



IEEE Member & Geographic Activities Manual

January 2008

MGA OPERATIONS MANUAL

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1.0 Introduction

1.1 IEEE INCORPORATION

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

1.2 INSTITUTE GOVERNMENT

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

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

1.3 OBJECTIVES

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

To accomplish this objective, the IEEE:

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

SECTION 1.0 - INTRODUCTION

- 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 Member and Geographic Activities 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 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 MISSION _____

Statement: Inspire, Enable, Empower and Engage Members of IEEE

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

Strategies

- 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 transnational in look, feel and language, consistent with the IEEE Bylaws.
- Strengthen the relevancy of IEEE membership to industry.

Goals

- 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 the 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 to Bylaw I-304.5, the Member and Geographic Activities Board shall consist of not more than 20 members including:

- Vice President - Member & Geographic Activities who shall be Chair
- Immediate Past MGA Chair
- MGA Treasurer
- 10 Region Directors
- Vice Chair, Member Development
- Vice Chair, Geographic Unit Operations
- Vice Chair, Information Management
- Vice Chair, Strategic Management & Analysis
- 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 holding more than one office on the MGA Board shall be limited to one vote. A majority of MGA Board members will be directly elected by the IEEE membership.

The IEEE Assembly shall elect the Vice President, Member & Geographic Activities who shall also serve as MGA Chair.

2.4 OFFICERS

The officers of the MGA Board shall be the MGA Chair, the immediate Past MGA Chair and the MGA Treasurer. They shall serve as voting members of 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 MGA Board and the MGA Operations Committee, to be informed on the issues and participate in the discussions.

A. Chair, Member and Geographic Activities Board. The MGA Chair shall serve a term of one year and may be re-elected (IEEE Bylaw 305.6). Upon completion of the term of office, the MGA Chair unless re-elected, shall serve as Past MGA Chair.

1. Responsibilities:

- a. Serve as Chair of the Member and Geographic Activities Board.
- b. Serve as a voting member, as Vice President – Member & Geographic Activities, of the IEEE Board of Directors.
- c. Serve as a voting member of the IEEE Executive Committee as coordinator of all Member and Geographic activities, and as liaison for the Member & Geographic Activities Department.
- d. Work with the Managing Director of the Member & Geographic Activities Department to provide advice and support for staff assistance on all regional operations; membership development; member application, admission and advancement; student activities including *IEEE Potentials* magazine and Geographic organizational unit operations and projects.
- e. Work with the Staff Director, Member Services, to provide advice and support for staff in member services, including the renewal process, customer services, etc. Be informed about matters of concern for the effective operation of the Department.
- f. Represent the IEEE on matters involving Member and Geographic Activities and Services, and when requested, on behalf of the IEEE President.
- g. Work with Regional Directors and Geographic organizational units on behalf of the IEEE, where necessary or appropriate.
- h. Oversee MGA financial operations. Work with the Managing Director, Member & Geographic Activities, where appropriate to coordinate the financial operation of the department.
- i. Chair meetings of the MGA Operations Committee and assist in the development of agendas for MGA and MGA Operations Committee meetings.
- j. Make such appointments to MGA committees as may be appropriate, such as ad hoc committees, MGA representatives to other Boards and Committees, etc.
- k. Carry out tasks assigned by the IEEE Board of Directors/IEEE Executive Committee and inform the MGA Board of appropriate matters.

SECTION 2 – MEMBER AND GEOGRAPHIC ACTIVITIES BOARD

- B. Past Chair, Member and Geographic Activities. The Past Chair MGA will have just completed a term of office as Chair, Member and Geographic Activities Board. In the event of the unavailability of the immediate Past MGA Chair, the most recent past MGA Chair available and willing to serve shall serve as Past Chair, MGA.
1. Responsibilities:
 - a. Report administratively to the MGA Chair. Acts for MGA Chair in the absence of, or at the request of, the MGA Chair.
 - b. Shall normally serve as Chair of the MGA Nominations & 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 MGA and oversee the MGA N&A Process.
 - c. Carry out other tasks assigned by MGA or the MGA Chair/Vice President, Member & Geographic Activities, as appropriate.
 - d. Bring appropriate Committee items to the attention of the responsible MGA Standing Committee or MGA.
 - e. Serve as a member of the IEEE N&A Committee.
- C. 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 3 consecutive years of total service in this position.
1. Responsibilities:
 - a. Serve as a member and attend all meetings of the IEEE Finance Committee. Reports on the progress and activities of the MGA Finance Committee and IEEE Finance Committee to MGA and the MGA Operations Committee.
 - b. Report administratively to the MGA Chair.
 - c. Ensure sound financial management of MGA funds.
 - d. Work with the Managing Director of the Member and Geographic Activities Department 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 Standing Committees.
- D. Secretary: Shall be the Managing Director - Member and Geographic Activities Department 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 standing committees as noted in the committee charter.
 - b. Organize, direct, and guide Member and Geographic Activities staff operations in support of the MGA Board.
 - c. Assist in the development of the agendas for the 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 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
- Vice Chair - Strategic Management and Analysis

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 3 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 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 transnational 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 the IEEE.
 - b. Coordinating the requirements that IEEE has of the member.
 - c. The 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. The ability to recognize and cultivate the diversity of member 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. The 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. The 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. The ability to recognize and cultivate the diversity of member and member needs, varying member lifecycles, cultures, 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 the MGA.
- b. Representation on the IEEE Information Technology Strategy Committee (ITSC)

2. Additional Skills:

- a. Ability to represent needs to ITSC to ensure appropriate prioritization, integration and implementation
- b. Ability to derive requirements from expressions of need.
- c. Ability to interface with the other MGA leaders to ensure that MGA information and IT needs are identified, prioritized and whenever possible met.

F. Vice Chair – Strategic Management and Analysis

1. Responsibilities
 - a. Development and maintenance of MGA Strategic Direction
 - b. Continual assessment of the strategic forces impacting the direction of the MGA
 - c. The development of the tactical objectives (12-24 month window) and monitoring the impact to the MGA direction.
 - d. The definition and monitoring of the “critical success factors” affecting the member and the operations of the geographic units.
 - e. Alignment of the MGA Strategic Direction and Objectives with those of the IEEE.
 - f. Dissemination of the Strategic and Vision to the Geographical Units and provide assistance in their planning activities.

2. Additional Skills
 - a. Ability to think outside of the box
 - b. Knowledge of the environmental factors affecting the member and the geographic units, ability to deal with a high level of abstraction.
 - c. Management skills associated with a matrix reporting and operating structure

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 6 years, in the positions of Director Elect, Director and Past Director.
3. Experienced in Section and Region Committee activities.
4. Reside in and be members of the Region electing them.

B. Functions:

1. Represents the membership of one of the ten 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 the MGA to other IEEE organizational units.
6. May serve on MGA committees or other organizational units.
7. Regional Directors from Regions 1 -6 serve as members of the IEEE - USA Board.
8. Regional Directors from Regions 7-10 may serve as members of the Transnational Committee.
9. Serves as Chair of their respective Region Committee with responsibilities and authority in consonance in the Region Bylaws.

C. Duties and Responsibilities:

1. Have the duties, responsibilities, and authority as identified in the IEEE 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 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 regional meetings and address problems faced by the sections.

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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 Sections Congress.
12. Ensure that the Region financial statements and Region Committee roster reports are submitted to the Member and Geographic Activities 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 STANDING 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 MGA representative and other IEEE organizational unit.
9. Prepare and present Committee budgets to the MGA Board or the responsible MGA Vice Chair as appropriate.

10. Approve and forward to the Member and Geographic Activities 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 Member and Geographic Activities 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 appointed in accordance with the Bylaws.
 - One representative, appointed by the Vice President – Member & Geographic Activities, who shall be a Region Director.
 - One representative who shall be the Chair of the MGA Awards & Recognition Committee, who shall be of Senior Member or Fellow grade.
2. *IEEE Educational Activities Board* – Two (2) representatives shall be appointed by the Vice President – Member & Geographic Activities, with the concurrence of the VP of EAB in accordance with the IEEE Bylaws.
3. *IEEE Finance Committee* -One (1) representative who shall be the MGA Treasurer.
4. *IEEE History Committee* - One (1) representative appointed by the Vice President – Member and Geographic Activities. This individual will be a non-voting member of the Committee.
5. *IEEE Individual Benefits and Services Committee* - One (1) representative appointed by the Vice President – Member and Geographic Activities may serve as a non-voting member. In addition the Vice Chair - Member Development may appoint an individual to serve as a non-voting member of the Committee.
6. *IEEE Publications Services and Products Board (PSPB)* - Two (2) representatives who shall be the Editor of *IEEE Potentials* and one representative appointed by the Vice President – Member & Geographic Activities .
7. *IEEE Technical Activities Board* - One (1) representative appointed by the Vice President – Member and Geographic Activities. This individual will be a non-voting member of the Board.
8. *TAB Conference Publications Committee* - One (1) representative appointed by the Vice President – Member and Geographic Activities.
9. *IEEE Conferences Committee* - (2) representatives appointed by the Vice President – Member and Geographic Activities, in accordance with IEEE Bylaws.
10. *IEEE United States of America (IEEE-USA)* - One (1) representative appointed by the Vice President – Member and Geographic Activities.

