submit a timely financial report and waive its right to a rebate for that particular subunit. Delinquent subunits may be subject to probation or even dissolution.

i. Bank signature card: The bank signature card(s) must be returned to the IEEE Operations Center for the signature of the IEEE Senior Director – Financial Services before the Section rebate will be released. This is required for all bank accounts for Sections and their subunits within the US, and those units outside of the US where banking and legal restrictions will allow. The Section rebate will not be released until all signature cards for the Section and, if applicable, its Subsection(s), Chapter(s), and Affinity Group(s) have been received at the IEEE Operations Center. Councils are also required to comply with this policy for the Council's bank account and that of any subunits.

An exemption from the signature card requirement may be requested from the Region Director. Exemptions may only be granted due to

local, state, or federal banking laws, and regulations prohibiting the signature of the IEEE Senior Director or where the requirements would be prohibitive. To obtain the exemption form, send an email to Finance-Solutions@ieee.org.

If a Section or subunit has not changed officers and the IEEE Senior Director's signature is already on the signature card, a new signature card is not required.

c. Meeting Activity Report(s): Meeting activity reports are key to unit maintenance and viability. Eligibility requirements shall be met in accordance with the MGA Operations Manual, Section 9.4.L – Section Reporting Requirements. To facilitate accurate reporting, a meeting reporting form should be submitted, via the electronic communication tool provided by MGA, for each meeting and include the information requested in the form fields.

10. Procedures

MGA cannot make additional Subsection, Chapter, or Affinity Group subsidy payments for meeting activity reported at a later time; as such, the Section secretary should certify when submitting Section, Subsection, Chapter, and Affinity Group meeting activity that all activity has been reported. Rebates for Council subunits will be sent directly to the Council treasurer unless the Council chair otherwise instructs staff.

The rebate is paid to the Section (and Regions with members and geographic units outside Sections) by the end of the second quarter. The funds provided are intended for the support of not only the Section's activities, but also the activities of its subunits, including Subsections, Chapters, Affinity Groups, and IEEE student organizations.

11. Upgrading Subsection to Section

For Sections formed from Subsections after 31 December, the current year's rebate for the new Section shall be based upon the terms of a written agreement between the officers of the parent Section and the new Section. The agreement will be developed in consultation with the Region Director. Such agreement will be based on the number of members in the new Section and shall be concluded prior to establishment of the new Section.

9.1 REGIONS

A. DEFINITION

In accordance with the IEEE Constitution, the territory of IEEE shall be divided, at the discretion of the IEEE Board of Directors into geographic areas knows as Regions, which shall be specified in IEEE Bylaws. A Region is a geographic unit consisting of a part of one, or of one or more countries, established by the MGA Board as a basic operating organizational unit of IEEE for management and administrative purposes to represent and fulfill the needs of the IEEE members and the missions of IEEE within the territory prescribed.

B. REGION FORMATION

In accordance with IEEE Bylaw I-402.1 and the IEEE Constitution, the MGA Board shall approve the formation, dissolution, transfer, merger, or change of boundaries of any Region including the distribution of all funds and assets in the custody of that Region at the date of termination.

C. REGION OPERATIONS

Region operations shall include the following functions:

1. Formulate goals and objectives for the Region.
2. Plan Region operations, including budget preparation and approval.
3. Report officer, financial operation, and meeting reports to the MGA department.
4. Plan and implement programs in consonance with the IEEE mission, in support of the local organizational units in meeting the needs of the IEEE members of the Region.
5. Plan and implement programs in consonance with IEEE goals and objectives for the volunteer structure of the Region, for example, develop and implement leadership training programs for volunteers and members to enhance their interpersonal skills, group skills, and leadership abilities.
6. Provide leadership opportunities for interested IEEE members to take an active role within the operations of the Region.

D. NAMING OF GEOGRAPHICAL UNITS

Names for Sections, Geographic Councils, and Subsections shall be descriptive of the geographical area they encompass without reference to political designations.

Any revision to this section, 9.1.D. – Naming of Geographical Units, requires approval by the IEEE Board of Directors using the process in accordance with IEEE Bylaw I-300.4(5).

E. REGION BYLAWS

Each Region shall adopt bylaws that are responsive to the particular needs of the Region for the purpose of governing the operations and administration of the Region. The Region bylaws shall be reviewed periodically with any revisions being presented to the MGA Board for approval.

F. REGION COMMITTEE

Each Region shall have a Region Committee (or Board of Governors), organized and operated in accordance with its Region bylaws that are responsive to the particular needs of the Region. The Region Committee shall participate generally in the development of IEEE through recommendations to the IEEE Board of Directors to the Sections within the Region.

1. Membership representation and participation shall be optimized within financial, organizational, and/or other restraints.

2. The Region Director shall serve as the Region Committee Chair.

   a. The Region Director shall be selected in accordance with the MGA nominations and appointments process and the IEEE election process. (See IEEE Bylaw I-307.5 – Delegate-Elect/Director-Elect.)

3. The Region Committee shall consist of the following members:

   a. Voting

      i. Officers: Region Chair, Region Vice Chair (Elect), Region Secretary, Region Treasurer, and Past Region Chair.

      ii. Ex officio: Each Section Chair, the Region Coordinator of Professional Activities, where applicable, and the Chair of the Region Student Activities Committee.

      iii. Selected Appointments: The Region Chair may appoint additional voting members. These may include Area Chairs, and the Chairs of Region committees such as Membership Development, Educational Activities, and Awards and Recognition, Region Chapters Coordinator, Young Professionals, Women in Engineering (WIE), etc. The number of additional voting members appointed shall not be more than one-fourth the number of officers and ex officio members, rounded up to the next whole number. Such additional members shall be appointed on a year-to-year basis by the Region Chair, subject to the approval of the Region Committee members designated in (9.1.F.3.a.i) and (9.1.F.3.a.ii).

   b. Voting or Nonvoting

      i. Other Appointments: Additional committee members and liaison representatives necessary to ensure the effective functioning of the Region Committee may be appointed on a year-to-year basis by the Region Chair subject to the approval of the Region Committee members designated in (9.1.F.3.a.i) and (9.1.F.3.a.ii). These positions may be voting or nonvoting as designated in the Region bylaws or appointment, subject to the limitation on voting members as stated in (9.1.F.3.a.iii)

4. For a particular Region Committee meeting, the Section Chair, with the prior agreement of the Region Chair, may appoint an alternate representative who shall have the right to vote.

5. No alternate representative may be appointed for a Region Committee meeting other than for Section Chairs.

6. The Region Committee may establish an Executive Committee (ExCom) to act on its behalf between meetings of the Region Committee.

   a. All actions of the ExCom are subject to ratification by the Region Committee. The Region Committee may, by majority vote of members present at its next following meeting, overrule any act or decision of the ExCom.

   b. The composition of the ExCom shall be stated in the Region bylaws.

7. With the exception of the Student Representative, each member of the Region Committee shall be an IEEE member of Graduate Student Member, Member, Senior Member, or Fellow grade.

G. REGION COMMITTEE OFFICERS

Pending installation of the first Region Director of a Region, the President of IEEE shall appoint a Chair pro tem of the Region Committee, with the approval of the ExCom, and the Chair pro tem shall appoint a Secretary-Treasurer pro tem.

1. An elected or appointed Vice Chair/Director-Elect as provided for in the Region bylaws serves the Region Committee. Any election of a Vice Chair and/or Delegate Director-Elect must conform to the provisions of IEEE Bylaws. The Vice Chair or Director-Elect shall chair the Region Committee meetings in the absence of the Chair, conducting other Region Committee business in the absence or inability of the Chair to do so, and performing such other duties as assigned by the Chair.

2. The Region Chair may appoint a Secretary and a Treasurer or a combined Secretary-Treasurer as provided in the Region bylaws and approved by the Region Committee. The duties of these officer(s) shall include correspondence, the keeping of the minutes of the Committee meetings, mailing notices, handling of funds, the keeping of financial records, the submission of a report to the IEEE Board of Directors at the end of each year to be sent to the Executive Director, and such other duties as are assigned by the Chair.

3. The Region Past Chair shall be the most recent Past Region Director residing within the Region.

4. The names of the newly elected/appointed officers of the Region Committee shall be reported to the IEEE MGA department within 20 days following appointment.

H. REGION NOMINATING COMMITTEE

1. Each Region shall establish a Region Nominating Committee. The Chair and members shall be appointed in accordance with the Region bylaws. If not specifically stated, the Region Director shall make the appointment. No potential candidate for Director-Elect can serve on the Nominating Committee. The Chair, for the coming term, shall be identified by 1 December. There shall be a minimum of three members on the committee, including the Chair. The committee membership should represent the diversity within the organizational unit it serves.

2. The duties of the Region Nominating Committee shall include the preparation of a slate of candidates recommended for the office of Region Delegate Director-Elect. The Region Nominating Committee shall also be responsible for the annual solicitation within the Region of names of potential candidates to be considered by the IEEE Nominations and Appointments Committee and the MGA Nominations and Appointments Committee for service on IEEE committees and boards.

3. A broad call for nominations for candidates for Region Director-Elect shall be distributed within the Region at least 90 days prior to the Region Nominating

Committee meeting. The call for nominations shall indicate the deadline for submission and where nominations are to be sent.

a. The position description for an IEEE Director, as approved by the IEEE Board of Directors, shall be distributed with the call for nominations. The description, as well as any special skills requested by the IEEE Board of Directors, shall be consulted when candidates are being reviewed by the Nominating Committee. These position descriptions are available on the IEEE website.

b. All potential candidates shall complete and submit the nominations form which requires submission of a biography, list of IEEE activities, and position statement, for evaluation by the Nominating Committee.

4. Unless otherwise noted in the Region bylaws, the slate of candidates for Director-Elect as supported by the Nominating Committee shall be forwarded to the Region Committee who will determine the final slate of candidates. In accordance with IEEE Bylaws, the slate of candidates must be forwarded to the election staff for submission to the IEEE Board of Directors no later than 15 March.

   The voting shall be done by secret ballot. Approval plurality voting should be used when there are three or more candidates (vote for any and all you approve of) or selection plurality voting when there are less than three candidates (vote for one or the other).

   The slate submitted to the IEEE Board of Directors must have a minimum of two candidates. Specific procedures relative to the submission of slates with less than two names must be provided in accordance with IEEE Bylaw I-307.7 – Single Nomination Slates. It is a recommended best practice that the slate contains no more than four candidates.

I. REGION FUNDS

Each Region Committee shall conduct its activities within the IEEE Constitution, IEEE Bylaws, IEEE Policies, MGA Operations Manual, and other rules externally imposed which by law affect the membership and activities of IEEE. Funds within the geographic unit, from whatever source derived, are the property of IEEE, and should not be used for purposes other than the normal operations of the geographic unit as defined in IEEE Bylaws or published interpretation of policy, without prior authorization of the MGA Board and/or the IEEE Board of Directors, unless otherwise provided.

1. Subject to budget limits approved by the MGA Board, the MGA Finance Committee shall authorize the transfer of funds to the respective Region treasuries, the amounts thereof to be decided in consultation with the respective Region Directors.

2. Regions shall have the right to obligate their funds for all purposes necessary to promote their objectives except that no Region or any officer or representative thereof shall have any authority to contract debts for, pledge the credit of, or in any way bind IEEE for those activities specifically prohibited in the IEEE Constitution, IEEE Bylaws, IEEE Policies, or MGA Operations Manual.

3. Regions shall establish appropriate bank accounts for accounting of Region funds. Regions 1-6 shall establish Concentration Banking accounts as their only

bank accounts. Regions 7-10 are strongly encouraged to establish Concentration Banking accounts as their only bank accounts.

a. Accounts established in the name of IEEE must be reserved for the purpose for which they are established, without co-mingling of funds.

b. Regions may establish a reserve fund at least equal to one half of the total budgeted yearly expenditures. All IEEE reserves must be invested in the IEEE Investment Fund.

c. All IEEE Regions must provide for the signatures of at least one volunteer and one additional volunteer signature as an alternative. In addition, the signature of the IEEE Senior Director – Financial Services, or his/her designee, shall be designated as an alternative. This will provide assurance to the IEEE organizational unit and to IEEE of the availability of one additional alternative signature.

J. EXPENSE REIMBURSEMENT

Reimbursement of actual and necessary expenses, as authorized by the Region Committee, shall be provided to attend Region Committee meetings and other authorized meetings.

1. Reimbursement shall be at Region expense, and the formula governing reimbursement shall be under the jurisdiction of the Region Committee and consistent with overall IEEE policies on reimbursement established by IEEE.

2. The Region Committee, in determining the amount of such reimbursement, shall take into account circumstances which may affect Sections of small size or which are remotely located.

K. REGION ASSESSMENTS

Upon approval of the IEEE Board of Directors, a voluntary or mandatory fee may be charged to members residing in a Region for specified services for the benefit of members within the Region. The IEEE Board of Directors will determine whether the fee is to be voluntary or mandatory in a particular circumstance depending on the nature of specific services to be provided. See also IEEE Bylaw I-108 – Dues, Assessments, and Fees.

L. REGION PUBLICATIONS

Any Region (or group of Regions) may issue a local publication. A Region publication may be a newsletter and/or a journal/magazine. Information carried in a newsletter is not expected to be archival, where journals/magazines have archival value. Additional information is available in the IEEE Policies or IEEE Publication Services and Products Board (PSPB) Operations Manual.

M. REGION COMMITTEE MEETINGS

The Region Committee shall hold at least one meeting each year, at an appropriate time and place.

1. A quorum for a Region Committee meeting shall consist of a majority of the members of the Committee or their alternates and shall include representatives from at least half of the Sections in the Region.

2. The Region Director or, in the event of his/her unavailability, the Region Committee Vice Chair, shall be responsible for calling the necessary number of Region Committee meetings and designation of the location of meetings.

3. Minutes of Region Committee meetings shall be forwarded to the MGA Secretary.

N. REGION STUDENT ACTIVITIES COMMITTEE

Each Region shall establish a Region Student Activities Committee to be responsible to the Region Committee. The Region Student Activities Committee shall be concerned with the encouragement of student activities in the Region including Student member and Student Branch operations, general supervision of student activities and meetings when held on a Region basis, and the fostering and coordination of activities with the Sections.

1. The Region Student Activities Committee shall be composed of its Chair, all Counselors in the Region, the Region Student Representative, (other student appointees as appropriate), and any MGA Student Activities Committee (SAC) members residing in the Region, ex officio.

2. The Region Director shall appoint the Chair of this Committee and the Region Student Representative from among the Region membership, for a two-year term of office that corresponds with or overlaps with that of the Region Director. The Chair of the Region Student Activities Committee (Graduate Student Member grade or higher) and the Region Student Representative (Student Member or Graduate Student Member) shall serve, ex officio, on the MGA SAC.

O. REGION DISSOLUTION

Regions failing to maintain reasonable activity may be dissolved and the Sections therein may be absorbed into other Regions, the boundaries of which are to be correspondingly altered.

9.2 AREAS

A. DEFINITION

An Area is a part of a Region, consisting of several Sections, states, provinces, or countries which may be established by the Region Committee as a management and administrative organizational unit of IEEE to fulfill the communication needs and management/administrative missions of the Region within the territory prescribed.

1. The Region Director may appoint Area Chairs to serve a one- or two-year term during the incumbency of the Region Director.

2. The Area Chair acts on behalf of and at the direction of the Region Director on specific assignments related to the management and administration of the Region.

3. The Area Chair(s) may serve on the Region Committee with the approval of the Region Committee.

9.3 GEOGRAPHIC COUNCILS

A. DEFINITION

A Council may be formed by agreement of a group of contiguous Sections, and it exists at their pleasure. It is intended to act as a subordinate committee of the Sections, and they have the right to direct its operation. It is formed by the Sections to do only those delegated tasks that can be best done together by the Sections rather than singly by each Section. The Sections retain their recognition as the basic operating, executive, and administrative unit of IEEE. The Region Director and the MGA Board shall approve the formation of a Council.

B. COUNCIL FORMATION

1. Petition Process

   a. The petition shall contain the signature of the Chairs of the contiguous Sections forming the Council.

   b. The petition shall be submitted to the Managing Director – MGA for verification.

2. Approval Process

   a. Following verification, the petition shall be approved by the Region Committee before submission to the MGA Board.

   b. Region Director presents recommendation for approval of Council formation to the MGA Board.

C. COUNCIL BYLAWS

1. There shall be Council bylaws for the purpose of governing the operations and administration of the Council. The bylaws shall indicate the purposes of the Council.

2. Council bylaws shall name the Council and identify the Sections included in the Council.

3. Council bylaws shall provide for the election of the Council Committee either by direct membership election of the affected IEEE members or by vote of the Section representatives.

4. Council bylaws shall specify the election procedure for balloting, according to the provisions of this Operations Manual (see Section 9.3.G).

5. Council bylaws shall specify the officers of the Council Committee, and, when applicable, the Council Executive Committee (ExCom).

6. Council bylaws shall specify the fiscal year of the Council. The fiscal year shall be the calendar year.

7. If agreed to by the participating Sections, Council bylaws shall provide for the establishment of Chapters and Affinity Groups and for the administrative and financial management of them after formation.

8. The suggested format and language for Council bylaws is available.

9. Council bylaws, and any revisions, should be submitted to the MGA department for review to determine their compliance with IEEE Bylaws and IEEE Policies. The Council shall approve Council bylaws, Sections comprising the Council, and the Region Committee.

10. Recommendation for the approval of Council bylaws shall be submitted to the MGA Board by the Region Director.

D. COUNCIL COMMITTEE

1. Each Council shall have a Council Committee, which shall consist of at least the Council Chair, the Council Vice Chair, the Council Secretary, the Council Treasurer, and the Council Student Activities Committee Chair, if such committee exists, and one representative of each Section in the Council appointed by the Section ExCom.

2. The Council Committee shall hold at least one meeting each year, within the Council geographic boundaries.

   a. A quorum for a Council Committee meeting shall consist of a majority of the members of the Committee and shall include representatives from at least half of the Sections of the Council.

   b. The Council Chair or, in the event of his/her unavailability, the Council Vice Chair, shall be responsible for calling the necessary number of Council Committee meetings.

E. COUNCIL OFFICERS

1. The Council officers are the Council Chair, Vice Chair, Secretary and Treasurer, except where the latter two offices are combined, in which case, there shall be three Council officers only. All officers shall be elected annually as provided in the Council bylaws.

2. Each member of the Council Committee shall be an IEEE member of Graduate Student Member, Member, Senior Member, or Fellow grade.

3. The Council Chair shall be Chair of the Council Committee.

4. Pending election of the first Chair of the Council, the Region Director shall appoint a Chair pro tem of the Council Committee, and the Chair pro tem may appoint a Secretary and Treasurer pro tem.

5. The Council Chair shall serve as Chair for all meetings of the Council, the Council Committee, and the Council ExCom where such ExCom exists.

6. The Council Vice Chair shall assist the Chair in the coordination of all Council activities. At the request of the Chair or in the absence of the Chair, the Vice Chair shall Chair meetings of the Council, Council Committee, and Council ExCom.

7. The duties of the Council Secretary shall include correspondence, the keeping of the minutes of the Committee meetings, mailing notices, submission of officer reports and, if appropriate, submission of Society Chapter meeting and officer

reports to the MGA department at the end of each year, and such other duties as are assigned by the Chair.

8. The duties of the Council Treasurer shall include the development of a Council budget for approval by the Council, accounting of all Council funds, keeping financial records, and submitting the geographic unit annual financial report of the Council to the IEEE Senior Director – Financial Services.

9. The term of office for all officers shall normally be one year, but may continue until a successor has been duly elected and takes office. The term of office shall normally be from 1 January through 31 December. The consecutive period of service in any one office shall normally not exceed two years. All officers shall not serve in any one position, in any single organizational unit, more than six years in total. Exceptions require approval by the Region Director who will annually report such exceptions to the MGA Board.

10. The names of the newly elected/appointed officers of the Council shall be reported by the Council Secretary to the IEEE MGA department within 20 days following election/appointment.

F. COUNCIL NOMINATING COMMITTEE

1. Each Council shall establish a Council Nominating Committee. The Council Chair shall appoint the Nominating Committee Chair. With the consent of the Council, the most recent Council Past Chair shall serve as Nominating Committee Chair. All constituent Sections shall have a representative on the Nominating Committee.

2. The duties of the Council Nominating Committee shall include the preparation of a slate of candidates recommended for the offices of Council Chair, and such other members of the Council elected at-large, in accordance with the Council bylaws, to be submitted for approval by the Council Committee.

3. Except as noted in IEEE Bylaws, the slate shall include not less than two nor more than three candidates recommended for each office.

4. The Council Nominating Committee shall also be responsible for the annual solicitation within the Council of names of potential candidates to be considered by the Council Nominating Committee.

G. COUNCIL ELECTION PROCESS

1. Six months prior to the date of election, the Council Nominating Committee Chair shall issue a call for nominations for all positions elected at-large to all voting members of the Council through an appropriate medium.

2. Council Committee members and Section Chairs shall submit nominations within one month of the call for nominations.

3. The Council Nominating Committee shall verify the candidates' eligibility and willingness to serve. The Council Nominating Committee shall also gather position statements and biographies of the potential candidates, as appropriate.

4. The Council Nominating Committee will select from all such submissions candidates for each position to be elected at-large, and submit the slate of candidates to the Council Committee for ratification. The slate of candidates, at

least two but not more than three candidates, shall be communicated to the voting members of the Council not less than six weeks prior to the election date. In addition, provision shall be made in the communication for petition candidates for these offices.

5. Petition candidates shall require the signatures of a minimum of one percent of the voting members of the Council, with at least 10% of the signatures coming from each constituent Section. No more than 25 signatures shall be required from each constituent Section.

6. The entire slate of candidates for office shall be communicated to the voting members of the Council not less than two weeks prior to the election date.

7. The election process shall be by secret ballot.

8. The Chair of the Council shall submit the names of three members of the Council to serve as a Tellers Committee, to the Council Committee for approval. After the tally of votes, the Tellers Committee shall report the results of the election to the Council Chair. The Council Chair shall inform each candidate for office of the results of the election prior to announcing the results to the Council.

9. The names of the newly elected/appointed officers of the Council shall be reported to the IEEE MGA department within 20 days following election/appointment.

H. COUNCIL FUNDS

Each Council Committee shall conduct its activities within the IEEE Constitution, IEEE Bylaws, IEEE Policies, MGA Operations Manual, and other rules externally imposed which by law affect the membership and activities of IEEE. Councils shall have the right to obligate their funds for all purposes necessary to promote their objectives, except that no Council or any officer or representative thereof shall have any authority to contract debts for, pledge the credit of, or in any way bind IEEE for those activities specifically prohibited to individual Sections. Funds within the geographic unit, from whatever source derived, are the property of IEEE, and should not be used for purposes other than the normal operations of the geographic unit as defined in IEEE Bylaws or published interpretation of policy, without prior authorization of the MGA Board and/or the IEEE Board of Directors, unless otherwise provided.

1. Financial support for Council activities shall be obtained from the Sections comprising the Council or from income producing activities, such as symposia and conferences, sponsored by the Council, or as otherwise provided by the Region.

2. If a Council is the sponsoring unit of a Society Chapter or Affinity Group, it is eligible to receive the rebate allowed for Society Chapters or Affinity Groups. Rebate funds are intended to support the activities of Society Chapters or Affinity Groups.

3. Councils may establish appropriate bank accounts for accounting of Council funds. Councils within the United States are strongly encouraged to use IEEE Concentration Banking accounts as their only bank account. All geographic unit accounts shall have signature cards with at least two volunteer signatures, one volunteer as the primary signatory and one additional volunteer as an alternate.

Where government or banking regulations prohibit such a requirement, an exemption may be requested.

4. Councils may establish a reserve fund at least equal to one half of the total budgeted yearly expenditures.

5. All unit funds management shall adhere to a fiscal year 1 January - 31 December.

I. SECTIONS JOINING OR WITHDRAWING FROM A COUNCIL

1. A neighboring Section wishing to join an existing Council may do so with the approval of its own ExCom, the Council ExCom, the Region ExCom, and the MGA Board. The recommendation for approval of the Section joining the Council is presented to the MGA Board by the Region Director.

2. After a Section has been a part of a Council for two years, the Section ExCom may call for a vote of the Section membership to withdraw from the Council.

3. The results of the Section vote will be reported to the Region Director. In the event that the Section membership has voted to withdraw from the Council, the Region Director will present this recommendation to the MGA Board for approval. A Council shall be dissolved if it consists of only one Section.

J. COUNCIL REQUIREMENTS FOR ACTIVITY

1. Councils are required to submit to IEEE MGA staff a report of the previous year's financial activity by the third week of February each year. Failure to comply with this requirement shall be reported to the Chairs of the participating Sections and the Region Director.

2. If a Council is a sponsoring unit of a Society Chapter or Affinity Group, it must also submit the meeting and officer reports of those units on an annual basis, in order to qualify for the rebate allowed for Society Chapters or Affinity Groups.

3. Councils exist at the pleasure of the Sections comprising them. A Section or Sections may petition the Region Director to intervene in Council operations in the event of an insoluble dispute. The Region Director, at his or her discretion, may ask the MGA Board for assistance in resolving the dispute.

K. COUNCIL PROBATION

1. In the event that a Council fails to submit the required financial, and, where appropriate, Society Chapter or Affinity Group meeting and officer reports are not submitted for two years, the Council will be placed on probation.

2. The Council, member Sections, Region Director, and the MGA Board will be informed by the Managing Director – MGA.

L. COUNCIL DISSOLUTION

1. After one full year on probation, a Council which has not submitted the required financial reporting, will be subject to dissolution by the MGA Board at the recommendation of the Region Director.

2. The MGA Board may dissolve any Council for any reason deemed sufficient by the MGA Board, and any remaining funds and assets in the custody of that Council shall revert to IEEE.

3. The Region Director may request of the MGA Board that the dissolved Council's funds be divided equally among Sections which had been members of the Council.

9.4 SECTIONS

A. DEFINITION

A Section is the basic operating organizational unit of IEEE, constituted by a minimum of fifty (50) IEEE voting members and established with the approval of the MGA Board by petition of those who live/work in relatively close proximity to be served by activities that meet their needs and further the missions of IEEE.

1. The Section shall have for its purpose the advancement of the theory and practice of IEEE designated fields and the maintenance of high professional standards among its members, with special attention to such aims within the territory of the Section, all in consonance with the IEEE Constitution, IEEE Bylaws, IEEE Policies, MGA Operations Manual, and Region bylaws.

2. All Sections shall be exclusively those of IEEE. Management of an IEEE Section shall be exclusively by IEEE members and not jointly with members of any other organization, society, or group. However, IEEE Sections may cooperate with other organizations in holding joint meetings and may invite members of such organizations and the public to their meetings.

3. With the approval of the Region Director(s), two or more Sections may join in mutual support of the following activities: joint publications; joint meetings, conferences, or symposia; joint Society Chapter or Affinity Group meetings; student activities; and such related activities as may be approved from time to time by the MGA Board. If in pursuing such joint activities it appears desirable to establish a formal aggregation of contiguous Sections, to be called a Council, and to be governed by bylaws, this may be done under provisions herein.

B. SECTION TERRITORY

The territory of the Section is approved by the MGA Board, and may be enlarged, reduced, or otherwise altered by the MGA Board at any time, in accordance with IEEE Bylaws.

1. The territory of a Section shall be entirely within the territory of one Region.

2. An IEEE member of a Section shall be determined by the preferred mailing address, except where such member requests membership in a contiguous Section.

C. SECTION FORMATION

1. A petition for the formation of a Section shall be signed by not fewer than fifty (50) IEEE voting members, having a mailing address within the territorial boundaries proposed in the petition. Each individual who signs the petition shall be an IEEE member, in good standing, of Graduate Student Member, Member,

Senior Member, or Fellow grade. In lieu of their signatures on the petition, IEEE will accept an email message from an IEEE member stating his/her agreement to the formation. These emails must include the name of the member, IEEE membership number, and a brief statement of support of the petition. These messages are to be sent to the petition organizer who is requested to cut and paste these emails, preserving the email header information, into one document.

2. The petition shall include the following:

   a. Proposed name and territorial boundaries of the Section.

   b. The name, member number, membership grade, and contact information of the organizer of the Section. The organizer shall be of IEEE Graduate Student Member or higher grade and must be an IEEE member in good standing.

   c. A business plan that includes mission and goals, planned meetings and activities for initial six months. Following receipt of this information, MGA staff shall distribute to the Region Director (or their designee) for review and feedback to be provided to organizer.

   d. Endorsement from the Region Director (or their designee).

3. The petition shall be presented to the Managing Director – MGA for verification prior to submission to the MGA Board. MGA Staff will confirm the validity of the petition, and concurrence of the surrounding Sections.