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.

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3. Attend the MGA Board meetings, when requested by the MGA 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 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 2 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 thirty (30) 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 fifteen (15) 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 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 thirty (30) days before the date 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 the 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 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,

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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 Constitution, IEEE Certificate of Incorporation, IEEE Bylaws shall be sent by such routings as shall ensure prompt delivery.
7. Actions of the Member and Geographic Activities Board. In accordance with IEEE Bylaws, the vote of a majority of the voting members of the Member and Geographic Activities Board present at the time of the vote, if a quorum is present at such time, shall be the act of the Member and Geographic Activities Board.
8. Quorum. A majority of the voting members of the MGA Board, provided that a majority shall be Regional Directors, 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 Admin will then forward the request to the MGA 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, plus any supporting documentation. Financial implications to 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, plus any supporting documentation.
3. Information Items require purpose and documentation whenever possible.
4. Reports and items should be submitted in written form via e-mail or in electronic format to be included in the agenda.

2.10 PROCESS FOR ADDRESSING MEMBER/VOLUNTEER COMPLAINTS

- A. Complaints shall be sent to the Managing Director, Member and Geographic Activities. They will be logged and tracking of the item begins.
- B. The Vice-President, Member and Geographic Activities, can assign up to three members of the MGA Board or past Region Directors who are uninvolved with the complaint as an ad hoc team to address the claims. Each team will be assisted by staff who is not involved in the complaint.
- C. The Managing Director, Member and Geographic Activities and/or the ad hoc group would determine if there has been any wrong doing and recommend a course of action to the IEEE Ethics and Member Conduct Committee (EMCC).
- D. Report back the results to EMCC and/or the individual as appropriate depending on the nature of the situation

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 MGA Finance Committee for the ensuing year, subject to the endorsement by the MGA Board and approved as part of annual IEEE Budget which is approved by the IEEE Board of Directors.

- A. 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 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 Vice Chairs are responsible for meeting their budgets. The Member & Geographic Activities 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. 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 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 to IEEE Policy 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 Chair and Treasurer must be obtained prior to an individual booking the flights.

- E. Regional Allocation Formula. The Regional Allocation Formula is based upon the following components: (1) Number of Members (as of 31 Dec. of prior year); (2) Number of Sections within the Region (as of 31 Dec. 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

- A. The Member and Geographic Activities Board and the Member and Geographic Activities Department shall be supported by funds identified in an annual budget as 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 the IEEE Bylaw 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 the IEEE Bylaws and IEEE Policy Manual.
 - 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.

SECTION 3.0 – MGA FINANCIAL MATTERS

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. The MGA Board Chair, with the advice and consent of the Member & Geographic Activities Board, may establish standing committees to facilitate the performance of duties assigned. The MGA Board shall approve the charters of all MGA standing committees. The charter for each standing committee shall specify the processes by which its Chair and membership are selected. Appointments made to committee membership shall be for one year, starting 1 January, with reappointment possible for a maximum tenure of three consecutive years, unless otherwise specified in the standing committee charter.
- B. Member Eligibility Requirements. To be eligible to be a Chair or a voting member of any MGA committee, except the Student Activities Committee, the member shall be at IEEE Graduate Student Member, Member, Senior Member or Fellow grade. At the discretion of MGA Board, Student members, when appointed to other MGA Committees, may be granted voting privileges.
- C. Review of Committees. All MGA standing committees shall be reviewed at regular intervals to ensure that their respective scopes and compositions continue to serve the best interests of the Member & Geographic Activities Board and its membership.
- D. Meetings of MGA Committees.
1. Meetings shall occur at the call of the 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 MGA Board and IEEE Board of Directors meeting series.
 2. A quorum shall be a majority of the voting members of the Committee. Voting shall be by majority vote, provided a quorum is present. 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 meeting of the Committee.
 3. All MGA Committees are encouraged to take advantage of electronic communication to conduct business.
 4. 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. The voting members of MGA Standing Committees appointed by individuals or committees, other than the Member and Geographic Activities Board, as specified in this Operations Manual, shall be annually submitted to the Member and Geographic Activities Board for affirmation.
- F. 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.
- G. Vote To Remove a Member of a MGA Standing Committee. A member of a MGA Standing 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 appointing body present at the time of the vote, provided a quorum is present.
- H. 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 must be a member of the Committee and shall be appointed by the Committee Chair.

4.2 COORDINATION OF MGA COMMITTEES

A. Standing Committees. The following committees shall report to MGA through the responsible MGA Board member:

- | | |
|--|---|
| 1. Geographic Unit Operations Support | Vice Chair – Geographic Unit Operations |
| 2. IT Coordination and Oversight | Vice Chair – Information Management |
| 3. Member Engagement and Life Cycle | Vice Chair – Member Development |
| 4. Nominations & Appointments Committee | Past MGA Board Chair |
| 5. Operations Committee | MGA Board Chair |
| 6. Strategic Direction and Environmental Assessment Committee | Vice Chair – Strategic Management and Analysis |

B. Subcommittees assigned to the MGA Operations Committee. The following Subcommittees shall report to the MGA Operations Committee.

1. Finance
2. Sections Congress
3. IEEE.TV Advisory

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

1. Awards and Recognition
2. Graduates of the Last Decade (GOLD)
3. Potentials Advisory/Editorial
4. Pre-University
5. Students

D. Subcommittees assigned to the MGA IT Coordination and Oversight Committee. The following subcommittee shall report to the MGA Information Management Committee.

1. Geographic Unit Electronic Communications & Automation Committee

E. Subcommittees assigned to the MGA Strategic Direction & Environmental Assessment Committee. The following subcommittee shall report to the MGA Strategic Direction & Environmental Assessment Committee.

1. Transnational Committee

4.3 IEEE STANDING COMMITTEES

A. The following IEEE Standing Committees are assigned to MGA Board for administrative purposes. Members are appointed by the Member & Geographic Activities Board, with review and approval by the IEEE Board of Directors using the process in accordance with IEEE Bylaw I-300.4(5). These committees shall report to the MGA Board through MGA Member Engagement and Life Cycle Committee. An annual report on committee activities shall be transmitted to the Member & Geographic Activities Board.

1. IEEE Admission and Advancement Committee
2. IEEE Life Members Committee

4.4 AWARDS & RECOGNITION COMMITTEE

A. GENERAL

The MGA Awards and Recognition Committee shall report to the MGA Member Engagement and Life Cycle Committee. Changes to this Charter must be endorsed by MGA Member Engagement and Life Cycle Committee and approved by the Member & Geographic Activities Board.

B. SCOPE

To promote, recognize and reward excellence in the MGA operations and IEEE Geographic Unit Activities (Regions, Geographic Councils and Areas, Sections, Chapters, Student Branches, and Student Branch Chapters).

C. FUNCTIONS

1. Develop and implement award and recognition programs and procedures designed for sponsorship specifically by MGA Board.
2. Develop, coordinate and implement awards and recognition programs for use by components of MGA Board to recognize individual IEEE members and organizational units.
3. Develop, coordinate and implement awards for use by components of MGA Board to recognize support provided by firms, divisions of firms, or individuals, which enable volunteers of the IEEE to carry out their assignments.
4. Develop and implement suitable documentation of awards and recognition presented by MGA Board 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 Board, 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 the MGA Board.
9. Stimulate, coordinate and assist in the administration of educational scholarships or awards program 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 MGA Board.
11. Establish awards via Member Engagement & Life Cycle Committee.

D. COMPOSITION

The MGA Awards and Recognition Committee shall consist of the following:

Voting Members

- Chair
- Three (3) members from Regions 1-6.
- Three (3) members from Regions 7-10.
- Immediate Past Chair

Of the seven (7) appointed members, at least 3 individuals shall be past Regional Directors or Regional Director-elects and at least one (1) individual shall be a Graduate of the Last Decade.

The MGA Vice Chair – Member Development will appoint the Chair and members.