4. The Region Director presents the recommendation for approval of Section formation to the MGA Board.

D. SECTION MANAGEMENT

1. The Section affairs shall be managed by an Executive Committee (ExCom) consisting of the elected officers. The number of voting members elected must be at least one greater than those appointed. Chapter and Affinity Group chairs, as elected by their membership, are considered "elected" official, as is the Past Section Chair.

2. All Chapters and Affinity Groups in the Section shall have voting representation either individually or collectively on the Section ExCom, and the Subsection Chairs shall be ex officio members with voting power.

3. Sections may have Student representation on the ExCom through appointment of one Student member and/or the Chair of the Section Student Activities Committee. It is recommended that every Section have a Section Student Representative (SSR), who is a voting member of the Section ExCom, in Sections where there is at least one Student Branch.

4. A quorum is required for administrative meetings. A majority of the voting members of the committee shall constitute a quorum. These meetings shall be conducted in accordance with Robert's Rules of Order (latest version) as the standard parliamentary authority.

5. Reasonable efforts should be made to notify all members of Section meetings and activities. Methods of communication could be, but are not limited to, email

distributions (in keeping with IEEE email policies), postings on Section websites, social media venues, or hard copy distributions.

E. SECTION GOVERNING AND OPERATING DOCUMENTS

1. Section Bylaws: All Sections are required to operate in accordance with the IEEE Constitution, IEEE Bylaws, IEEE Policies, and the MGA Operations Manual. The use of Section bylaws shall be allowed when required to meet the requirements of local laws. All such required Section bylaws shall be submitted for review to the Region Director, who will then forward to MGA staff for review and to obtain IEEE Legal and Compliance department legal approval before submission to the MGA Board for approval.

2. Local Operating Procedures: Sections may maintain local operating procedures documents, which may be used to record the administration and operational processes of the Section. These documents shall not contain any exceptions to the MGA Operations Manual.

3. Addendums: Sections requiring exceptions to the MGA Operations Manual shall submit an addendum request to the Region Director for review. If the request meets with the approval of the Region Director, it shall then be presented to MGA staff for review before submitting to the MGA Board for approval.

F. SECTION OFFICERS

At a minimum the officers of the Section shall include a Chair, a Vice Chair, a Secretary, and a Treasurer. The Section may combine the offices of Secretary and Treasurer. A Section may define in its local operating procedures document if the Vice Chair shall automatically become the Chair at the conclusion of their term.

1. With the exception of the Student Branch Representative, each member of the Section ExCom shall be an IEEE member, in good standing, of Graduate Student Member, Member, Senior Member, or Fellow grade.

2. Pending election of the first officers of the Section, the Region Director shall appoint a Chair pro tem of the SectionExCom, and the Chair pro tem may appoint a Secretary and Treasurer pro tem.

3. The Section Chair shall serve as Chair for all meetings of the Section and the Section ExCom.

4. The Section Vice Chair shall assist the Chair in the coordination of all Section activities. At the request of the Section Chair or in the absence of the Section Chair, the Section Vice Chair shall chair meetings of the Section, Section Committee, or Section ExCom.

5. The duties of the Section Secretary shall include correspondence, the keeping of the minutes of the committee meetings, mailing notices, and submission of meeting and officer reports to the MGA department at the end of each year and such other duties as are assigned to him/her by the Chair.

6. The duties of the Section Treasurer shall include the development of a Section budget for approval by the Section, accounting of all Section funds, keeping financial records, and submitting the financial operations report of the Section to the IEEE Senior Director – Financial Services.

7. Officer Terms and Eligibility:

   a. All officers shall be elected by Section members of Graduate Student Member, Member, Senior Member, and Fellow grade. Elections for all officers shall take place every one or two years, in accordance with the term of office as defined by the Section.

   b. The term of office for all officers shall be one or two years. A Section must define the officer term as one or two years and record it in its local operating procedures document; if the officer term is not recorded in the local operating procedures document, it shall be two years. An individual may continue in the position until a successor has been duly elected and takes office.

   c. The term of office shall normally be from 1 January through 31 December.

   d. The consecutive period of service in any one office shall normally not exceed four years. All officers shall not serve in any one position, in any single organizational unit, more than six years in total. Exceptions to this rule require approval by the Region Director who will annually report such exceptions to the MGA Board.

8. Any vacancy occurring during the year shall be filled by a majority vote of the Section ExCom.

9. Removal from office. In order to proceed with the following options - a two-thirds vote of the Section ExCom is required or 15% of the Section voting members must submit a petition to the Region Director. An individual can only be removed from office in the same manner in which they were elected.

   a. If the individual was elected at an annual General Meeting, they may be removed from office, with or without cause, by the affirmative vote of two-thirds of the members at duly constituted meeting. Prior to taking this action, the meeting must be announced to the general membership via their normal practice.

   b. If the individual was elected via the general membership (paper or electronic) election, this individual may be removed from office, with or without cause, by the affirmative vote of two-thirds of the total votes cast of the recall election.

10. Suspension. The authority to act as an officer of a Section may be suspended by the appropriate Region Director with the concurrence of the Region Director-Elect and Past Region Director for cause, as follows:

    a. Conduct that is determined to be a material violation of the IEEE Code of Ethics, or a material violation of the IEEE Constitution, IEEE Bylaws, IEEE Policies, or Operations Manuals of IEEE that is seriously prejudicial to IEEE, or other conduct that is seriously prejudicial to IEEE.

    b. Has not complied in accordance with the policies as defined in this manual.

    c. The Section has not met the minimum reporting requirements for at least one year.

d. If an individual is suspended, the Region Director may appoint an individual to serve in the interim position until an election may be held within the Section.

e. Any action taken by the Region Director must be reported to Vice President – MGA and MGA Board Secretary.

G. SECTION NOMINATING COMMITTEE

1. Each Section shall appoint a Nominating Committee of three or more Section members not then officers of the Section. A member of the Section Nominating Committee who does not resign from the Committee prior to the meeting at which nominees are selected is not eligible to be nominated for any office to be filled by the Section ExCom.

2. The duties of the Section Nominating Committee shall include the preparation of a slate of candidates recommended for the offices of Section Chair, Vice Chair, Secretary, Treasurer (or Secretary/Treasurer), and such other members of the Section elected at-large, to be submitted for approval by the Section ExCom.

3. Except as noted in IEEE Bylaws, the slate shall include not less than two nor more than three candidates recommended for each office.

   In the case where the slate, as submitted by the Nominating Committee to the Section ExCom for ratification, consists of a single candidate, the Section ExCom may recommend to the Region Director the approval of proceeding with the election process with a single candidate slate.

4. The Section Nominating Committee shall also be responsible for the annual solicitation within the Section of names of potential candidates to be considered for positions on the Section ExCom.

5. The Section Nominating Committee shall respond on behalf of the Section to calls for elected positions for Councils, and Regions as appropriate. Nominations for such positions shall be submitted to the Section ExCom, as appropriate, for ratification.

H. SECTION ELECTION PROCESS

1. Six months prior to the date of election, the Section Nominating Committee Chair shall issue a call for nominations for all positions elected at-large to all voting members of the Section through an appropriate medium.

2. Section members shall submit nominations within one month of the call for nominations.

3. The Section Nominating Committee shall verify the candidates' eligibility and willingness to serve. A candidate must be a member of the Section to hold office in that Section. The Section Nominating Committee shall also gather position statements and biographies of the potential candidates, as appropriate.

4. The Section Nominating Committee will select from all such submissions at least two but not more than three candidates for each position elected at-large, and submit the slate of candidates to the Section ExCom for ratification.

In the case where the slate that is submitted for ratification consists of a single candidate, the Section ExCom may recommend to the Region Director the approval of proceeding with the election process with a single candidate slate.

5. The slate of candidates for elected office shall be communicated to the voting members of the Section not less than six weeks prior to the election date. In addition, provision shall be made in the communication for petition candidates for these offices.

6. In addition to the candidates nominated by the Section Nominating Committee, individual voting members eligible to vote in such election may nominate candidates by petition.

   In accordance with IEEE Bylaw I-307.17, the number of signatures required on a petition shall be determined as follows. For all positions where the electorate is less than 30,000 voting members, signatures shall be required from 2% of the eligible voters.

   For all positions where the electorate is more than 30,000 voting members, 600 signatures of eligible voters plus 1% of the difference between the number of eligible voters and 30,000 shall be required."

   The petition shall be completed at least 28 days before the date of the election.

7. The entire slate of candidates for office shall be communicated to the voting members of the Section not less than two weeks prior to the election date.

8. The election process shall be by secret ballot.

9. The Section Chair shall submit the names of up to three members of the Section to serve as a Tellers Committee, to the Section for approval. After the tally of votes, the Tellers Committee shall report the results of the election to the Section Chair. The Section Chair shall inform each candidate for office of the results of the election prior to announcing the results to the Section membership.

I. SECTION FUNDS

The MGA Board shall be responsible for distributing rebate funds to the Sections in accordance with a stated set of objectives and a plan of distribution prepared by the MGA Geographic Unit Operations Support Committee and submitted for approval to the MGA Board.

1. There shall be no Section assessments for Sections in Regions 1 - 7. Upon approval by the IEEE Board of Directors, emergency or extraordinary expenses may be provided by voluntary contribution from the membership of the Section.

2. For Sections in Regions 8 - 10, an assessment may be established. A Section or group of Sections within a single country can apply to the IEEE Board of Directors through the Region Director for an assessment to fund an office and/or staff to improve interaction with the national society in that country. A business plan for the proposed expenditures and the results of a ballot sent to all members showing clear support for this action shall be included on the application.

3. Funds within the Section, from whatever source derived, are the property of IEEE, and shall not be used for purposes other than the normal operations of the Section as defined in IEEE Bylaws or published interpretation of policy, without prior authorization of the MGA Board and/or the IEEE Board of Directors, unless otherwise provided.

4. Funds derived from member dues (rebate funds) shall not be used for scholarships, fellowships, and other education awards. The awards activities shall be supported by funds from activities all or in part specifically directed to such usage. Contributions may be accepted for such use and donations should be encouraged by the use of tax-exempt mechanisms, where available.

5. Sections shall have the right to obligate their funds for all purposes necessary to promote their objectives, except that no Section or any officer or representative thereof shall have any authority to contract debts for, pledge the credit of, or in any way bind IEEE for those activities specifically prohibited in the governing documents of IEEE or published interpretation of policy.

6. The Section may serve nonmembers or groups wishing to receive meeting announcements and other Section publications.

7. Sections may accept local voluntary financial contributions.

8. Chapter and Affinity Group funds provided to the Section through the annual rebate are intended for the support of those subunits. Chapters and Affinity Groups shall be funded <u>at a minimum</u> at the level of the annual Rebate.

9. Sections shall establish bank accounts for all IEEE funds.

    a. Sections are encouraged to utilize the IEEE Concentration Banking Program as a depository for all IEEE funds, if possible.

    b. Accounts established in the name of IEEE shall be reserved for the purpose for which they are established, without co-mingling of funds.

    c. All geographic unit accounts shall have signature cards with at least two volunteer signatures, one volunteer as the primary signatory and one additional volunteer as an alternate. In addition, all IEEE geographic units accounts must have the IEEE Senior Director – Financial Services as a signatory thereon (IEEE Policies, Section 11.3.A.3). Exemptions must be requested as part of the geographic unit annual financial report, and approved by the Region Director.

10. Custody Accounts (Regions 8 - 10): The purpose of the Custody Account shall be to facilitate the payment of IEEE products and services in US funds through a direct deposit of the Section rebate, while supporting Section activities through the collection of funds in local currency. Services supported by the Custody Account include, but are not limited to, payment for initial membership application, membership renewal, and the purchase of IEEE products.

11. Reserves: Sections may establish a reserve fund at least equal to one half of the total budgeted yearly expenditures.

12. All unit funds management must adhere to a fiscal year 1 January - 31 December except where government or banking regulations prohibit such a

requirement. Such exceptions must be reported to the MGA Board through the Region Director.

13. Sections shall submit a financial operations report to the IEEE Senior Director – Financial Services. Upon request, staff shall provide the Region Director with a summary of each Section's financial report.

J. SECTION EXPENSES

1. Ordinary expenses of the Section shall be defrayed by the funds supplied by IEEE either directly or by allocation from the Region.

2. Emergency or extraordinary expenses may be provided by voluntary contribution from the membership of the Section.

K. SECTION PUBLICATIONS

Any Section that publishes a periodical shall inform the MGA Board of the establishment thereof and shall provide the Region Director and IEEE MGA department with copies thereof, as published. (See Section 11 of this Manual and/or IEEE Policies, Section 6)

L. SECTION REPORTING REQUIREMENTS

1. A Section shall be required to maintain a membership of not fewer than twenty-five (25) IEEE members of Graduate Student Member, Member, Senior Member, or Fellow grade.

2. A Section shall be required to hold not less than five (5) meetings per year. Chapter and/or Affinity Group meetings may be counted in fulfilling Section meeting requirements.

3. The Section Secretary or Secretary/Treasurer shall submit an annual report of meeting activities and the roster of officers to MGA department staff.

4. The Section Treasurer or Secretary/Treasurer shall submit the geographic unit annual financial report to IEEE MGA department staff. The incoming and outgoing Section Chair/Treasurer must sign this report. The incoming Section Chair and Treasurer shall also submit an IEEE Disclosure Statement.

5. Sections are required to submit their annual financial reports and annual officer and meeting reports by the deadlines defined in the Geographic Unit Rebate Schedule to be eligible for the dues rebates. A 10% bonus will be paid for complete reports received by the third Friday in February. Exceptions for payment of the dues rebate to those units submitting the required reports after the defined deadlines shall be at the discretion of the Region Director, and a 10% penalty shall be applied to all such exceptions.

M. SECTION PROBATION

1. Failure of a Section to meet the minimum required activities as described in Section 9.4.L. for a period of one year shall result in the Section automatically being placed on probation, effective 1 January of the following year.

2. Probation means that in addition to a report to the MGA Board, the Section will not be eligible for rebates until the Section comes into compliance with the

minimum requirements. In addition, the MGA Board may take such action as deemed appropriate in the circumstances.

3. Funds in the possession of a Section that was under probation for more than one (1) year will be transferred by the MGA Board into a custody account until either the:

    a. Section comes into compliance with minimum requirements and repossesses the funds; or

    b. Region Director has requested that the funds be dispensed to the Section for rejuvenation; or

    c. Section is dissolved (in accordance with Section 9.4.N)

4. The Managing Director – MGA or the Vice President – MGA shall inform the Section Chair and the Region Director of the probation.

N. SECTION DISSOLUTION

1. The MGA Board may dissolve any Section for any reason deemed sufficient by the MGA Board and take the necessary action to transfer any remaining funds and assets in the possession of that Section under the custody of IEEE MGA. If appropriate, the funds of the dissolved Section shall be divided proportionally among the Sections to which the membership is reassigned.

2. If the probation of a Section continues for a second year, and in the absence of plans to reactivate the Section acceptable to the Region Director and the MGA Board, the Region Director with the concurrence of the MGA Board shall dissolve the Section, with members in that Section territory reassigned to another Section approved by the Region Director and the MGA Board. The Managing Director – MGA shall so inform the members previously constituting the Section.

3. The MGA Board may waive the provisions herein regarding dissolution of a Section in case war or any other force majeure affects such Section, for the period of the duration thereof and for at least six months thereafter. Responsibility for waiving requirements for the activity level of Sections with respect to probation shall be assigned to the respective Region Directors.

9.5 SUBSECTIONS

A. DEFINITION

1. A Subsection shall be a part of a Section or Region, constituted by a minimum of twenty (20) IEEE voting members, and established with the approval of the MGA Board by petition of those who live/work in relatively close proximity to be served by the activities that further the mission of IEEE.

B. SUBSECTION PETITION FOR ESTABLISHMENT

A Subsection may be established subject to the same limitation and control pursuant to the following conditions:

1. A petition for the formation of a Subsection shall be signed by not fewer than twenty (20) IEEE members, in good standing, of Graduate Student Member, Member, Senior Member, or Fellow grade, having mailing addresses within the

territorial boundaries proposed in the petition. In lieu of their signatures on the petition, IEEE will accept an email message from an IEEE member stating his/her agreement to the formation. These emails must include the name of the member, IEEE membership number, and a brief statement of support of the petition. These messages are to be sent to the petition organizer who is requested to cut and paste these emails, preserving the email header information, into one document.

2. The petition shall include the following:

   a. Proposed name and territorial boundaries of the Subsection.

   b. The name, member number, membership grade, and contact information of the organizer of the Subsection. The organizer shall be of IEEE Graduate Student Member or higher grade and must be an IEEE member in good standing.

   c. A business plan that includes mission and goals, planned meetings and activities for initial six months. Following receipt of this information, MGA staff shall distribute to Region Director (or their designee) for review and feedback to be provided to organizer.

   d. Endorsement from the Region Director (or their designee) or the Section Executive Committee (ExCom).

3. The petition shall be presented to the Managing Director – MGA for verification prior to submission to the MGA Board. MGA staff will confirm the validity of the petition and concurrence of the surrounding Sections.

4. Region Director presents recommendation for approval of Subsection formation to the MGA Board.

C. MANAGEMENT OF SUBSECTION

1. The management of the Subsection mirrors that of a Section. These procedures include, but are not exclusive of nominations, elections, officers, and publications. Please reference Sections 9.4.D through 9.4.H of this manual.

   In the case of a Subsection, the phrase 'Region Director' in sections 9.4.G.3 and 9.4.H.4 shall be interpreted to mean the 'Chair of the parent Geographic Unit,' i.e. the Section Chair or the Region Director, whichever is applicable.

2. Reasonable efforts should be made to notify all members of Subsection meetings and activities. Methods of communication could be, but are not limited to, email distributions (in keeping with IEEE email policies), postings on Subsection websites, social media venues, or hard copy distributions.

D. SUBSECTION FUNDS

1. The parent organization (Region or Section) shall be responsible for distributing funds to its Subsections in accordance with a stated set of objectives and a plan of distribution, which shall be in consonance with the missions of IEEE and MGA. Funds within the geographic unit, from whatever source derived, are the property of IEEE, and should not be used for purposes other than the normal operations of the geographic unit as defined in IEEE Bylaws or published

interpretation of policy, without prior authorization of the MGA Board and/or the IEEE Board of Directors, unless otherwise provided.

2. There shall be no Subsection assessments.

3. Subsections are encouraged to utilize the IEEE Concentration Banking Program as a depository for all IEEE funds, if possible.

   a. All geographic unit accounts shall have signature cards with at least two volunteer signatures, one volunteer as the primary signatory and one additional volunteer as an alternate. In addition, all IEEE geographic units accounts must have the IEEE Senior Director – Financial Services as a signatory thereon (IEEE Policies, Section 11.3.A.3). Exemptions must be requested as part of the geographic unit annual financial report, and approved by the Region Director.

E. Subsection Expenses

Ordinary expenses of the Subsection shall be defrayed by the funds supplied by the Region or Section in agreement with the Region or Section budget. Emergency or extraordinary expenses may be provided by voluntary contributions from the membership of the Subsection.

F. Subsection Probation

1. As established by the MGA Board, the minimum number of meetings to maintain Subsection status shall be five (5) per year. The minimum membership of the Subsection shall not be less than fifteen (15) IEEE members of Graduate Student Member, Member, Senior Member, or Fellow grade. Meetings held by a Chapter in conjunction with the Subsection may be counted in fulfilling these requirements.

2. The Subsection is required to submit an annual report of meeting activities and the roster of officers to the Managing Director – MGA. A financial report shall be submitted annually to the MGA department.

3. Failure of a Subsection to maintain these minimum required activities shall be reported to the Region Director and the MGA Board and may result in the Subsection being placed on probation. The Managing Director – MGA or the Vice President – MGA shall inform the Section Chair (if appropriate), Subsection Chair, and the Region Director of the Subsection probation.

4. Probation in this case means that the MGA Board may take such action as deemed appropriate in the circumstances, particularly that if the Subsection does not come into compliance with these minimum requirements, with the Region Director's recommendation, the Subsection may be dissolved.

G. Subsection Dissolution

The MGA Board may dissolve any Subsection for any reason deemed sufficient by the MGA Board and any remaining funds and assets in the custody of that Subsection shall revert to IEEE. The Region Director may request that the funds of the dissolved Subsection be returned to the parent IEEE Section or Region.

1. If the probation of a Subsection (see Section 9.4.M) continues for a second year, the Region Director, with the concurrence of the Region Committee and the MGA Board, shall take appropriate action in this matter.

2. The MGA Board may waive the provisions herein regarding dissolution of a Subsection in case war or any other force majeure affects such Subsection, for the period of the duration thereof and for at least six months thereafter. Responsibility for waiving requirements for the activity level of Subsections with respect to probation shall be assigned to the respective Region Director.

H. SUBSECTION ELEVATION TO SECTION

1. A petition shall be submitted requesting a Subsection be elevated to a Section as currently named and within its defined territory.

2. The proposed Section should have not fewer than fifty (50) IEEE members of Graduate Student Member, Member, Senior Member, or Fellow grade, identified as being within the territorial boundaries of the Subsection at the time of the petition.

3. The petition shall provide the name, address, and contact information of the current Chair of the Subsection and the petition organizer. A petition organizer shall be an IEEE member of Graduate Student Member or higher grade.

4. The petition shall be presented to the Managing Director – MGA for verification.

5. The petition shall be provided to the Region Director. The parent geographic organizational unit shall be contacted by the Region Director for feedback in regards to the elevation of the Subsection to a Section.

6. The Region Director will review the petition and feedback from the parent geographic organizational unit and recommend the appropriate action prior to submission to the MGA Geographic Unit Operations Support Committee for review.

7. The Region Director shall present the recommendation for approval of the elevation of a Subsection to a Section to the MGA Board.

9.6 CHAPTERS

A. DEFINITION

A Chapter shall be a technical subunit of a Region, one or more Sections, or a Geographic Council. There may be single Society Chapters, joint Society Chapters, and Technical Council Chapters. A Chapter shall comprise a minimum of twelve (12) IEEE voting members of a Society, or group of Societies in the case of a joint Chapter, and shall be established by petition to the parent geographical and technical organizational units concerned to fulfill the mission of IEEE. In case of a Technical Council Chapter, a minimum of any twelve (12) IEEE voting members of Council Member Societies in the parent geographical unit shall be required to petition to the geographic unit and to the Technical Council.

IEEE members of Graduate Student Member, Member, Senior Member, or Fellow grade who belong to an IEEE Society and a geographic unit which has formed a Technical Chapter of such Society are considered Chapter members.

All references to "Chapter" in Section 9.6 are inclusive of both Chapter and Joint Chapter.

1. IEEE Technical Society Chapters shall conduct activities within the scope of the technical field of interest of the sponsoring Society/Societies. IEEE Technical Council Chapters shall conduct activities within the technical field of interest of the Technical Council.

2. A Chapter functions in a manner similar to that of a committee of the Section/Council.

3. In instances where Section/Council territorial geography may warrant and Society member interests are sufficient to support multiple Chapters of a Society, additional Chapters, suitably identified, may be formed and operate under the current applicable procedures.

B. CHAPTER FORMATION

1. Petition Process. A petition to establish a Chapter shall contain the following:

   a. Name of the Section(s)

   b. Name of the sponsoring Society(ies)

   c. Name of the organizer (who becomes interim Chair pending election of a regular Chair at a later organization meeting). The organizer shall be of IEEE Graduate Student Member or higher grade and must be an IEEE member in good standing.

   d. Signatures of at least twelve (12) IEEE members, in good standing, of Graduate Student Member, Member, Senior Member, or Fellow grade, who are members of the Society(ies) and Section(s) involved. Each petition to form a Technical Council Chapter will be signed by at least twelve (12) IEEE voting members of a Society which is a Member Society of the Technical Council. In lieu of their signatures on the petition, IEEE will accept an email message from an IEEE member stating his/her agreement to the formation. These emails must include the name of the member, IEEE membership number, and a brief statement of support of the petition. These messages are to be sent to the petition organizer who is requested to cut and paste these emails, preserving the email header information, into one document.

   e. The petition for a Chapter shall be submitted to the Section/Council Executive Committee (ExCom) for written approval and forwarded with this written approval to the Managing Director – MGA. The Managing Director – MGA shall forward a copy of the petition to the President(s) of the Society(ies) for verification to the Managing Director – Technical Activities for information.

   f. A business plan that includes mission and goals, planned meetings and activities for initial six months. Following receipt of this information, MGA staff will distribute to Region Director (or their designee) for review and feedback to be provided to organizer.

   g. A Joint Chapter may be established by the procedures defined herein to cover the territory of two or more contiguous Sections, or a Council, or the interests of two or more Societies within the territory provided the necessary

approval is obtained by all concerned. That petition shall identify the organizational unit assuming responsibility for the Chapter management. That organizational unit shall receive rebates for the Chapter meetings. These funds are intended for the support of Chapter activities.

2. Approval Process

   a. The Chapter shall be considered established after MGA staff have ascertained that the Region Director and the Society President(s) have no objection to its formation. A list of formations shall be transmitted to the MGA Board and the Technical Activities Board (TAB).

   b. The Managing Director – MGA shall so notify the Society President, and the Section/Council Chair.

C. CHAPTER MANAGEMENT

Responsibility for Chapter management shall rest with the Section/Council, which shall have control of all financial and other assets of the Chapter in carrying out its activities.

1. A Chapter may maintain its own accounting of income and disbursements, either within separate sub-accounts of the Section treasury or within a separate bank account as approved by the Section ExCom. Funds in such an account may include income received by the Chapter from Societies and Technical Councils and the Chapter's share of income and disbursements associated with programs sponsored or cosponsored by the Chapter and with operations of the Section.

2. If, upon petition by a Chapter to maintain a separate bank account, the Section withholds its approval, or if the Section decides to eliminate an existing account, the Section shall first seek the approval of the Vice Presidents of MGA and Technical Activities stating the reasons for its decision.

3. Those Chapters having separate bank accounts shall submit a year-end financial statement to the Section by 15 January for the previous fiscal year.

4. The managing Section shall be responsible for auditing, proper accounting, and submitting, with its annual financial report, a Chapter financial statement to the IEEE Senior Director – Financial Services.

5. Reasonable efforts should be made to notify all members of Chapter meetings. Methods of communication could be, but are not limited to, email distributions (in keeping with IEEE email policies), postings on Chapter websites, social media venues, or hard copy distributions.

D. CHAPTER OFFICERS

Officers of the Chapter shall be at least a Chair, a Vice Chair, a Secretary, and a Treasurer. The Chapter may combine the offices of Secretary and Treasurer.

1. Each member of the Chapter Committee shall be an IEEE member of Graduate Student Member, Member, Senior Member, or Fellow grade and a member of the parent Society. Officers of a Joint Chapter must be a member of at least one parent Society. The Chapter Chair shall serve as Chair for all meetings of the Chapter, the Chapter Committee, and the Chapter ExCom where such ExCom exists.

To be an officer of a Technical Council Chapter, an individual must be an IEEE voting member of a Society which is a Member Society of the Technical Council.

2. The Chapter Vice Chair shall assist the Chair in the coordination of all Chapter activities. At the request of the Chapter Chair or in the absence of the Chapter Chair, the Chapter Vice Chair shall chair meetings of the Chapter, Chapter Committee, or Chapter ExCom.

3. The duties of the Chapter Secretary shall include correspondence, the keeping of the minutes of the Committee meetings, mailing notices, and submission of meeting reports to the parent Section Secretary or Secretary/Treasurer at the end of each year and such other duties as are assigned to him/her by the Chair.

4. The duties of the Chapter Treasurer shall include the development of a Chapter budget for approval by the Section, accounting of all Chapter funds, keeping financial records, and submitting a financial record to the Section.

5. Officer Terms and Eligibility:

   a. All officers shall be elected by Chapter members of Graduate Student Member, Member, Senior Member, and Fellow grade. Elections for all officers shall take place every one or two years, in accordance with the term of office as defined by the parent geographical unit that assumes responsibility for the Chapter management.

   b. The term of office for all officers shall be one or two years. The parent geographical unit that assumes responsibility for the Chapter management must define the officer term as one or two years and record it in its local operating procedures document; if the officer term is not recorded in the local operating procedures document, it shall be two years. An individual may continue in the position until a successor has been duly elected and takes office.

   c. The term of office shall normally be from 1 January through 31 December.

   d. The consecutive period of service in any one office shall normally not exceed four years. All officers shall not serve in any one position, in any single organizational unit, more than six years in total. Exceptions to this rule require approval by the Chair of the parent geographical unit that assumes responsibility for the Chapter management who will annually report such exceptions to the Region Director.

6. The names of the newly elected/appointed officers (voting and non-voting) of the Chapter shall be reported to the IEEE MGA department, via the Section or Council Secretary, within 20 days following election/appointment.

E. CHAPTER NOMINATING COMMITTEE

1. Section/Council bylaws shall provide for appointment by the Chapter Chair of a Nominating Committee of three or more Chapter members not then officers of the Chapter. The Chapter Chair, in accordance with this Operations Manual shall appoint its Chair.