Corresponding Members

- Corresponding Members - Region 1-10 Awards Chair (without vote) – Appointed by Region Director

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

E. ADMINISTRATION

Information regarding Committee Member eligibility, Committee Meetings, Voting Procedures, and Removal of a Member of a standing committee is shown in the MGA Operations Manual – Section 4.1 (MGA Committees).

4.5 FINANCE COMMITTEE

A. GENERAL

The MGA Finance Committee shall report to the MGA Board through MGA Operations Committee. Changes to this Charter must be endorsed by the MGA Operations Committee approved by the Member and Geographic Activities 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 Regional Directors to review the Regional Allocation formula.
4. Work with Member and Geographic Activities Department 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::

- MGA Treasurer who shall serve as Chair
- Immediate Past Committee Chair (Ex Officio)
- 2 current Region Directors
- MGA Secretary

Corresponding Members

- Corresponding Members - Region 1-10 Treasurers (without vote)

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

E. ADMINISTRATION

Information regarding Committee Member eligibility, Committee Meetings, Voting Procedures, and Removal of a Member of a standing committee is shown in the MGA Operations Manual – Section 4.1 (MGA Committees).

4.6 GEOGRAPHIC UNIT OPERATIONS SUPPORT COMMITTEE _____

A. GENERAL

The committee shall report to the Member and Geographic Activities Board through the Vice Chair – Geographic Unit Operations. Changes to this charter shall be approved by the Member & Geographic Activities Board and 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 nine (9) voting members. This includes the following:

1. Chair: who shall be Vice Chair – Geographic Unit Operations
2. Past Chair
3. Seven (7) representatives from the following perspectives
 - o Region (1) – appointed by the Vice Chair – Geographic Unit Operations in consultation with Region Directors
 - o Section (1) – appointed by the Vice Chair – Geographic Unit Operations
 - o Technical Chapter (2) – one shall be appointed by the Vice President – Technical Activities and one appointed by the Vice Chair – Geographic Unit Operations
 - o Affinity Group (1) – appointed by the Vice Chair – Geographic Unit Operations
 - o Student (1) - appointed by the Vice Chair – Geographic Unit Operations in consultation with Chair – Student Committee
 - o Transnational (1) – appointed by the Vice Chair – Geographic Unit Operations

The MGA Chair and MGA Secretary shall receive all announcements and other documentation that is distributed to the Committee, but their participation in committee 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, Committee Meetings, Voting Procedures, and Removal of a Member of a standing committee is shown in the MGA Operations Manual – Section 4.1 (MGA Committees).

4.7 GRADUATES OF THE LAST DECADE COMMITTEE (GOLD) _____

A. GENERAL

The Committee shall report to the MGA Board through the MGA Member Engagement and Life Cycle Committee. Changes to this charter must be endorsed by the MGA Member Engagement and Life Cycle Committee and approved by the Member and Geographic Activities Board and the Technical Activities Board.

B. SCOPE

To serve the interests of the members of the IEEE characterized as GOLD

C. FUNCTIONS

1. The functions of the Committee shall consist of ensuring that GOLD activities are relevant to members and the Institute. Notably, the committee will:
 - 1.1. Promote strategies to facilitate the transition from Student Member to higher grade and to work with the Student Activities Committee to achieve this goal. Also promote strategies to encourage the retention of GOLD members.
 - 1.2. Promote and coordinate the establishment and support of GOLD Affinity Groups.
 - 1.3. Advocate IEEE GOLD-specific benefits and services to the appropriate IEEE units and at conferences, symposia and similar events.
 - 1.4. Encourage recognition of GOLD activities performed by individuals or units and promote GOLD awards at all levels.
 - 1.5. Assist the development of volunteer leaders among GOLD members and promote their representation in appropriate IEEE organizational units.
2. The function of the Region GOLD Coordinator is to develop GOLD activities in his/her defined IEEE Region. Specifically, IEEE Region GOLD Coordinators will:
 - 2.1. Encourage and help form GOLD Affinity Groups in their respective Regions by mentoring GOLD leaders, assisting in the establishment of GOLD Affinity Groups and maintaining communication links with GOLD leaders in their Regions.
 - 2.2. Recruit leaders by working with the Regional Student Activities Committee to identify future GOLD leaders.
 - 2.3. Act as a liaison between local GOLD members regionally and promote their activities to their Regional Leadership.
 - 2.4. Collect and forward information on best practices to the GOLD Committee.
 - 2.5. Inform local GOLD members of IEEE (GOLD, MGA, TAB, etc) meetings and encourage their attendance.
 - 2.6. Promote participation in IEEE activities (e.g., conferences, Chapters, GOLD groups, etc.) to GOLD members at various events.
 - 2.7. Provide reports to the respective Region Director and Region Committee on GOLD activities.

D. COMPOSITION

The Committee shall consist of the following members:

Voting Members

- Chair
- Immediate Past Chair
- Up to three (3) members appointed by the Vice President, Technical Activities.
- Up to three (3) members appointed by the Vice Chair – Member Development
- Regions 1-10 GOLD Coordinators

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

E. APPOINTMENTS, ELECTIONS AND TERMS OF OFFICE

- 1) The MGA Vice Chair – Member Development shall appoint the GOLD Chair.
- 2) Of the three (3) members appointed by the Vice President, Technical Activities, 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 GOLD members.

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- 3) Of the three (3) members appointed by the MGA Vice Chair – Member Development, 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, at least two should be members of the GOLD affinity group.
- 4) The respective Region’s Directors shall appoint the Region GOLD Coordinators who shall serve terms consistent with their Region’s Charter.

F FINANCIAL SUPPORT

1. The Technical Activities Board shall fund the three (3) TAB appointees.
2. The Member and Geographic Activities Board shall fund the three (3) MGA appointees, the Past Chair of the Committee, and the Chair of the Committee.
3. The Regions shall fund their respective Region GOLD Coordinator for expenses incurred by attending the Committee meeting.
4. The MGA Board shall cover expenses incurred in the work of the Committee.
5. Administrative support for the Committee will be provided by the Member and Geographic Activities Department.

G. REPORTS

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

H. ADMINISTRATION

Information regarding Committee Member eligibility, Committee Meetings, Voting Procedures, and Removal of a Member of a standing committee is shown in the MGA Operations Manual – Section 4.1 (MGA Committees).

4.8 IT COORDINATION AND OVERSIGHT COMMITTEE

A. GENERAL

The committee shall report to the Member & Geographic Activities Board through the Vice Chair – Information Management. Changes to this charter shall be approved by the Member & Geographic Activities Board.

B. SCOPE

The committee is responsible for collecting IT requirements for the MGA and coordinating/advocating their design, development, deployment.

C. FUNCTIONS

Represent MGA to ITSC, ensure that an IT membership model exists and is continually refined and implemented. Provide leadership, coordination and oversight for automation projects to support the Geographic Unit structure. Provide oversight for Entity Web Hosting. Consult on business rules

D. COMPOSITION

The Committee shall consist of no more than six (6) voting members who represent a cross-section of the MGA and the IEEE as it impacts the member. This includes the following:

- Chair who shall be the MGA Vice Chair – Information Management
- Past Chair
- Four (4) Members-at-large - appointed by the MGA Vice Chair – Information Management

The MGA Chair, MGA Secretary and MGA VC – Strategic Management and Analysis shall receive all announcements and other documentation that is distributed to the Committee, but their participation in committee activities is not required.

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The 4 Member-at-Large shall be appointed by the MGA Vice Chair – Information Management. In making these appointments, to the greatest extent possible, the individuals should have try to the following characteristics: at least one representing GOLD, one from R8-10, one with prior or current Member Engagement and Lifecycle Service, one with prior or current Geographic Unit Support service, one with user interface experience, one with development experience, one with IT architecture experience.

E. ADMINISTRATION

The Committee shall normally hold at least two face to face meeting per year

Information regarding Committee Member eligibility, Committee Meetings, Voting Procedures, and Removal of a Member of a standing committee is shown in the MGA Operations Manual – Section 4.1 (MGA Committees).

4.9 MEMBER ENGAGEMENT AND LIFE CYCLE COMMITTEE

A. GENERAL

The committee shall report to the Member & Geographic Activities Board through the Vice Chair – Member Development. Changes to this charter shall be approved by the Member & Geographic Activities Board.

B. SCOPE

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

C. FUNCTIONS

The Member Engagement and Life Cycle Committee is responsible for recommending policy and the encouragement across the 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, GOLD, Life members, Admission and Advancement, Awards and Recognition and Pre-University.