2. The duties of the Chapter Nominating Committee shall include the preparation of a slate of candidates recommended for the offices of Chapter Chair, and such

other members of the Chapter elected at-large, in accordance with the Section/Council bylaws, to be submitted for approval by the Chapter Committee.

3. Except as noted in IEEE Bylaws, the slate should include not less than two nor more than three candidates recommended for each office.

   In the case where the slate, as submitted by the Nominating Committee to the Chapter Committee for ratification, consists of a single candidate, the Chapter Committee may recommend to the Chair of the parent Geographic Unit that assumes responsibility for the Chapter management, the approval of proceeding with the election process with a single candidate slate.

4. The Chapter Nominating Committee shall also be responsible for the annual solicitation within the Chapter of names of potential candidates to be considered for positions on Chapter committees according to the Section/Council bylaws.

F. CHAPTER ELECTION PROCESS

1. Six months prior to the date of election, the Chapter Nominating Committee Chair shall issue a cCall for nominations for all positions elected at-large to all voting members of the Chapter through an appropriate medium.

2. Chapter members must submit nominations within one month of the call for nominations.

3. The Chapter Nominating Committee must verify the candidates' eligibility and willingness to serve. A candidate must be a member of the Chapter to hold office in that Chapter. The Chapter Nominating Committee shall also gather position statements and biographies of the potential candidates, as appropriate.

4. The Chapter Nominating Committee will select from all such submissions candidates for each position to be elected at-large, and submit the slate of candidates to the Chapter Committee for ratification. The slate of candidates, at least two but not more than three candidates, shall be communicated to the voting members of the Chapter not less than six weeks prior to the election date. In addition, provision shall be made in the communication for petition candidates for these offices.

   In the case where the slate that is submitted for ratification consists of a single candidate, the Chapter Committee may recommend to the Chair of the parent Geographic Unit that assumes responsibility for the Chapter management, the approval of proceeding with the election process with a single candidate slate.

5. In addition to the candidates nominated by the Chapter Nominating Committee, individual voting members eligible to vote in such election may nominate candidates by petition.

   In accordance with IEEE Bylaw I-307.17, the number of signatures on a petition for a Chapter officer position shall be required from 2% of the eligible voters, provided the electorate is less than 30,000 voting members.

   The petition shall be completed at least 28 days before the date of the election.

6. The entire slate of candidates for office shall be communicated to the voting members of the Chapter not less than two weeks prior to the election date.

7. The election process must be by secret ballot.

8. The Chair of the Chapter shall submit the names of up to three members of the Chapter to serve as a Tellers Committee, to the Chapter for approval. After the tally of votes, the Tellers Committee shall report the results of the election to the Chapter Chair. The Chapter Chair shall inform each candidate for office of the results of the election prior to announcing the results to the Chapter and the Section/Council.

9. To be able to vote in an election for such officers for Technical Council Chapters, an individual must be a voting member of the Society and/or a member of the Society which is a Member Society of the Technical Council.

G. FINANCIAL MANAGEMENT OF CHAPTER FUNDS

Section/Councils shall be responsible for distributing funds to its Chapters in accordance with a stated set of objectives and a plan of distribution, which shall be in consonance with the missions of the IEEE, MGA, and Technical Activities. Additionally, Technical Council Chapters will receive funding in the same manner as Society Chapters. Chapters are entitled to receive the funds generated by their own activities, including dues rebates (earned during the preceding year as computed by the dues rebate formula). Funds generated by more than a single geographic unit should be shared as determined in a Memorandum of Understanding (MOU).

1. Funds within the Chapter, from whatever source derived, are the property of IEEE, and shall not be used for purposes other than the normal operations of the Chapter as defined in IEEE Bylaws or published interpretation of policy, without prior authorization of the MGA Board and TAB, unless otherwise provided.

2. Funds derived from member dues shall not be used for scholarships, fellowships, and other education awards. The awards activities shall be supported by funds from activities all or in part specifically directed to such usage. Contributions may be accepted for such use and donorship should be encouraged by the use of tax-exempt mechanisms. All funds derived from whatever permitted source designated for these purposes shall be deposited in properly authorized separate accounts, foundations, or other approved depositories under agreement, direction, or control of the organizational unit, with adequate provisions for ensuring the proper use of the funds or proceeds there from. A properly executed agreement will include provisions for disposition of residual funds should any approved program be discontinued.

3. Chapters shall have the right to obligate their funds for all purposes necessary to promote their objectives, except that no Chapter or any officer or representative thereof shall have any authority to contract debts for, pledge the credit of, or in any way bind IEEE for those activities specifically prohibited in the governing documents of IEEE or published interpretation of policy.

4. The Chapter may serve nonmembers or groups wishing to receive meeting announcements and other Chapter publications.

5. Chapters may accept local voluntary financial contributions.

6. Chapters may establish appropriate bank accounts for accounting of Chapter funds.

a. Accounts established in the name of IEEE must be reserved for the purpose for which they are established, without co-mingling of funds.

b. Chapters may establish a reserve fund at least equal to one half of the total budgeted yearly expenditures.

c. All geographic unit accounts shall have signature cards with at least two volunteer signatures, one volunteer as the primary signatory and one additional volunteer as an alternate. In addition, all IEEE geographic units accounts must have the IEEE Senior Director – Financial Services as a signatory thereon (IEEE Policies, Section 11.3.A.3). Exemptions must be requested as part of the geographic unit annual financial report, and approved by the Region Director.

d. Chapters are encouraged to utilize the IEEE Concentration Banking Program as a depository for all IEEE funds, if possible.

e. All unit funds management must adhere to a fiscal year 1 January - 31 December.

H. JOINT CHAPTER

A Joint Chapter comprising the members of more than one Society or contiguous Sections may be established by the procedures defined herein, provided, however, that the petition to establish a Joint Chapter shall contain at least twelve (12) signatures and that each Society or Section involved shall be represented by at least three (3) signatures.

I. CHANGE OF JOINT CHAPTER STATUS

The status of a Chapter may be changed from single to joint, or vice versa, or from one joint combination to another, without submission of a petition. The change in status will become effective following approval of the request for change by the Region Director(s), Society President(s), Section ExCom, and other organizational units involved.

J. CHAPTER REQUIREMENTS FOR MEMBERSHIP AND MEETING ACTIVITY

1. A Chapter shall be required to maintain a membership of not fewer than ten (10 members of Graduate Student Member, Member, Senior Member, or Fellow grade, and to hold not less than two (2) technical meetings per year, or to maintain a level of activity acceptable to the Region Director and the Society President(s).

2. Meeting Activity

   a. A Chapter may schedule a technical meeting in coordination with the ExCom of the parent geographical unit within whose boundaries the meeting is to be held, if deemed necessary.

   b. All members in the parent geographical unit shall be advised of all meetings held in their geographical unit, including those organized by Chapters, using electronic communication tools provided by MGA and/or via posting on the parent geographical unit's website. In addition, a special notice may be sent to the members of the Chapter that organizes a meeting.

c. A Chapter shall submit annually a report on the meetings held within the past year and any changes to its roster of officers in a timely manner using electronic reporting tools provided by MGA.

d. The parent geographical unit that assumes responsibility for the Chapter management shall receive meeting credit for Chapter activity and shall disburse the Chapter rebate and activity bonus (if applicable) to the Chapter based on reported Chapter activity, in accordance with Section 9.6.G.

3. Year-end membership statistics of a Technical Council Chapter will include all IEEE members who belong to any Society which is a Member Society of the Technical Council**.**

K. CHAPTER PROBATION

1. Failure of a Chapter to meet the minimum required activities as described in Section 9.6.J for a period of one year shall result in the Chapter automatically being placed on probation, effective 1 January of the following year. A Chapter probation period shall last three consecutive years. The Chapter will not be eligible for rebates until it comes into compliance with the minimum requirements.

2. Annual notice of delinquency will be given to all concerned.

3. A report of delinquent Chapters will be presented to the MGA Board.

L. TECHNICAL CHAPTER DISSOLUTION

1. With the concurrence of the ExCom of the parent geographical unit that assumed responsibility for the Chapter management, the Chair(s) of any other parent geographical unit(s) when applicable, the President(s) of the parent technical organizational unit(s), and the Region Director, a Chapter may be dissolved.

2. A Chapter shall be dissolved automatically if it has failed to meet the requirements as stated in Section 9.6.J for three consecutive years and annual notice of the delinquency has been given to all concerned. Such dissolution will be reported to the MGA Board at its November Board meeting, and reported to the President(s) of the parent technical organizational unit(s).

   Following dissolution, any remaining funds and assets in the custody of the Chapter shall revert to the parent geographical unit that assumed responsibility for the Chapter management.

M. CHAPTER REINSTATEMENT

1. A Chapter can be reinstated following the automatic dissolution at the November Board meeting when the following conditions have been met. The parent organizational units concerned shall have secured both the interest to reactivate the Chapter and a volunteer to serve as the Chapter Chair. This information shall be reported to MGA staff no later than 60 days following the date of dissolution.

2. Reinstatement of the dissolved Chapter shall be reported to the MGA Board at its February meeting. As of that MGA Board meeting date, the Chapter shall be

considered reinstated. The parent Society/Societies shall be informed of the reinstatement of the Chapter.

3. Any meetings held and reported during the year of reinstatement will apply to that year's rebate and activity bonus. Previous years' meeting reports will not apply to the Chapter's rebate or activity bonus.

9.7 STUDENT BRANCHES

A. DEFINITION

A Student Branch is a basic operating organizational unit of an IEEE Section or Region, constituted by a minimum of twelve (12) IEEE members of Student Member or Graduate Student Member grade at a particular college, university, or technical institute, to represent and fulfill the needs of the members and the missions of IEEE. Each Branch shall conduct its activities within the IEEE Constitution, IEEE Bylaws, IEEE Polices, MGA Operations Manual, and other rules externally imposed, which by law affect the membership and activities of IEEE.

B. STUDENT BRANCH FORMATION

Based on the recommendation of the Region Student Activities Chair, a Student Branch formation may be approved by the appropriate Section Chair and Region Director and reported to the MGA Board.

1. A petition to form a Student Branch must be signed by twelve (12) or more IEEE members of Student Member or Graduate Student Member grade and by at least three (3) IEEE members of Member, Senior Member, or Fellow grade, of which no less than two are faculty members teaching in IEEE designated fields, who shall endorse the petition. Under special circumstances, in particular if the faculty does not contain sufficient IEEE members of Member, Senior Member, or Fellow grade, a faculty member of Graduate Student Member grade who is not also one of the petitioners, is acceptable as an endorser of the petition. All signees shall belong to the Section under which the Student Branch will reside.

2. Information on the educational programs offered in IEEE designated fields at the educational institution shall be completed and submitted to IEEE Student Services.

3. In certain instances, where there is assurance that formation of the Branch will stimulate additional membership, the Section Chair and the Region Director may approve the petition with fewer than twelve (12) signatures.

4. The Section Executive Committee (ExCom) shall be informed of the establishment of a Student Branch, Joint Student Branch, and Section Student Branch.

C. STUDENT BRANCH COUNSELOR

At each Student Branch there shall be a Branch Counselor who shall be an IEEE member teaching in IEEE designated fields.

1. The appropriate Section Chair, based upon the recommendation of the Student members of the Branch, and in accordance with the practices for the

establishment of other student organizations at the educational institution involved, shall appoint the Counselor.

2. The appointment or reappointment shall normally be for two years.

3. Each Branch Counselor is charged with promoting the welfare of IEEE at the institution, particularly in matters relating to student activities.

D. STUDENT BRANCH CONSTITUTION

Each IEEE Student Branch shall adopt and conform to a Student Branch constitution with a copy submitted to IEEE Headquarters. The Branch constitution shall provide for the management of the Branch affairs by an ExCom consisting of the elected officers and any other members as may be specified.

E. STUDENT BRANCH OFFICERS

1. Officers of the Branch shall include at least a Chair, a Vice Chair, a Secretary, and a Treasurer, or a Secretary-Treasurer.

2. Each Student Branch Chapter Chair shall serve as an ex officio member of the Branch ExCom.

F. JOINT STUDENT BRANCH

IEEE, by action of the MGA Board, may join with another engineering or technical Society to co-sponsor a Joint Student Branch upon the recommendation of the Region Student Activities Committee Chair with the approval of the Section Chair and Region Director.

1. The petition for the establishment of the Joint Branch must be signed by the IEEE Counselor, or a representative of the faculty (who must be an IEEE member in good standing) of the educational institution involved, in the event a Counselor has not been appointed, and by twenty (20) or more Student members of IEEE.

2. Each Joint Student Branch shall adopt and conform to a Joint Student Branch constitution, which shall have been submitted to and approved by both the MGA Board and the co-sponsoring Society.

G. SECTION STUDENT BRANCH

The normal organizational unit for the conduct of IEEE student activities is the Student Branch associated with an educational institution. However, when circumstances do not permit the normal organizational arrangements within the boundary of a Section, the MGA Board may authorize the formation of a Section Student Branch open for membership to those Student Members or Graduate Student Members, attending institutions located within the Section having curricula, which would normally qualify for Student Member or Graduate Student Member status, who are not members of an IEEE Student Branch.

1. Such authorization shall be requested in a petition, signed by not less than twelve (12) such IEEE members of Student Member or Graduate Student Member grade, endorsed by the Section ExCom, and approved by the Section Chair and Region Director.

2. Upon the establishment of the Section Student Branch, the Region Director shall appoint a qualified Section Student Branch Advisor.

3. The Section ExCom shall be responsible for the organization and activities of the Section Student Branch, in accordance with the applicable provisions of the Student Branch constitution.

H. Student Branch Reporting and Funds

IEEE Student Branches and Joint Student Branches shall have the right to obligate their funds for all purposes necessary to promote their objectives, except that no IEEE Student Branch, Joint Student Branch, or any officer or representative thereof, shall have any authority to contract debts for, pledge the credit of, or in any way bind IEEE for those activities specifically prohibited in the Student Branch constitution or in the Student Branch operations guide. Funds within the geographic unit, from whatever source derived, are the property of IEEE, and should not be used for purposes other than the normal operations of the geographic unit as defined in IEEE Bylaws or published interpretation of policy, without prior authorization of the MGA Board and/or the IEEE Board of Directors, unless otherwise provided.

1. For maintenance of an IEEE Student Branch, Section Student Branch, or Joint Student Branch, upon timely receipt of an annual branch activity plan endorsed by the Counselor, IEEE shall issue to each such Branch, for one calendar year, fifty dollars (US$50.00) for Branches with fewer than fifty (50) IEEE members of Student Member grade and one-hundred dollars (US$100.00) for Branches with fifty (50) or more IEEE members of Student Member grade.

2. Allotments for annual branch activity plans submitted with an annual report are payable by 1 September. All other allotments for annual branch activity plans are payable by 15 December.

3. Upon timely receipt of an annual report, endorsed by the Counselor, IEEE shall rebate to each such Branch, in good standing, US$2.00 per Student member of the Branch and an additional US$1.00 per Student Branch Chapter member based on membership count as of 31 December each year, this membership count shall include those students who joined and upgraded during the calendar year. The rebate and allotment are payable by 15 December. In the case of a Section Student Branch, these amounts shall be paid to the Section sponsoring the Branch.

4. Each IEEE Student Branch, Section Student Branch, and Joint Student Branch shall forward an annual report by 1 May to MGA Student Services staff, the Region Student Activities Committee Chair, and the Section.

5. The next year's annual branch activity plan should be submitted with the annual report, but no later than 1 November.

I. Student Branch Expenses

An IEEE Student Branch, IEEE Section Student Branch, or Joint Student Branch may defray expenses by assessment of its members as provided in its constitution and, in addition, may accept non-compulsory financial contributions.

1. Nonmember students of the institution where a Student Branch is established may attend the Student Branch meetings under such conditions as may be prescribed by the Student Branch. Within the budgetary conditions established by the IEEE Board of Directors, partial reimbursement of actual and necessary expenses may be authorized by the Region Director for the Counselor of each

Student Branch, for the Advisor of each Section Student Branch, for the Student Branch Chair, and the Student paper first prize winner, if any, from any Branch to attend one meeting within the Region each year.

J. STUDENT BRANCH PROBATION

1. Failure of an IEEE Student Branch or IEEE Section Student Branch to maintain a minimum of ten (10) IEEE members of Student Member or Graduate Student Member grade and to hold at least three (3) meetings each year shall place the Branch on probation.

    a. The Region Director, the Region Student Activities Committee Chair, the Section Chair, and the Counselor (or in the event a Counselor has not been appointed, a representative of the faculty of the educational institution or other institute involved) shall be informed of the probation by the Managing Director – MGA who shall also call to their attention the requirements for maintaining the Branch.

2. Failure of a Joint Student Branch to maintain a minimum of ten (10) IEEE members of Student Member or Graduate Student Member grade and to hold at least three (3) meetings each year shall be reported by the Managing Director – MGA to the MGA Board, and similar action as for delinquencies of IEEE Student Branches shall be taken following formal notification to the co-sponsoring society.

K. STUDENT BRANCH DISSOLUTION

The MGA Board may, after consultation with the Region Director, dissolve an IEEE Student Branch or IEEE Section Student Branch or withdraw its sponsorship and support of a Joint Student Branch for any reason deemed sufficient. Any remaining funds in the custody of that Branch, or Joint Branch, attributable to IEEE sponsorship, shall revert to IEEE.

1. If the probation (see Section 9.7.J) continues for a second year, the IEEE sponsorship shall be withdrawn automatically, and the Branch shall be dissolved. This action will be ratified by the MGA Board.

2. The MGA Vice Chair – Member Development or the Managing Director – MGA shall report Branch dissolutions to the MGA Board and notification will be sent to the Region Student Activities Committee Chair, the Section Chair, and the IEEE Counselor of the dissolved Branch.

9.8 STUDENT BRANCH CHAPTERS

A. DEFINITION

A Student Branch Chapter is a technical subunit of a Student Branch constituted by a minimum of six (6) IEEE members of Student Member or Graduate Student Member grade of a Society and established by petition to the parent Student Branch and Society concerned to represent and fulfill the needs of the members and the missions of IEEE. A Student Branch Chapter functions in a manner similar to a committee of the Student Branch.

B. STUDENT BRANCH CHAPTER ESTABLISHMENT

1. A petition to establish a Student Branch Chapter, in the required form supplied by IEEE, must contain at least:

   a. Name of Student Branch, signatures of its Student Branch officers, and signature of the Counselor.

   b. Name of the sponsoring Society.

   c. The signatures of at least six (6) IEEE members of Student Member or Graduate Student Member grade who are members of the Student Branch and of the Society involved, the signature of the Faculty Advisor of the Student Branch Chapter selected by the petitioning Student Member or Graduate Student Member, who shall be a member of the Society, and the name of one Student petitioner who will serve as interim Chair until establishment of the Student Branch Chapter is authorized.

2. The petition for the Student Branch Chapter shall be submitted to the Manager of Student Services at the IEEE Operations Center. The Region Director and the Society President shall consider the Student Branch Chapter established following approval of the petition. The Region Director, the Society President, the Region Student Activities Chair, and the Region Student Representative shall be informed of the Student Branch Chapter approval.

3. The Region Student Activities Committee Chair, the Region Director, and the Society President shall consider the Student Branch Chapter established following approval of the petition.

C. STUDENT BRANCH CHAPTER MEMBERSHIP

The Student Branch Chapter members shall elect a Student Branch Chapter Chair and any other officers deemed necessary for its successful operation in accordance with the Branch constitution.

D. STUDENT BRANCH CHAPTER MANAGEMENT

The responsibility for Student Branch Chapter management rests with the Executive Committee (ExCom) of the Branch. The Student Branch Chapter Chair shall serve as an ex officio member of the Branch ExCom in coordinating and planning activities and programs.

1. All Student Branch members shall be advised of all meetings held under the auspices of the Branch including those organized by a Student Branch Chapter.

E. STUDENT BRANCH CHAPTER REQUIREMENTS FOR MEMBERSHIP, MEETINGS, AND ACTIVITY

A Student Branch Chapter is required to maintain a membership of not fewer than five (5) IEEE members of Student Member or Graduate Student Member grade, and to hold not less than two (2) technical meetings per year, and maintain a level of activity acceptable to the Society President, the Region Director, and the Region Student Activities Committee Chair.

F. STUDENT BRANCH CHAPTER DISSOLUTION

The MGA Board may, after consultation with the Region Director and the Society President, dissolve an IEEE Student Branch Chapter or withdraw its sponsorship and support of a Joint Student Branch Chapter for any reason deemed sufficient. The MGA Board, with the concurrence of the Advisor, the Society President, the Region Director, and the Region Student Activities Committee Chair, a Student Branch Chapter may be dissolved. All Student Branch Chapter dissolutions will be reported to and ratified by the MGA Board.

G. JOINT STUDENT BRANCH CHAPTER

A Joint Student Branch Chapter comprising the members of more than one Society or Student Branch may be established, provided that the petition to establish a Joint Student Branch Chapter shall contain at least six (6) signatures and that each Society or Student Branch involved shall be represented by at least three (3) signatures.

9.9 AFFINITY GROUPS

A. DEFINITION

Affinity Group is defined in IEEE Bylaw I-402.10; an Affinity Group shall be a non-technical subunit of a Region, one or more Sections, or a Geographic Council. An Affinity Group shall comprise a minimum of six (6) IEEE voting members, who are members of the geographic unit(s) involved, and established by petition to the parent organizational unit(s) or committee concerned to fulfill the mission of IEEE. "Parent organizational unit" as used in this manual refers to an organizational unit or committee.

The following groups have been acknowledged by the MGA Board as parent organizational units as defined above and described in their charters: Consultants Network, IEEE Young Professionals Committee, IEEE Life Members Committee, and IEEE Women in Engineering Committee. No parent organizational unit shall be formed when the topic matter is within the domain of a technical group, as determined by the Societies' fields of interest.

All references to "Affinity Group" in Section 9.9 are inclusive of both Affinity Group and Joint Affinity Group.

1. An Affinity Group functions in a manner similar to that of a committee of the Section/Council.

2. Any group wishing to be recognized as a parent organizational unit that may establish Affinity Groups as defined in IEEE Bylaw I-402.10 shall do so by petition to the MGA Board. This petition is to supply the organizational unit's charter, which shall address at least the following: role and responsibilities, organization structure, the manner in which the organizational unit is governed in the IEEE organization, and its funding method. It is expected that the need and sustainability of Affinity Groups related to this organizational unit shall have been substantiated by prior Section/Council-level committee and/or pilot experiences. A report of these experiences should accompany the petition.

B. AFFINITY GROUP FORMATION

1. A petition to establish an Affinity Group shall contain the following:

    a. Name of the Section/Sections or Council.

b. Name of the parent organizational unit.

c. Name of the organizer (who shall become interim Chair pending election of a regular Chair at a later organization meeting). The organizer shall be of IEEE Graduate Student Member or higher grade and must be an IEEE member in good standing.

d. Signatures of at least six (6) IEEE members, in good standing, of Graduate Student Member, Member, Senior Member, or Fellow grade who are members of the Section(s) or Council involved, and who indicate they will join the Affinity Group, if established. In lieu of their signatures on the petition, IEEE will accept an email message from an IEEE member stating his/her agreement to the formation. These emails must include the name of the member, IEEE membership number, and a brief statement of support of the petition. These messages are to be sent to the petition organizer who is requested to cut and paste these emails, preserving the email header information, into one document.

e. A business plan that includes a mission and goals, planned meetings and activities for the initial six months. Following receipt of this information, MGA staff will distribute to the Region Director (or their designee) for review and feedback to be provided to the organizer.

f. Written approval of the Section/Council Executive Committee (ExCom).

2. The petition shall be forwarded to the Managing Director – MGA.

3. The Managing Director – MGA shall forward a copy of the petition to the IEEE parent organizational unit for approval.

4. The Affinity Group shall be considered established after MGA staff have ascertained that the Region Director and IEEE parent organizational unit have no objection to its formation. A list of formations shall be transmitted to the MGA Board.

5. The Managing Director – MGA shall so notify the MGA Board, the IEEE parent organizational unit, and the Section Chair.

6. An Affinity Group or Joint Affinity Group may be established by the procedures defined herein to cover the territory of two or more contiguous Sections, or a Council, provided the necessary approval is obtained by all concerned. The petition shall identify the Section assuming responsibility for the Affinity Group management. That Section shall receive the Affinity Group member rebates for the Affinity Group meetings.

C. AFFINITY GROUP MANAGEMENT

1. Responsibility for Affinity Group management shall rest with the Section/Council, which shall have control of all financial and other assets of the Affinity Group in carrying out its activities.

2. Reasonable efforts should be made to notify all members of Affinity Group meetings. Methods of communication could be, but are not limited to, email distributions (in keeping with IEEE email policies), postings on Affinity Group websites, social media venues, or hard copy distributions.

D. AFFINITY GROUP OFFICERS

Officers of the Affinity Group shall include at least a Chair, a Vice Chair, a Secretary, and a Treasurer. The Affinity Group may combine the offices of Secretary and Treasurer.

1. Each member of the Affinity Group Committee shall be an IEEE member of Graduate Student Member, Member, Senior Member, or Fellow grade.

2. The Affinity Group Chair shall serve as Chair for all meetings of the Affinity Group and the Affinity Group Committee.

3. The Affinity Group Vice Chair shall assist the Chair in the coordination of all Affinity Group activities. At the request of the Affinity Group Chair or in the absence of the Affinity Group Chair, the Affinity Group Vice Chair shall chair meetings of the Affinity Group and the Affinity Group Committee.

4. The duties of the Affinity Group Secretary shall include correspondence, the keeping of the minutes of the Committee meetings, mailing notices, and submission of meeting reports and roster of members and officers to the Section/Council at the end of each year, and such other duties as are assigned by the Chair.

5. The duties of the Affinity Group Treasurer shall include the development of an Affinity Group budget for approval by the Section/Council, accounting of all Affinity Group funds, keeping financial records, and submitting a financial record to the Section/Council.

6. Officer Terms and Eligibility:

   a. All officers shall be elected by Affinity Group members of Graduate Student Member, Member, Senior Member, and Fellow grade. Elections for all officers shall take place every one or two years, in accordance with the term of office as defined by the parent geographical unit that assumes responsibility for the Affinity Group management.

   b. The term of office for all officers shall be one or two years. The parent geographical unit that assumes responsibility for the Affinity Group management must define the officer term as one or two years and record it in its local operating procedures document; if the officer term is not recorded in the local operating procedures document, it shall be two years. An individual may continue in the position until a successor has been duly elected and takes office.

   c. The term of office shall normally be from 1 January through 31 December.

   d. The consecutive period of service in any one office shall normally not exceed four years. All officers shall not serve in any one position, in any single organizational unit, more than six years in total. Exceptions to this rule require approval by the Chair of the parent geographical unit that assumes responsibility for the Affinity Group management who will annually report such exceptions to the Region Director.

7. The names of the newly elected/appointed officers voting and non-voting of the Affinity Group shall be reported by the Affinity Group Chair to the MGA department within 20 days following election/ appointment.

E. AFFINITY GROUP NOMINATING COMMITTEE

1. Section/Council bylaws shall provide for appointment by the Affinity Group Chair of a Nominating Committee of three or more Affinity Group members not then officers of the Affinity Group. The Affinity Group Chair, in accordance with this Operations Manual, shall appoint its Chair.

2. The duties of the Affinity Group Nominating Committee shall include the preparation of a slate of candidates recommended for the offices of Affinity Group Chair, and such other members of the Affinity Group elected at-large, in accordance with the Section/Council bylaws, to be submitted for approval by the Affinity Group Committee.

3. The approved slate shall include not less than two nor more than three candidates recommended for each office.

   In the case where the slate to be approved, as submitted by the Nominating Committee to the Affinity Group Committee for ratification, consists of a single candidate, the Affinity Group Committee may recommend to the Chair of the parent Geographic Unit that assumes responsibility for the Affinity Group management, the approval of proceeding with the election process with a single candidate slate.

4. The Affinity Group Nominating Committee shall also be responsible for the annual solicitation within the Affinity Group of names of potential candidates to be considered for positions on Affinity Group committees according to the Section/Council bylaws.

F. GROUP ELECTION PROCESS

1. Six months prior to the date of election, the Affinity Group Nominating Committee Chair shall issue a cCall for nominations for all positions elected at-large to all voting members of the Affinity Group through an appropriate medium.

2. Affinity Group members shall submit nominations within one month of the call for nominations.

3. The Affinity Group Nominating Committee shall verify the candidates' eligibility and willingness to serve. The Affinity Group Nominating Committee shall also gather position statements and biographies of the potential candidates, as appropriate.

4. The Affinity Group Nominating Committee will select from all such submissions candidates for each position elected at-large, and submit the slate of at leasy two but not more than three candidates, to the Affinity Group Committee for ratification.