D. COMPOSITION

The Committee shall consist of no more than eight (8) voting members. This includes the following:

- Chair – appointed by majority of vote of the MGA Board
- 1 Society Representative appointed by the Vice President - Technical Activities
- 1 Educational Activities Representative appointed by the Vice President – Educational Activities
- GOLD Committee Chair or their designee
- Students Committee Chair or their designee
- Life Members Committee Chair or their designee
- Admission & Advancement Committee Chair or their designee
- Geographic Unit Electronic Communications and Automation Chair

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

E. ADMINISTRATION

The Committee shall normally hold at least two face to face meeting per year

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

Information regarding Committee Member eligibility, Committee Meetings, Voting Procedures, and Removal of a Member of a standing committee is shown in the MGA Operations Manual – Section 4.1 (MGA Committees).

4.10 NOMINATIONS AND APPOINTMENTS COMMITTEE

A. GENERAL

The committee shall report to the Member & Geographic Activities Board through the Past MGA Chair. Changes to this charter shall be approved by the Member & Geographic Activities Board.

B. SCOPE

The MGA Nominations and Appointments 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

The MGA Nominations and Appointments Committee shall:

1. Prepare and present to MGA Assembly a slate of candidates for appointment to the following positions:
 - MGA Chair/Vice President, Member & Geographic Activities (The MGA Assembly shall select and submit a slate of candidates for the position of Vice President – Member & Geographic Activities to the IEEE Assembly).
 - MGA Treasurer
 - Vice Chair, Member Development
 - Vice Chair, Geographic Unit Operations
 - Vice Chair, Information Management
 - Vice Chair, Strategic Management & Analysis
2. Prepare and present to the incoming MGA Vice Chairs a slate of candidates for appointed positions.

D. COMPOSITION

The MGA Nominations and Appointments Committee shall consist of the following:

Voting Members

- Committee Chair.
- Seven members appointed by a majority vote of the MGA Board. The MGA N&A Committee shall submit a slate of candidates, for service on the MGA N&A Committee, to MGA Board.

Corresponding Members

- Each Regional Nominations and Appointments Committee chair or an alternate appointed by the Region Director. Corresponding members receive all announcements and other documentation that is distributed to other Committee members, but do not attend regular Committee meetings.

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

E. APPOINTMENTS AND TERMS OF OFFICE

1. The Committee Chair shall be either the past past MGA chair or the immediate Past MGA Chair. In the event of incapacity or conflict of interest of the Chair, the most recent past Committee Chair available shall serve as chair.

The committee chair will also serve concurrently on the IEEE Nominations & Appointment Committee and may not resign from one position without also resigning from the other. In case of extenuating circumstances, and upon prior approval by the MGA Board, the MGA Board may appoint a different individual to serve on the IEEE N&A Committee and as MGA N&A Committee Chair.

SECTION 4.0 – MGA COMMITTEES

2. Excluding the Committee chair, MGA N&A Committee members may not simultaneously serve on the MGA Board.
3. Excluding the Committee chair, the 7 members shall serve a two-year term commencing 1 January in accordance to the following:
 - a. Three (3) members shall be from Regions 7-10 and four (4) members shall be from Regions 1-6
 - b. At least one of the committee members shall have obtained his or her first collegiate degree within the last ten years at time of election.
 - c. Individuals may not serve more than three years on the Committee.

F. ADMINISTRATION

Information regarding Committee Member eligibility, Committee Meetings, Voting Procedures, and Removal of a Member of a standing committee is shown in the MGA Operations Manual – Section 4.1 (MGA Committees).

4.11 PRE-UNIVERSITY COMMITTEE

A. GENERAL

The MGA Pre-University Committee shall report to the MGA Board through MGA Member Engagement and Life Cycle Committee. Changes to this Charter must be endorsed by MGA Member Engagement and Life Cycle Committee and approved by the Member and Geographic Activities Board.

B. SCOPE

Responsible for developing programs to support pre-university programs

C. FUNCTIONS

The Committee shall be the MGA point of coordination:

- The operation of the component of the non-member pipe line associated with pre-college students.
- Providing support to the educational interfaces at the local levels

D. COMPOSITION

The Committee shall consist of the following voting members:

- Chair
- Past Chair
- 1 Representative from Educational Activities appointed by Vice President – Educational Activities
- 4 Representatives from Member and Geographic Activities appointed by Vice President - MGA

Corresponding Members

- Corresponding Members - Region 1-10 Pre-University Coordinators (without vote)

The MGA Chair, MGA Secretary and MGA Vice Chair – Member Development shall receive all announcements and other documentation that is distributed to the Committee, but their participation in committee 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, Committee Meetings, Voting Procedures, and Removal of a Member of a standing committee is shown in the MGA Operations Manual – Section 4.1 (MGA Committees).

4.12 SECTIONS CONGRESS COMMITTEE

A. GENERAL

The Committee shall report to the Member & Geographic Activities Board through the MGA Operations Committee. Revisions to the committee charter must be endorsed by the MGA Operations Committee and approved by the Member & Geographic Activities Board.

B. SCOPE

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

C. FUNCTIONS

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.

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

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

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, coordinating 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 MGA Sections Congress Committee shall consist of following members:

Voting Members:

1. Sections Congress Committee Chair (for upcoming Congress)
2. Sections Congress Local Organizing Committee Chair
3. Sections Congress Program Committee Chair
4. Immediate Past Committee Chair
5. Vice President, Member & Geographic Activities (ex-officio)
6. Chair – Geographic Unit Operations Committee (ex-officio)
7. Host Region Director or Director-Elect (who will be in office at the time of Congress) (ex-officio)

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 their participation in committee 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 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 Chair, SC Committee shall appoint the Chairs of the Local Organizing Committee (SCLOC) and Program Committee (SCPC), subject to approval by the MGA Board.

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

The Chair, SCPC, in consultation with the SC Committee and the MGA Operations Committee, shall

SECTION 4.0 – MGA COMMITTEES

appoint 3 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 Member and Geographic Activities 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 Committee Chair, with the concurrence of the Vice President, Member & Geographic Activities, 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 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 Chair, Local Organizing Committee:

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

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

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 set in 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 Chair, SC Committee and MGA Secretary will have responsibility for these funds to insure reasonable activities of the Committee while maintaining its budget.
3. The Member and Geographic Activities Department will provide administrative support for all

Committees.

I. REPORTS

The Chair, Sections Congress Committee 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 STUDENTS COMMITTEE

A. GENERAL

The Committee shall report to the MGA Board through MGA Member Engagement and Life Cycle Committee. Revisions to the charter must be endorsed by the Member Engagement & Life Cycle Committee and approved by the Member and Geographic Activities 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. To provide recommendations on overall policy and procedures regarding the IEEE Student Program, Student Services and other activities, and Student members in accordance with the IEEE Bylaws and Policy Manual.
2. To continuously improve the quality of student membership activities, benefits and services.
3. To 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.
4. To represent within IEEE the interests and concerns of students worldwide and facilitate interaction between Student Branches and IEEE organizational units.
5. To promote networking and the importance of relationship building to students.
6. To increase synergy between IEEE/MGA/SAC, GOLD Committees and IEEE Societies to promote the value of continued membership in IEEE after graduation.
7. To foster and support Student Branch development and outreach to prospective student members.
8. To provide vehicle for efficient communication of student activities to the individual region committees.

D. COMPOSITION

The Committee shall have the following members:

Voting Members:

- ◆ Chair (Appointed by VC – Member Development)
- ◆ Vice-Chair and Branch Leadership Training Subcommittee Chair (Appointed by Committee Chair)
- ◆ Past Chair
- ◆ Student Professional Awareness Activities (SPAA) Subcommittee Chair (Appointed by Committee Chair)
- ◆ Ten Regional Student Activities Committee (RSAC) Chairs from Regions 1-10 (Appointed by Region Directors)
- ◆ Ten Regional Student Representatives (RSR) from Regions 1-10 (Appointed by Region Directors)
- ◆ Up to Six Industrial Representatives (Appointed by the Committee Chair)
- ◆ Branch Chapter Representative (Appointed by the Committee Chair in consultation with the TAB Chair)

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- ◆ Branch Chapter Student Representative (Appointed by the Committee Chair in consultation with the TAB Chair)
- ◆ IEEE Potentials Editor (Publications, Products & Services Board Liaison) (Appointed by the Committee Chair and the MGA Chair)
- ◆ IEEE Potentials Student Editor (Appointed by the Committee Chair – Student Activities and the MGA Chair)
- ◆ Technical Activities Board Representative (Appointed by the TAB Chair)
- ◆ IEEE-USA SPAC Committee Chair (Appointed by IEEE-USA)
- ◆ GOLD Committee Representative (Appointed by the GOLD Chair)

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

Corresponding Members – may serve as appropriate by appointment of committee chair

E. COMMITTEES/SUB-COMMITTEES/AD HOC COMMITTEES

Reporting to the committee shall be the following standing Subcommittees:

- ◆ Regional Student Representative (RSR) Steering Subcommittee - Comprised of the 10 Regional 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.
- ◆ Regional Student Activities Chair (RSAC) Steering Subcommittee - Comprised of the 10 Regional 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 committee 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 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 web site contest and the IEEE Student Concourse.