   In the case where the slate that is submitted for ratification consists of a single candidate, the Affinity Group Committee may recommend to the Chair of the parent Geographic Unit that assumes responsibility for the Affinity Group management, the approval of proceeding with the election process with a single candidate slate.

5. The ratified slate of candidates shall be communicated to the voting members of the Affinity Group not less than six weeks prior to the election date. In addition, provision shall be made in the communication for petition candidates for these offices.

6. In addition to the candidates nominated by the Affinity Group Nominating Committee, individual voting members eligible to vote in such election may nominate candidates by petition.

   In accordance with IEEE Bylaw I-307.17, the number of signatures on a petition for an Affinity Group officer position shall be required from 2% of the eligible voters, provided the electorate is less than 30,000 voting members.

   The petition shall be completed at least 28 days before the date of the election.

7. The entire slate of candidates for office shall be communicated to the voting members of the Affinity Group not less than two weeks prior to the election date.

8. The election process shall be by secret ballot.

9. The Chair of the Affinity Group shall submit the names of up to three members of the Affinity Group to serve as a Tellers Committee, to the Affinity Group for approval. After the tally of votes, the Tellers Committee shall report the results of the election to the Affinity Group Chair. The Affinity Group Chair shall inform each candidate for office of the results of the election prior to announcing the results to the Affinity Group and the Section/Council.

G. FINANCIAL MANAGEMENT OF AFFINITY GROUP FUNDS

Section/Councils shall be responsible for distributing funds to its Affinity Groups in accordance with a stated set of objectives and a plan of distribution, which shall be in consonance with the missions of the IEEE, MGA, and the parent organizational unit. Affinity Groups are entitled to receive the funds generated by their own activities, including dues rebates (earned during the preceding year as computed by the dues rebate formula). Funds generated by more than a single geographic unit should be shared as determined in a Memorandum of Understanding (MOU).

1. Funds within the Affinity Groups, from whatever source derived, are the property of IEEE, and shall not be used for purposes other than the normal operations of the Affinity Group as defined in IEEE Bylaws or published interpretation of policy, without prior authorization of the MGA Board, unless otherwise provided.

2. Funds derived from member dues shall not be used for scholarships, fellowships, and other education awards. The awards activities shall be supported by funds from activities all or in part specifically directed to such usage. Contributions may be accepted for such use and donations should be encouraged by the use of tax-exempt mechanisms.

3. All funds derived from whatever permitted source designated for these purposes shall be deposited in properly authorized separate accounts, foundations, or other approved depositories under agreement, direction, or control of the organizational unit, with adequate provisions for ensuring the proper use of the funds or proceeds there from. A properly executed agreement will include

provisions for disposition of residual funds should any approved program be discontinued.

4. Affinity Groups shall have the right to obligate their funds for all purposes necessary to promote their objectives, except that no Affinity Group or any officer or representative thereof shall have any authority to contract debts for, pledge the credit of, or in any way bind IEEE for those activities specifically prohibited in the governing documents of IEEE or published interpretation of policy.

5. The Affinity Groups may serve nonmembers or groups wishing to receive meeting announcements and other Affinity Group publications.

6. Affinity Groups may accept local voluntary financial contributions.

7. All unit funds management must adhere to a fiscal year 1 January - 31 December.

8. Affinity Groups may establish appropriate bank accounts for accounting of funds.

    a. Accounts established in the name of IEEE must be reserved for the purpose for which they are established, without co-mingling of funds.

    b. Affinity Groups may establish a reserve fund at least equal to one half of the total budgeted yearly expenditures.

    c. All accounts shall have signature cards with at least two volunteer signatures, one volunteer as the primary signatory and one additional volunteer as an alternate. In addition, all IEEE geographic units accounts must have the IEEE Senior Director – Financial Services as a signatory thereon (IEEE Policies, Section 11.3.A.3) Exemptions must be requested as part of the geographic unit annual financial report, and approved by the Region Director.

    d. All Affinity Groups are encouraged to utilize the IEEE Concentration Banking Program as a depository for all IEEE funds, if possible.

H. JOINT AFFINITY GROUP

A Joint Affinity Group comprising IEEE members of more than one parent organizational unit may be established by the procedures defined herein, provided, however, that the petition to establish a Joint Affinity Group shall contain at least six (6) signatures and that each parent organizational unit involved shall be represented by at least three (3) signatures.

I. CHANGE OF JOINT AFFINITY GROUP STATUS

The status of an Affinity Group may be changed from single to joint, or vice versa or from one joint combination to another, without submission of a petition. The change in status will become effective following approval of the request for change by the Region Director(s), Affinity Group Chair, Section/Council ExCom, and other organizational units involved.

J. AFFINITY GROUP REQUIREMENTS FOR MEMBERSHIP AND MEETING ACTIVITY

1. An Affinity Group shall be required to maintain a membership of not fewer than six (6) IEEE members, and to hold not less than two (2) group-interest meetings per year, or to maintain a level of activity acceptable to the Section/Council Chair and Region Director.

2. Meeting Activity

   a. An Affinity Group may schedule a group interest meeting in coordination with the ExCom of the parent geographical unit within whose boundaries the meeting is to be held, if deemed necessary.

   b. All members in the parent geographical unit shall be advised of all meetings held in their geographical unit, including those organized by Affinity Groups, using electronic communication tools provided by MGA and/or via posting on the parent geographical unit's website. In addition, a special notice may be sent to the members of the Affinity Group that organizes a meeting.

   c. An Affinity Group shall submit annually a report on the meetings held within the past year and any changes to its roster of officers in a timely manner using electronic reporting tools provided by MGA.

   d. The parent geographical unit that assumes responsibility for the Affinity Group management shall receive meeting credit for Affinity Group activity and shall disburse the Affinity Group rebate and activity bonus (if applicable) to the Affinity Group based on reported Affinity Group activity, in accordance with Section 9.9.G.

K. AFFINITY GROUP PROBATION

Failure of an Affinity Group to meet the minimum required activities as described in Section 9.9.J for a period of one year shall result in the Affinity Group automatically being placed on probation, effective 1 January of the following year. An Affinity Group probation period shall last three consecutive years. The Affinity Group will not be eligible for rebates until it comes into compliance with the minimum requirements.

1. Annual notice of delinquency will be given to all concerned.

2. A report of delinquent Affinity Groups will be presented to the MGA Board.

L. AFFINITY GROUP DISSOLUTION

An Affinity Group dissolution can occur in the following ways:

1. With the concurrence of the ExCom of the parent geographical unit that assumed responsibility for the Affinity Group management, the Chair(s) of any other parent organizational unit(s) when applicable, and the Region Director, an Affinity Group may be dissolved.

2. An Affinity Group shall be dissolved automatically if it has failed to meet the requirements as stated in Section 9.9.J for three consecutive years and annual notice of the delinquency has been given to all concerned. Such dissolution will be reported to the MGA Board at its November Board meeting and reported to the Chair(s) of the parent technical organizational unit(s).

Following dissolution, any remaining funds and assets in the custody of the Affinity Group shall revert to the parent geographical unit that assumed responsibility for the Affinity Group management.

M. AFFINITY GROUP REINSTATEMENT

1. A dissolved Affinity Group can be reinstated following the automatic dissolution at the November Board meeting when the following conditions have been met. The parent geographical or organizational units concerned must have secured both the interest to reactivate the Affinity Group and a volunteer to serve as the Affinity Group Chair. This information shall be reported to the MGA staff no later than 60 days following the date of dissolution.

2. Reinstatement of the dissolved Affinity Group shall be reported to the MGA Board at its February meeting. As of that MGA Board meeting date, the Affinity Group shall be considered reinstated. The parent Affinity Group or Affinity Groups shall be informed of the reinstatement of the Affinity Group.

3. Any meetings held and reported during the year the unit was reinstated will be applied to that year's rebate and activity bonus. Previous years' meeting reports will not apply to the Affinity Group rebate or activity bonus.

9.10 STUDENT BRANCH AFFINITY GROUPS

An Affinity Group, as a unit of an IEEE Student Branch, is permitted. The administration of such Affinity Groups shall follow the process for Student Branch Chapters, Section 9.8. Signatures of at least six (6) IEEE members of Student Member or Graduate Student Member grade are required to establish a Student Branch Affinity Group. The Region Director, the Affinity Group Chair, the Region Student Activities Chair, and the Regionl Student Representative shall be informed of the Student Branch Chapter approval. Each Student Branch Affinity Group shall have an advisor who shall be:

a. A faculty member of IEEE Graduate Student Member grade or higher, not necessarily an Affinity Group member but with a strong commitment for its goals,
or;

b. An Affinity Group member of the Section.

10.0 CONFERENCES

The objective of a conference is to provide a forum for the communication of advancements in the field of the conference, both through formal paper presentations and informal discussions. All IEEE conferences are to be governed according to the policies contained within IEEE Policies Section 10 which is located at https://www.ieee.org/documents/ieee_policies.pdf.

This section of the MGA Operations Manual is consistent with IEEE Policies Section 10, and includes additional content that is specific to MGA organizational units.

The IEEE Member and Geographic Activities (MGA) Board encourages the formation of new conferences and the participation of geographic organizational units in existing conferences. In support of IEEE's commitment to enhancing transnational participation in IEEE meetings, MGA and its geographic organizational units may organize and sponsor meetings, seminars, symposia, conferences, and other educational and scientific programs to benefit the public on matters related to the interests of IEEE members.

IEEE Meetings, Conferences & Events (MCE) provides additional information and resources for conference organizers at http://www.ieee.org/conferences_events.

10.1 PURPOSE OF CONDUCTING A CONFERENCE

The prime objective of IEEE conferences is to provide IEEE members, other individuals and organizations with information and exhibits to assist in the advancement of electrical and electronics engineering and the related arts and sciences.

To accomplish this objective, the IEEE shall:

A. Encourage Conference Steering and/or Organizing Committees to develop programs suitable to the needs of attendees, speakers and other participants for which each conference is intended.

B. Encourage all IEEE organizational units to conduct conferences, which should benefit the interests of IEEE membership and the greater technical community.

C. Encourage cooperation between organizational units to promote, plan, organize and schedule conferences and exhibitions in a timely fashion within the stated field of interest.

10.2 TYPES OF CONFERENCES

Refer to IEEE Policies, Section 10.0, for the defined types of meetings which include Conferences, Symposia, Workshops, Tutorials, Short Courses, Expositions, Conventions, Standards Meetings, Administrative Meetings, Section/Chapter Meetings, Student Activities and Other.

10.3 CONFERENCE BUDGETS

A detailed conference budget should provide all needed financial information, clearly indicate the extent of participation of each organizational unit, and be consistent with analysis of the attendance and financial results of any preceding conference on the same subject. Conference Chairs shall submit budgets to the sponsoring organizational unit(s)

as far in advance as is feasible, but at least in time for the sponsoring organizational unit(s) to meet the requirements of IEEE Policies, Section 10.1.4.

Refer to IEEE Policies Section 10.1.6 for detailed information concerning conference budget requirements. Additional content concerning this topic can also be found at https://www.ieee.org/conferences_events/conferences/organizers/managing_conference_finances.html

10.4 CONFERENCE INVOLVEMENT

Sponsorship relates to the responsibilities and accountabilities of an organizational unit with respect to financial, technical, publicity, and administrative aspects of a conference. For a conference to be considered an IEEE conference, it must be sponsored by at least one IEEE organizational unit. If multiple organizational units are sponsoring a conference, at least one of the organizational units must be an IEEE organizational unit.

An IEEE organizational unit is defined in the IEEE Bylaw I-107 as a subset of the entire IEEE membership that has been formed to carry out particular educational, geographic, professional, technical, or other appropriate activities of interest and service to those who are members of that organizational unit as permitted by law. Each IEEE organizational unit shall be an integral part of the IEEE and not a separate organization. Therefore, IEEE organizational units include but are not limited to Boards, Societies, Regions, Areas, Sections, Chapters, Councils, Student Branches, Student Branch Chapters, Affinity Groups and Committees.

IEEE organizational units engaged in conference sponsorship may not enter into any type of sponsorship arrangement with a "For Profit" organization. Non-compliance with the provisions of this approval policy may result in denial of approvals for subsequent events. "For Profit" organizations can, however, provide donations, as indicated in IEEE Policies, Section 10.1.23.

The three types of conference sponsorship available to IEEE organizational units are described below:

A. SOLE SPONSORSHIP

Sole sponsorship indicates full and sole organizational unit involvement in a conference. If an IEEE organizational unit agrees to sponsor a conference, they accept complete responsibility for the technical, financial, publicity and administrative aspects of the conference. As a result of sole sponsorship, the organizational unit:

- will approve the conference as indicated in IEEE Policies, Section 10.1.4, and in this MGA Operations Manual, Section 10.5.D & E.
- will receive the surplus or be liable for any deficit resulting from a conference, (IEEE Policies, Section 10.1.9).
- will be responsible for assuring the timely resolution of any legal issues.
- will be responsible for issuing any loans that the conference might need and assuring subsequent repayment, (IEEE Policies, Section 10.1.7).
- will be responsible for proper usage of the IEEE name (IEEE Policies, Section 10.1.6) and the IEEE logo, (IEEE Policies, Section 10.1.17).
- Conferences where the IEEE has sole sponsorship, the rights to the conference name, slogan, copyright for publications, Internet domain, and/or logo are owned by IEEE and not Conference Steering and/or Organizing Committees.

B. FINANCIAL CO-SPONSORSHIP

Financial Co-Sponsorship indicates a shared involvement among several organizations, one of which is an IEEE organizational unit. Other co-sponsoring organizations could be IEEE organizational units or other "Not-for-Profit" non-IEEE organizations.

Financial Co-Sponsorship indicates a shared and significant involvement in the technical, financial, publicity and administrative areas of the conference. The relationship between sponsoring organizations should be explicitly defined in terms of a Memorandum of Understanding, see IEEE Policies, Section 10.1.5.

As a result of financial co-sponsorship, the organizational unit:

- will approve the conference as indicated in IEEE Policies, Section 10.1.4 and as per this MGA Operations Manual, Section 10.5.D & E.
- will receive the surplus or be liable for any deficit resulting from a conference, (IEEE Policies, Section 10.1.9).
- will be responsible for assuring the timely resolution of any legal issues.
- will be responsible for issuing any loans that the conference might need and assuring subsequent repayment, (IEEE Policies, Section 10.1.7).
- will be responsible for proper usage of the IEEE name (IEEE Policies, Section 10.1.6) and the IEEE logo (IEEE Policies 10.1.7).
- will be responsible for ensuring that the IEEE organizational unit is provided with the option of a no cost exhibit booth, exhibit table or other means of promoting IEEE membership and activities during the conference (IEEE Policies, Section 10.1.5).