J. FINANCIAL AND ADMINISTRATIVE SUPPORT

1. Funding shall be provided to the Chair, Past Chair, Vice-Chair, Student Professional Awareness Activities (SPAA) Subcommittee Chair and GOLD Representative for attendance at the two SAC meetings annually. The Regions shall fund their respective Region Student Representatives and Regional Student Activities Committee Chairs for expenses incurred by attending the Committee meeting.

4.14 STRATEGIC DIRECTION & ENVIRONMENTAL ASSESSMENT COMMITTEE

A. GENERAL

The committee shall report to the Member & Geographic Activities Board through the Vice Chair – Strategic Management & Analysis. Changes to this charter shall be approved by the Member & Geographic Activities 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

The committee shall perform the following functions:

- 1) Strategic planning
- 2) Continuous assessment of environmental, internal and external forces,
- 3) Changes in the operation of the Institute

D. COMPOSITION

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

1. MGA Vice Chair – Strategic Management & Analysis who shall be chair.
2. MGA Secretary
3. Up to 7 Members-at-Large (appointed by the MGA Vice Chair – Strategic Management & Analysis with consultation with the MGA Nominations & Appointments Committee)

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

E. ADMINISTRATION

Information regarding Committee Member eligibility, Committee Meetings, Voting Procedures, and Removal of a Member of a standing committee is shown in the MGA Operations Manual – Section 4.1 (MGA Committees).

4.15 TRANSNATIONAL COMMITTEE **11/2007**

A. GENERAL

The Transnational Committee is a joint Standing Committee that reports to the IEEE Member & Geographic Board (MGA) and the IEEE Technical Activities Board (TAB). The Committee shall report to MGA and to TAB.

B. SCOPE

The Transnational Committee shall recommend policies and procedures, and promote and monitor programs to enhance the transnational character of IEEE.

C. FUNCTIONS

1. Support IEEE transnational efforts such as:
 - Recommend policies and procedures related to promoting transnational activities.
 - Identify, promote and monitor programs that enhance the transnational character of IEEE.
 - Become a source for cross-cultural education.
 - Develop and report measures on the performance in achieving the IEEE Transnational goal.

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- Communicate best practices found within IEEE organizational units toward achieving the IEEE Transnational goal.
 - Recommend educational programs concerning transnational cultural issues.
 - Report progress in promoting transnational activities to MGA and TAB.
 - Be alert to developments and actions which damage the transnational character and image of IEEE, and advise relevant IEEE units accordingly.
2. Assist MGA and TAB in addressing issues related to transnational issues as charged by MGA or TAB Management Committee.

D. COMPOSITION

The Transnational Committee shall consist of the following members:

Voting Members

- Committee Chair
- Immediate Past Committee Chair
- Up to four (4) TAB Representatives
- Up to four (4) MGA Representatives
- One (1) Educational Activities Board (EAB) Representative
- One (1) Publication Services and Products Board (PSPB) Representative
- One (1) Standards Association (SA) Representative
- Chair, IEEE Graduates of the Last Decade (GOLD) Committee or their delegate

Non- Voting Members

- None

E. MEMBERSHIP REQUIREMENTS

All voting members of the Committee shall be IEEE members of Graduate Student Member, Member, Senior Member or Fellow grade.

F. APPOINTMENTS, ELECTIONS AND TERMS OF OFFICE

1. The Vice Presidents of Member & Geographic Activities and Technical Activities shall jointly appoint the Committee Chair for a term of one-year. The appointment may be renewed for a second one-year term.
2. The Chair may appoint a Vice-Chair from among the members of the Committee.
3. The four (4) TAB representatives shall be appointed by the Vice President, Technical Activities and shall serve a one-year term. The appointment may be renewed for one (1) additional year.
4. The four (4) MGA representatives shall be appointed by the Vice President of Member & Geographic Activities and shall serve a one-year term. They shall be from Regions 7, 8, 9 and 10; (one from each Region). The appointment may be renewed twice for one (1) additional year.
5. The members representing PSPB, EAB and SA, shall be appointed by the chairs of their respective boards and shall serve a one-year term. The appointment may be renewed for one (1) additional year.

G. VACANCIES

1. In the event of the incapacity of the Chair, the Past Chair shall serve as Acting Chair until a successor is appointed. The Acting Chair shall notify the Chairs of the MGA and TAB in a timely manner and continue to serve until further directed.
2. If vacancies occur, they are filled using the methodology originally used to fill that position as noted in Section F.

H. COMMITTEES REPORTING TO THE TRANSNATIONAL COMMITTEE

1. Standing Committees
There are no Standing Committees reporting to the Transnational Committee.

2. Ad Hoc Committees

The Committee Chair may create ad hoc committees to address specific issues or deal with special situations as deemed appropriate. The Chairs of such ad hoc committees must be a member of the Transnational Committee and shall be appointed by the Committee Chair. These committees will expire at the end of the calendar year.

I. MEETINGS

1. The Committee meets a minimum of three (3) times a year.
2. Electronic mail, teleconferences and other non face-to-face means, including the Transnational Committee Virtual Community, may be utilized for the transaction of business and for conduct of interim meetings as called by the Chair.
3. A majority of the voting members of the Committee shall constitute a quorum.
4. Voting shall be conducted in accordance with Robert's Rules of Order. The Chair shall vote when the vote is required to break a tie or if conducted by secret ballot.
5. The business of the ad hoc committees shall normally be accomplished by electronic mail, phone, FAX, virtual community, etc.

J. REPORTS

1. The Chair will provide a highlight report to MGA Board and TAB at each of their three regularly scheduled meetings each year.
2. The Chair will provide a brief report, outlining the committee activities transacted between meetings, to the MGA Chair and to the TAB Chair. Interim reports should be provided as directed.

K. FINANCIAL AND ADMINISTRATIVE SUPPORT

L. FINANCIAL

1. Funds are allocated in the TAB Budget for three meetings annually of the Committee. The Chair shall have responsibility for these funds to ensure reasonable activities of the Committee while maintaining its budget.
2. The Chair and Past Chair shall be funded by TAB. The GOLD Chair/Delegate shall be funded by MGA. Other members of the Committee will be funded by their respective boards.
3. Initiatives may be funded by MGA, TAB, or both.

M. ADMINISTRATIVE

Administrative support for the Committee will be provided by the Technical Activities Department, which includes agenda preparation, minute taking, follow-up of action items and meeting coordination.

N. CHANGES TO CHARTER

Changes to this Charter must conform to IEEE governing documents and be approved by MGA and TAB.

4.16 IEEE ADMISSION & ADVANCEMENT COMMITTEE

Approved by the IEEE Board of Directors November 2007.

A. GENERAL

In accordance with Bylaw I-305.3, the Admission and Advancement (A&A) Committee is an IEEE Board of Directors Committee administered by the IEEE Member and Geographic Activities Board.

B. SCOPE

The Admission and Advancement 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 (ref. IEEE Bylaws I-306.1)

C. FUNCTIONS

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

The A&A 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; and
4. advancement in grade (except for Fellow or Honorary Member grades)

D. COMPOSITION

All members of the Committee shall be of Fellow or Senior Member grade, appointed by the Member & Geographic Activities Board with review and approval by the IEEE Board of Directors (ref. IEEE Bylaw 308.1), using the process in accordance with IEEE Bylaw I-300.4(5). The Committee shall be composed of the Chair plus ten members, one from each Region. The term of appointment will be one year with eligibility for reappointment for two additional terms. Approximately three new members will be appointed annually to provide continuity among the membership. The Chair shall make recommendations for new appointments and reappointments each year. The members of the committee may select a Vice Chair from among their members.

E. REVIEW PANELS/AD HOC WORKING GROUPS

Admission and Advancement Review Panels: The ad hoc A & A Review panels will meet periodically, six to twelve times annually, to review applications for election or elevation to Member and Senior Member grades. As much as possible, panels will meet at least once annually in each of the Regions 1 through 6, and once annually in one of the Regions 7 through 10. The A&A Chair or designee will attend and chair each of these meetings; the remaining panel members will be recruited from among local Senior or higher grade members with the assistance of the local Section and its technical society Chapters. The Technical Activities Board will be asked to recruit at least one local Senior Member or Fellow to attend each panel meeting as the TAB representative.

Appeals:

A candidate whose application for admission or grade advancement is denied by the Admission and Advancement Committee may appeal the decision through an Admission and Advancement Appeal Committee. Notification of the appeal and its rationale are to be sent to the Vice President-Member & Geographic Activities, with a copy to the MGA Secretary.

In accordance with IEEE Bylaw I-106.8, the Appeal Committee, which is comprised of the Vice President-Member & Geographic Activities, the Vice President-Technical Activities, and Vice President-Educational Activities will review the application in question and make a final decision to either overrule or accept the actions of the Admission & Advancement Committee.

Review of Operations:

The A&A Committee will continually review operations of the committee to ensure compliance with IEEE Bylaws, and Policy Manual, and make recommendations and changes as necessary. Members of the committee will assist the Chair by participating in the ad hoc panels when they are occur locally, and in other duties as requested by the Chair.

Ad Hoc Working Groups:

The Chair may appoint ad hoc working groups for specific purposes as necessary to conduct the business of the Committee. The business of these working groups will be conducted by electronic

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mail and, if necessary, by telephone conferences. A brief report of each working group meeting will be submitted to the A&A Chair by the working group chair. The working group will be disbanded after its purpose has been accomplished.

When it has been determined by the Vice President – Member & Geographic Activities that extenuating circumstances exist that warrant the immediate review of an application for elevation to Senior Member, the A&A Committee Chair shall appoint an ad hoc committee to conduct such review.

F. MEETINGS

Business of the A&A Committee, except for the ad hoc A&A Review Panels, normally shall be transacted by electronic means including telephone conferences and electronic mail. Meetings shall occur at the call of the chair.

G. FINANCIAL AND ADMINISTRATIVE SUPPORT

For administrative and operational support the A&A Committee is assigned to the Member and Geographic Activities Board (ref. Bylaw I-305). Funding will be provided by the Member and Geographic Activities Board for the expenses of the Chair and costs associated with each of the ad hoc A&A Review Panel meetings and the A&A Committee meetings.

H. CHANGES TO CHARTER

Changes to this Charter must conform to IEEE Bylaws and be approved by the IEEE Board of Directors. Endorsement of any changes to this charter will be sought by Member and Geographic Activities Board and approved by the IEEE Board of Directors.

4.17 IEEE LIFE MEMBERS COMMITTEE

A. GENERAL

The Life Members Committee (LMC), a joint committee of IEEE 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 the IEEE. The LMC is also responsible for the administration of the Life Members Fund in support of activities that are of professional concern and interest to Life members. The Life Members Committee shall report to the IEEE Board of Directors with administrative responsibility and operational support assigned to the Member and Geographic Activities Board.

B. SCOPE

In accordance with IEEE Bylaw I-306.17, projects which receive Life Members funds are to be consistent with the interests of IEEE Life Members. The Life Members Committee shall be responsible to the IEEE Foundation for stimulating and monitoring contributions to the Life Members Fund. The Life Members Committee shall be responsible to the IEEE Board of Directors for promoting the interests of Life Members and other older members.

The Life Members Committee shall report to the Board of Directors with administrative responsibility and operational support assigned by the Board of Directors to the Member & Geographic Activities Board. The Life Members Committee shall be responsible for promoting the interests of Life Members and other older members of IEEE. It shall be responsible for disseminating information useful to such members and for encouraging their continued participation in IEEE. It shall consider suggestions for activities of interest for older members, and it may make recommendations to other IEEE organizational units and to the IEEE Foundation for policies and activities appropriate for such members.

C. FUNCTIONS

1. The LMC shall seek ways to encourage continued IEEE activity and involvement by Life Members at all levels of the IEEE

SECTION 4.0 – MGA COMMITTEES

2. The LMC shall take an active role in encouraging the establishment of Life Member Chapters in the Sections so that those who are at a similar stage in their careers can share experiences and find ways to remain active.
3. The LMC shall 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.
4. The LMC shall encourage Life Members to support the Life Members Fund financially.
5. The LMC shall act on behalf of the best interests of Life Members.
6. The LMC shall consider suggestions for activities of interest for older members, and it may make recommendations to other IEEE organization units and to the IEEE Foundation for policies and activities appropriate for such members.

D. COMPOSITION

1. The Life Members Committee shall consist of not more than nine members.
 - Seven members, including the Chair, who shall normally have Life Member status, shall be appointed by the Member & Geographic Activities Board, with review and approval by the IEEE Board of Directors using the process in accordance with IEEE Bylaw I-300.4(5). At least one member, who need not have Life Member status, shall also be a member of the IEEE Board of Directors.
 - Immediate Past LMC Chair.
 - One member, who need not have Life Member status, shall be appointed by the IEEE Foundation Board of Directors.

E. MEETINGS

1. Meetings shall be scheduled and held as required at the call of the Chair. There shall normally be two in-person meetings each year. Between meetings as much business of the committee as practical shall be accomplished by electronic means.
2. Anticipated travel and lodging expenses for committee members shall be budgeted.
3. A quorum shall be a majority of the voting members of the Life Members Committee.
4. Voting shall be in accordance with the IEEE Bylaws, policies and established practice.

F. FINANCIAL AND ADMINISTRATIVE SUPPORT

1. In accordance with IEEE Bylaw I-306.17, the LMC shall authorize disbursements from the Life Members Fund, which is an account of the IEEE Foundation, in accordance with the objectives and procedures of the IEEE and the IEEE Foundation. Projects, which receive Life Members funds, are to be consistent with the interests of IEEE Life Members.
2. The LMC shall approve an annual budget. The LMC Chair will oversee disbursement of these funds.
3. Staff support for the Committee will be provided by the IEEE Member and Geographic Activities Department.

G. REPORTS

The Committee Chair shall present periodic reports on its activities to both the IEEE Foundation Board and the IEEE Board of Directors.

H. CHANGES TO CHARTER

Both the IEEE Board of Directors and the IEEE Foundation Board of Directors shall approve revisions to this Charter.

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 MGA.

B. RESPONSIBILITIES

1. Development of the Member & Geographic Activities budget
2. Tracking financial execution
3. Identifying, developing and assisting staff in making the business decisions necessary to implement the vision and strategies of the MGA.
4. The MGA Operations Committee shall have all the functions and duties of the MGA Board between Board meetings, except those that may be reserved exclusively to the MGA Board. Actions of MGA Operations Committee shall be presented to the MGA Board for ratification. The MGA Board may, by majority vote of members present at any meeting, overrule any act or decision of the MGA Operations Committee.
5. Act on behalf of MGA Board between MGA Board meetings as necessary.
6. Monitor and review MGA resources, activities and facilities through reports by the Managing Director, Member and Geographic Activities.
7. 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 & MGA OpCom Meeting.
8. Coordinate the activities of MGA Committees and Ad Hoc Committees as necessary between MGA Board meetings.
9. Monitor the overall activities of MGA Committees and Ad Hoc Committees.
10. Prepare MGA meeting agenda items as appropriate.
11. Prepare studies and reports as directed by the Vice President, Member and Geographic Activities.
12. Serve as a resource body on IEEE Bylaws and Policy Manual for MGA, and propose changes as appropriate.
13. Subject to ratification by the MGA Board, the MGAB Operations Committee has the authority to approve the formation, dissolution, transfer, merger or change of boundaries of any Section, geographic Council, Subsection, Student Branch, or Affinity Groups including the distribution of all funds and assets in the custody of that geographic organizational unit at the date of termination.
14. The MGA Finance, Sections Congress and IEEE.TV Advisory subcommittees as noted in Section 4.2.B.

C. MEMBERSHIP

1. The Chair will be the MGA Chair/Vice President, Member and Geographic Activities
2. The Committee shall consist of the following voting members:
 - Immediate Past Chair, Member and Geographic Activities Board
 - Vice Chair, Member Development
 - Vice Chair, Geographic Unit Operations
 - Vice Chair, Strategic Management & Analysis
 - Vice Chair, Information Management
 - MGA Treasurer
 - Past MGA Treasurer
 - 2 Current Region Directors appointed by MGA Chair and affirmed by the Member & Geographic Activities Board
3. The MGA Secretary will serve as an ex officio member without vote.