C. TECHNICAL CO-SPONSORSHIP

Technical Co-Sponsorship indicates direct and substantial involvement by the IEEE organizational unit solely in the organization of the technical program. The IEEE organizational unit has no financial involvement in the conference. The organization that has financial sponsorship of the conference must be explicitly identified in the supporting documentation and promotional material for technical co-sponsorship—to be granted. Technical co-sponsorship–requires specific approvals as indicated in General Approvals, Endorsements, & Notifications – Organizational Unit Approval (IEEE Policies, Section 10.1.4*)* and as per this MGA Operations Manual, Section 10.5.D & E*.*

The IEEE organizational unit should encourage members to submit papers and attend the conference. The IEEE organizational unit may assist in publicity through the availability of the appropriate IEEE organizational unit mailing lists and on the organizational unit's website. The relationship between sponsoring organizations shall be explicitly defined in terms of a Memorandum of Understanding (MoU) (IEEE Policies, Section 10.1.5). Technical co-sponsorship–does not guarantee that the papers accepted for presentation at the conference will be eligible for inclusion in the IEEE Conference Publications Program (CPP), which handles post-conference distribution of conference papers in all media. Inclusion in the CPP should be specifically addressed in the MoU regulating the technical co-sponsorship, with the concurrence of the CPP staff. The IEEE name may not be used in the conference title (IEEE Policies, Section 10.1.16), but, the IEEE brand/logo and/or IEEE organizational unit brand/logo may be used in conference publications and promotional materials (IEEE Policies, Section 10.1.17). The non-IEEE organization shall provide the IEEE organizational unit with the option of a no cost exhibit booth, exhibit table or other

means of promoting IEEE membership and activities during the conference (IEEE Policies, Section 10.1.5).

D. Conference Sponsorship Approval and Cross Endorsement

MGA organizational units that report to a Section, and those that report directly to a Region in the case when a Section is not formed, must obtain Executive Committee (ExCom) approval from their MGA organizational parent (Section / Region) for all conference sponsorship types and plans. Conference sponsorships planned by a Geographic Council or Council subunit must receive approval from the Council ExCom.

A Geo-Unit ExCom's approval of a sub-unit's conference sponsorship includes an acknowledgment of on-going responsibility and accountability for the financial, technical, publicity, and administrative aspects of the conference.

MGA organizational units that plan to sponsor a conference outside of their established geographic territory, as well as any conference sponsored by a Council or a Council subunit, must obtain the cross endorsement of the Section ExCom from the geographic territory in which the event is planned, or from the Region ExCom when a conference is to be conducted in a territory that is outside of a currently formed Section.

E. ExCom Approval and Cross Endorsement

Section or Council ExCom (voting member) approval and Section ExCom cross endorsement decisions shall be reported and provided to conference sponsors by two of the following ExCom representatives; Chair, Treasurer or Secretary (ExCom Vice Chair or Activities Chair shall substitute if the designated ExCom representative(s) also holds the position of conference chair, co-chair or treasurer for the respective event). Officer information is drawn from the Geographic Roster.

The Region Director and Region Conference Coordinator shall be required to report on approval of conference sponsorship and cross endorsement requests for MGA organizational units reporting directly to a Region (Vice Chair, Secretary and Treasurer shall substitute if the designated ExCom representative(s) also holds the position of conference chair, co-chair or treasurer for the respective event).

If a conference sponsorship or cross endorsement approval request is being denied, the reporting ExCom member must provide the conference sponsor with specific reason(s) for the rejection.

F. Appeals Process

If the requested ExCom approval or cross endorsement is denied, giving specific reason for rejection of the conference, IEEE conference sponsorship will be rejected. Within 15 days of a rejection, the IEEE conference sponsor(s) can file an appeal to the IEEE Region Director who presides over the territory that encompasses the location of the conference, with copy to the respective Region Conference Coordinator. The review and decision process is expected to be completed within 30 days of the appeal. The decision of the Region Director shall be final.

10.5 ORGANIZING A CONFERENCE

In order to conduct a successful conference a number of working committees should be organized under the direction of the Conference Committee

- Program Committee
- Publications Committee
- Publicity and Public Relations Committee
- Finance Committee
- Audit Committee (as required)
- Exhibits Committee (when needed)
- Local Arrangements Committee
- Registration Committee
- Awards Committee (if appropriate)

Additional information concerning the organizing, planning and scheduling of a IEEE Conference can be found at http://www.ieee.org/conferences_events.

10.6 CONFERENCE FILING INFORMATION

As soon as possible – but no later than 12 months before the conference – an IEEE conference application should be submitted to IEEE MCE at http://www.ieee.org/conferences_events/conferences/organizers/conf_app.html.

The submission of a conference application must allow adequate time for all contracts and/or sponsorship plans to be properly reviewed and approved by appropriate IEEE organizational unit(s).

10.7 INSURANCE FORMS

Conferences are responsible for obtaining insurance coverage for the conference and associated events. IEEE can provide such coverage as stipulated in the IEEE Finance Operations Manual FOM.5 which is located at https://www.ieee.org/documents/financial_ops_manual.pdf

Additional information concerning the IEEE Conference Insurance Program is located at https://www.ieee.org/about/volunteers/risk_insurance/conference_insurance.html

10.8 COOPERATION OF TECHNICAL/PROFESSIONAL & GEOGRAPHIC ORGANIZATIONAL UNITS IN CONFERENCES

Successful conferences are based on the strong cooperation of both technical/ professional and geographic organizational units. Such cooperation is crucial to the success of all IEEE conferences. If both technical/professional and geographic organizational units are involved in the organization of the conferences as early as possible – preferably before any arrangements have been made – it may be able to ensure that activities are run smoothly and that volunteers are available to assist in running the conferences. Such involvement should precede the selection of the conference location.

10.9 MEMORANDUM OF UNDERSTANDING/AGREEMENT (MOU/MOA)

A Memorandum of Understanding/Agreement (MoU/MoA), sets forth the relationship and obligations of the involved parties. A MoU/MoA is required when two or more

organizational units agree to provide co-sponsorship or technical co-sponsorship/technical cooperation to a conference. These organizational units may be all IEEE organizational units or IEEE and non-IEEE organizations as indicated in IEEE Policies, Section 10.1.2. Authorization to approve a MoU/MoA shall reside with the appropriate approving organizational unit as indicated in General Approvals, Endorsements, & Notifications – Organizational Unit Approval (IEEE Policies, Section 10.1.4).

Each MoU/MoA shall be negotiated and finalized at least six (6) months in advance of the conference, and shall include the terms and conditions set forth in the application form, including the following:

- Financial sponsorship and responsibilities of each organizational unit. These arrangements are needed for both liability and surplus distribution purposes (IEEE Policies, Section 10.1.9 and 10.1.27).
- Ownership of the Intellectual Property associated with a conference including use of the conference name, slogan, copyright for publications, and/or logo ownership.
- A clause specifying whether the conference proceedings will be submitted to the IEEE Conference Publications Program (CPP), which includes posting of the proceedings in IEEE's electronic database of articles (IEEE Policies, Section 10.1.27).
- Provisions for dissolving the relationship.
- Compliance with IEEE and other non-IEEE organization policies.
- Assignment of conference management and other administrative responsibilities to the appropriate organizational units.
- General conference management accountabilities such as assignment of chairs, organizational unit chairs for Conference Organizing Committees, steering committee obligations, location of the conferences, associated exhibitions, etc.
- How the IEEE organizational unit will be directly and substantially involved in the technical program.
- The technical paper review process, including a clear identification of the level of paper review, if the conference proceedings will be submitted to the IEEE Conference Publications Program (CPP).
- Provisions ensuring the non-IEEE organization supplies the IEEE organizational unit with an option to promote IEEE membership and activities at no cost during the conference. If the conference has an associated exhibition, the IEEE shall be provided with the option of having an exhibit booth. If the conference does not include an associated exhibition, the IEEE shall be provided with the option of having an exhibit table or other means of promoting the IEEE.

When a conference is sponsored jointly with another non-IEEE organization, the IEEE organizational unit shall assure that the IEEE financial responsibility is limited to the IEEE organizational unit's financial capabilities and does not extend to IEEE's corporate resources.

10.10 CONFERENCE PUBLICATIONS

Conferences typically produce proceedings that are provided at the conference to attendees and/or are available for sale after the conference. Ownership of these publications is determined by copyright.

Refer to IEEE Policies Section 10.1.20 for detailed information concerning Conference Publications.

Reference:

IEEE Meetings, Conferences & Events (MCE) is the primary link between the conference and IEEE Headquarters. IEEE MCE has many services to offer - some gratis, others for a nominal fee. You may inquire about these services at http://www.ieee.org/conferences_events or via email to ieee-mce@ieee.org.

11.0 MGA PUBLICATIONS

11.1 OBJECTIVES OF GEOGRAPHIC ORGANIZATIONAL UNIT PUBLICATIONS

1. The purpose of IEEE publications is to further the aims of IEEE with respect to advancing the theory and practice of electrical and electronics engineering and related arts and sciences throughout the world; enhancing the professional standing of its members; and promoting the constructive utilization of technology for the public welfare. Region and Section publications are important vehicles for exchange of information and interaction among members in the Region/Section area. These publications meet the technical, professional, and informational needs of membership, which may be specific to the geographical area.

   The IEEE Member and Geographic Activities (MGA) Board may authorize newsletters, periodicals, magazines, proceedings, and other publications, as it may deem necessary for effectively disseminating and publicizing its activities. The MGA Board shall abide by the existing policies and procedures as established by the Publication Services and Products Board (PSPB) and referenced in IEEE Policies.

2. Objectives of the Region/Section publications include:

   - Enhancing communication among members, and between IEEE and its members.
   - Acting as an educational force in developing the technical capabilities of members.
   - Presenting, in appropriate publications, information on matters of professional and societal concern to the membership in the geographical area.
   - Disseminating information among members about important technical achievements and developments from institutions and industries in the Region/Section.
   - Bringing out publications of archival value covering important technical developments and achievements from institutions and industries in the Region/Section.
   - Publishing important papers or talks, including applications oriented information, presented at the Region/Section meetings.

3. Any Region or Section may issue a local publication. A group of contiguous Sections or Regions may also issue a common or joint publication. The organizational unit (Region/Section) responsible for the publication shall inform the MGA Board, accordingly, and shall provide copies of such publications to IEEE headquarters as published. The objectives of such publications shall be consonant with the objectives of IEEE.

4. A Region/Section publication may be a newsletter and/or a journal/magazine. Information carried in a newsletter is not expected to be archival, whereas magazines/journals have archival value.

5. Before a Region/Section publication is approved and initiated, the organizational unit responsible must ensure that there is a proper financial plan and that necessary financial and other support is available for the publication. In addition, the organizational unit responsible must also appoint a suitable editorial committee and/or publications committee, does not apply to a newsletter, to insure a smooth publications operation. The members responsible for bringing out the publication (whether in an editorial capacity or some other capacity) must be cognizant of the policies and procedures, which are applicable to all IEEE publications. For this purpose, IEEE Policies must be consulted.

6. All IEEE publications, including Region/Section publications must carry the IEEE logo and the words "IEEE" in the title of the newsletter/magazine/journal. Guidelines covering the use of the IEEE logo and the word IEEE are given in the PSPB Operations Manual.

7. IEEE journals/magazines, including those published by Regions/Sections contain material of archival value. IEEE copyright policies and procedures applicable for publication of such material are outlined in IEEE Policies, Section 6.3.1 – IEEE Copyright Policies, and the PSPB Operations Manual.

8. Region/Section publications may carry socio-technical material of interest to members. Publication of such material must adhere to IEEE policies and procedures on presentation of socio-technical material. Guidelines for presentation of socio-technical material are given in the PSPB Operations Manual.

9. Advertising is permitted in the Region/Section publications. Guidelines and requirements to be followed with regard to advertisements carried in the Region/Section publications are listed in the PSPB Operations Manual.

10. General guidelines for the publication of newsletters by Regions/Sections are given in the PSPB Operations Manual. Magazines or journals published by Regions/Sections are expected to contain at least 60% material, which has archival value. A Region/Section magazine must be normally published at least four times every year. General guidelines for publication of magazines and journals by Regions/Sections are given in the PSPB Operations Manual.

11. Second class mail facility can be utilized for distribution of IEEE publications within the United States provided certain minimum requirements are met. Regulations concerning use of second class mail facility for IEEE publications within the United States are listed in IEEE Policies, Section 6.5. - Second Class Mailing Permits. For other countries, the local post office may be consulted to obtain information regarding provisions for use of reduced rate postage for mailing IEEE publications.

12.0 REVISIONS TO THE MGA OPERATIONS MANUAL

12.1 OPERATIONS MANUAL REVISIONS

Proposed changes to the IEEE Member and Geographic Activities (MGA) Operations Manual and the reasons therefore shall be distributed to all voting members of the MGA Board at least fifteen (15) days before the stipulated MGA Board meeting at which the vote shall be taken. A majority of the votes cast of the members present at the meeting shall be required to approve any new MGA operation guideline revision or to amend or revoke any existing MGA operation guideline. The MGA Operations Manual will be forwarded to the IEEE Board of Directors for information purposes.

Certain updates to this MGA Operations Manual may be made without MGA Board approval. These changes shall be limited to:

- administrative, formatting, and grammatical changes
- changes to reflect updates to other IEEE governing documents, including but not limited to IEEE Bylaws, IEEE Policies, and the Finance Operations Manual
- changes to reflect updates to formal processes or procedures approved by the IEEE Board of Directors or the MGA Board

MGA staff will report these changes to the MGA Board.

Additionally, the IEEE Board of Directors has identified that changes related to specific responsibilities directed to the major organizational units shall be reviewed and approved by the IEEE Board of Directors using the process in accordance with IEEE Bylaw I-300.4(5). The following chart indicates the sections of this manual for which the MGA Board is responsible, which shall follow that process, and for which review and consent shall be obtained by additional Major Boards or committees, as indicated, prior to submission to the IEEE Board of Directors.

MGA MANUAL SECTION/ ACTIVITY		INVOLVED OU(S) REVIEW/CONSENT
1.3 Objectives	MGA Board	Deliberation: MGA Board Review/Consent: MGA Board Approval: MGA Board
9.1.D Naming of Geographical Units		Deliberation: MGA Board Review/Consent: MGA Board Approval: MGA Board