D. MEETINGS

1. The MGA Operations Committee shall meet at least two times per year, between the meetings of MGA Board, to act on issues that have developed since the previous meeting of The MGA Board. All actions taken shall be ratified by the MGA Board at the first MGA Board meeting following those MGA OpCom 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.
3. Electronic mail, conference calls and other non face-to-face means may be utilized for the transaction of business and for the conduct of interim meetings as called by the Chair.
4. The Committee shall select a Vice Chair from among its members to provide assistance to the Chair and to act on behalf of the Chair in the event of his/her incapacity.
5. A majority of the voting members of the Committee shall constitute a quorum.
6. Special meetings of the MGA Operations Committee may be called by the MGA Chair or by any four voting members of the MGA OpCom on notice to all other MGA Operations Committee members. Notice of such special meetings shall give the place, time and purpose of the meeting, and the names of those calling the meeting. The meeting notice shall be sent to all members not less than thirty (30) days prior to the date set for the special meeting.
7. A MGA Operations Committee meeting may be held without notice if waivers of notice signed by all the voting members of MGA Operations Committee are filed with the Secretary, with notation thereof entered in the minutes of the meeting.
8. Unless otherwise provided in the Certificate of Incorporation or Constitution, or the 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 Operations Committee thereof may be taken without a meeting if all members of the MGA Operations Committee 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 MGA Operations Committee.
9. The MGA Operations Committee 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 Operations Committee meeting procedures will apply. All actions shall be ratified at a duly constituted meeting. Minutes of such meetings shall be distributed to all members.
10. Notices of meetings and any other documents required to be sent to MGA Operations Committee members shall be sent by such routings as shall ensure prompt delivery.

E. FINANCIAL AND ADMINISTRATIVE SUPPORT

The principal financial support for the MGA Operations Committee shall be provided through the normal budgetary processes of the Member and Geographic Activities Board. The Member and Geographic Activities Department will provide administrative support for the Committee.

F. CHANGES TO CHARTER

Changes to this charter must be approved by the Member and Geographic Activities Board (MGA).

6.0 MGA ASSEMBLY

6.1 COMPOSITION

- A. Officers elected by Voting Members. The MGA Assembly shall consist of 11 delegates who shall be the ten Regional 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 the 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, Member & Geographic Activities. 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.
- B. The MGA Assembly shall appoint the 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, Strategic Management & Analysis
 - Vice Chair, Information Management
- C. The MGA Assembly shall receive from the MGA Nominations and Appointments Committee a list of not less than two nor more than three candidates, with biographies and position statements, for the MGA Treasurer and each MGA 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, Member and Geographic Activities, 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 – Member & Geographic Activities 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 the 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

SECTION 6.0 - MGA ASSEMBLY

- 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 Member and Geographic Activities 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 MGA 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, the 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 can not be considered for another MGA Assembly appointed position. Any candidate nominated for an IEEE Assembly or an 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-SA President, IEEE-USA President or Vice President-Technical Activities can not 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 Nominations and Appointments Committee slate, can be nominated no later than ten days prior to the MGA Assembly meeting, if the signatures of five MGA Assembly members accompany the nomination. Biographies and position statements for such candidates should accompany the respective nominations. Nominations may be submitted by e-mail, fax, or written document to a designee specified by the MGA Assembly Chair who will promptly inform the MGA Assembly of nominees qualifying under this provision.
- D. The MGA Nominations & Appointments Committee Chair shall present the candidate's background and qualifications to the MGA Assembly.
- E. The MGA Assembly Chair may appoint a Parliamentarian.
- F. The MGA Assembly Chair shall appoint no fewer than two nor more than three Tellers.
- G. The order of the appointments of the various offices will be determined by a random drawing conducted at the MGA Assembly meeting.
- H. MGA Assembly appointment selection process shall be conducted by secret ballot. The Tellers will announce the outcome of votes without divulging tallies.
- I. 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.
- J. 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 Nominations and Appointments process is defined in Section 7 of the MGA Operations Manual.
 - 1 For the Vice President – Member & Geographic Activities position, the MGA Assembly Chair or their designee will inform the candidates of the results of their selection immediately following the MGA Assembly meeting.
 - 2. For the appointments of the MGA Treasurer and the 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 Chair shall announce the appointments of the MGA Vice Chairs, and MGA Treasurer

7.0 MGA NOMINATIONS AND APPOINTMENTS PROCESS

- A. The MGA Board has established a nominations and appointments 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 Member & Geographic Activities Board, MGA Assembly, MGA N&A Committee and Regional Nominating Committees are at the focal point of the MGA Nominations and Appointments process.

7.1 MGA NOMINATIONS & APPOINTMENTS COMMITTEE

- A. The composition of the MGA N&A Committee shall be in accordance with the Committee Charter.
- B. Each year, the Chair of the MGA Nominations and Appointments Committee 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 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 MGA Assembly nor may they be eligible to be a candidate for the position of Vice President – Member and Geographic Activities.
- 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 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 Member and Geographic Activities 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 three slates of candidates as described in the MGA Operations Manual, Section 6.2.B-D, and in accordance with IEEE Bylaws.

7.2 MGA N&A AND SELECTION/APPOINTMENT PROCESS

- A. The MGA N&A process is per the IEEE Bylaws and this Operations Manual. The MGA N&A Committee and the MGA Assembly are the principle 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.1 - 7.2.C.3 are filled by 31 December of the current year or as otherwise stated in the IEEE Bylaws or the MGA Operations Manual.
- C. The MGA N&A process provides for filling positions of MGA Board (Section 6.2), MGA Committee Chairs and Committee members.

SECTION 7.0 – MGA NOMINATIONS AND APPOINTMENTS PROCESS

1. The positions of the MGA Board: MGA Treasurer, MGA 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 should reach the MGA Assembly at least thirty (30) days prior to the MGA Assembly meeting at which the appointments will be made.
 - b. No candidate may be nominated by the MGA Nominations & Appointments 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. The MGA N&A slate of candidates, including biographies and position statements, shall be distributed to all members of the MGA Assembly at least four weeks before the MGA Assembly meeting at which the appointments will be made.
 - d. Members may petition to be on the slate of candidates in accordance with Section 6.5.C 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 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 Chair, MGA Treasurer and MGA Vice Chairs shall receive recommendations of qualified candidates from the MGA N&A Committee.
- 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 Nominations and Appointments 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 Nominations and Appointments 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 MGA N&A Committee for service on MGA Committees. (I-308).
- 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 Regional Delegate/Director-Elect.
- C. In accordance with Region bylaws, the Region shall select the nominees to be placed on the IEEE ballot for Regional Delegate/Director-Elect.
- D. Candidates must be an IEEE member of Senior Member or Fellow grade.

SECTION 7.0 – MGA NOMINATIONS AND APPOINTMENTS PROCESS

- 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 Regional Delegate/Director-Elect. (Reference I-308.5)
- F. If a slate of one candidate for Regional 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-Member & Geographic Activities. Should a vacancy occur in the office of the Vice President, Member & Geographic Activities, the IEEE Assembly shall fill the vacancy. The individual assuming the office of the Vice President shall serve the remainder of the term and complete the term of Past Vice President.
2. MGA Chair. In the event of the incapacity of the Chair, the most recent Past Chair available shall serve as Acting Chair until such time as the IEEE Assembly elects a successor.
3. Past MGA Chair. The next most recent Past MGA Chair available to serve shall fill a vacancy occurring in the office of Past MGA Chair.
4. 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.
5. 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 Bylaw I-301.10.
6. 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 Nominations and Appointments Committee the appropriate MGA Vice Chair shall appoint the successor.

8.0 MEMBER & GEOGRAPHIC ACTIVITIES AWARDS

8.1 ESTABLISHMENT OF AWARDS _____

- A. Adherence to the IEEE Requirements. All Awards administered by the Member & Geographic Activities 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, or Student Branches within the organization of the Member & Geographic Activities Board shall be forwarded to the Member and Geographic Activities Awards and Recognition Committee for review and endorsement of the specifications of the award and to MGA Board for approval.
 2. The Member and Geographic Activities Board shall include support (funding) for MGA Awards & Recognition Committee in its annual budget.

8.2 HIERARCHY OF AWARDS _____

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

| <u>Award Category</u> | <u>Maximum Honoraria and Medals</u> |
|--|-------------------------------------|
| IEEE Medal of Honor | \$50,000 |
| IEEE Medals | \$20,000 |
| IEEE Awards | \$10,000 |
| Region and Division Awards | \$10,000 |
| Society and Technical Council Awards | \$10,000 |
| Technical Conference Awards | \$ 2,000 |
| Area, Geographical Council or Conference, Section, Chapter | \$1,000 |
| Student Branch, and Student Branch Chapter Awards | \$500 |

A. IEEE Student Recognition and Support

| | Secondary School Prize | Undergraduate Award | Undergraduate Scholarship | Graduate Award | Graduate Fellowship |
|---------------------------------|------------------------|--------------------------------|---|---|---|
| Educational Program Constraints | None | Curriculum with IEEE relevance | Breadth of sponsoring organizational unit | Breadth of sponsoring organizational unit | Breadth of sponsoring organizational unit |
| Minimum Amount | Certificate | Certificate | \$500 | \$1,000 | \$5,000 |
| 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 to 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.

** Student recognitions and support adhering to these parameters and in conformance to other IEEE regulations regarding funding may be approved by IEEE Major Boards when such specific delegation has been made by the Awards Board and the IEEE Board of Directors.

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, MGABARC 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 Chair of MGA ARC, IEEE Regional Activities, 445 Hoes Lane, Piscataway, NJ USA 08855-1331. An additional copy should be sent to the Regional 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 Committee in judging this proposal.
4. MGABARC 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.

Section 8.0 - MEMBER & GEOGRAPHIC ACTIVITIES AWARDS

- 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, MGA 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, MGA Awards & Recognition Committee will prepare the appropriate rationale and descriptive information for submission of the proposal to the IEEE Awards Board and/or the IEEE Executive Committee.

8.4 GENERAL PROCEDURES FOR AWARDS UNDER REGIONAL ACTIVITIES ORGANIZATIONAL UNITS _____

Please refer to the MGA Awards and Recognition Committee manual for further details.

9.0 GEOGRAPHIC ORGANIZATIONAL UNITS

The MGA Operations Manual is a living document and the Regional 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 Regional Director will be reported to the Member and Geographic Activities (MGA) Board.

A. Interpretation.

To the extent delegated by the IEEE Board of Directors, the Member & Geographic Activities Board shall interpret relevant policies and shall develop policies relating to the IEEE program of 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 Member and Geographic Activities Board through the VP-Member and Geographic Activities/MGA Chair may bring reports, recommendations, or other actions by the Geographic Organizational Units to the IEEE Board of Directors and IEEE Executive Committee.

C. Monitoring IEEE Geographic Organizational Units.

To the extent delegated by the IEEE Board of Directors, the Member and Geographic Activities 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 Manual and the guidelines contained in the MGA Operations Manual.

9.1 REGIONS _____

A. Definition

In accordance to the IEEE Constitution, the territory of IEEE shall be divided, at the discretion of the Board of Directors into geographic areas known as Regions, which shall be specified in the 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 members and the missions of the IEEE within the territory prescribed.

B. Region Formation

In accordance with IEEE Bylaw I-402.1 and the IEEE Constitution, the Member and Geographic Activities 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 Member and Geographic Activities 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 members of the Region.

Section 9.0 - GEOGRAPHIC ORGANIZATIONAL UNITS

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 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, require 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 Member & Geographic Activities 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 the IEEE through recommendations to the IEEE Board of Directors and/or the IEEE Executive Committee and to the Sections within the Region.

1. Membership representation and participation shall be optimized within financial, organizational and/or other restraints.
2. The Regional Director shall serve as the Region Committee Chair.
 - a. The Regional Director shall be selected in accordance with the MGA Nominations and Appointments process and the IEEE election process. (See IEEE Bylaw I-308.4 – Delegate-Elect/Director-Elect.)
3. The Region Committee shall consist of members as follows:
 - a. Voting
 1. Officers: Region Chair, Region Vice Chair (Director-Elect), Region Secretary, Region Treasurer, and Immediate Past Region Chair.
 2. Ex-Officio: Each Section Chair, the Region Coordinator of Professional Activities, where applicable, and the Chair of the Region Student Activities Committee.
 3. Selected Appointments: The Region Chair may appoint additional voting members. These may include Area Chairs, and the Chairs of Region standing committees such as Membership Development, Educational Activities, and Region Awards and Recognition, Region Chapters Coordinator, Graduates of the Last Decade (GOLD), 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. D.3.a.1) and (9.1.D.3.a.2).

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- b. Voting or Nonvoting
 - 1. 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.D.3.a.1) and (9.1.D.3.a.2). 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.D.3.a.3)
- 4. For a particular 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 Region 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 the IEEE shall appoint a Chair pro tem of the Region Committee, with the approval of the Executive Committee, 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 Executive Committee 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 Regional Director residing within the Region.
- 4. The names of the newly elected/appointed officers of the Region Committee shall be reported to IEEE Member and Geographic Activities Department within 20 days following appointment.

H. Region Nominating Committee

- 1. Each Region shall establish a Region Nominating Committee. The Chair shall be appointed in accordance to the Region Bylaws. If not specifically stated, the Region Director shall make the appointment.
- 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, to be submitted for approval to the Region Committee.

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3. Except as noted in IEEE Bylaws, the slate shall include not less than two nor more than three candidates recommended for that office.
4. 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.

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 the IEEE.

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 Regional 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 the IEEE for those activities specifically prohibited in the IEEE Constitution, IEEE Bylaws, IEEE Policies Manual 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 Staff 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 over-all 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 BoD 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, Assessment and Fees.

L. Region Publications

Any Region (or group of Regions) may issue a local publication. A Region publication may be a

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Newsletter and/or a Journal/Magazine. Information carried in a Newsletter is not expected to be archival, where Magazines/Journals have archival value. Additional information is available in the IEEE Policies Manual or 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 Regional 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 places of meeting.
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. It 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 members residing in the Region, ex officio.
2. The Regional Director shall appoint the Chair of this Committee and the Region Student Representative from the Region membership, for a two-year term of office that corresponds with or overlaps that of the Regional Director. The Chair of the Region Student Activities Committee (Member grade or higher) and the Region Student Representative (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 Regional Director may appoint Area Chairs to serve a one- or two-year term during the incumbency of the Director.
2. The Area Chair acts on behalf of and at the direction of the Regional 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

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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 the IEEE. The Regional Director and the Member & Geographic Activities 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, Member and Geographic Activities for verification.

2. Approval Process

- A. Following verification, the petition shall be approved by the Region Committee before submission to the MGA Board.
- B. Regional 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 purposed of the council.
2. Council Bylaws shall name the Council and 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 "E" below).
5. Council bylaws shall specify the officers of the Council Committee, and, where one exists, the Council 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 for administrative and financial management of them after formation.
8. The suggested format and language for Council Bylaws is attached as Appendix I Bylaw Guide.
9. Council Bylaws, and any revisions should be submitted to the Member and Geographic Activities Department for review to determine their compliance with IEEE Bylaws and Policy Manual. 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 Regional 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 Executive Committee.
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.

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- b. The Council Chair or, in the event of his/her unavailability, a 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 Regional 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 or 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 Member and Geographic Activities Department at the end of each year and such other duties as are assigned to him/her 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 Staff 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 take office. The term of office will date from 1 January through 31 December. The consecutive period of service in any one office shall normally not exceed two years. Such 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 IEEE Member and Geographic Activities 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 Nominations Committee Chair. With the consent of the Council, the most recent Past-Chair shall serve as 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.

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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 candidate's 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 IEEE Member and Geographic Activities 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 and other rules externally imposed which by law affect the membership and activities of the 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 the IEEE for those activities specifically prohibited to individual Sections.

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.

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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 Executive Committee, the Council Executive Committee, the Region Executive Committee and the MGA Board. The recommendation for approval of the Section joining the Council is presented to the MGA Board by the Regional Director.
2. After a Section has been a part of a Council for two years, the Section Executive Committee 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 Regional Director. In the event that the Section membership has voted to withdraw from the Council, the Regional 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 Regional Director.
2. If a Council is a sponsoring unit of 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 Chapters or Affinity Groups.
3. Councils exist at the pleasure of the Sections comprising them. A Section or Sections may petition the Regional Director to intervene in Council operations in the event of an insoluble dispute. The Regional 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 for two years, the Council will be placed on probation.
2. The Council, member Sections, Regional Director and the MGA Board will be informed by the Managing Director, Member and Geographic Activities.

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 Regional 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 the 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 50 members other than Students 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 Policy Manual MGA Operations Manual and Region Bylaws.

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2. All Sections shall be exclusively those of the 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 Regional 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 the IEEE Bylaws.

1. The territory of a Section shall be entirely within the territory of one region.
2. A 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) members of that Section other than Students, having a mailing address within the territorial limits proposed in the petition.
2. The petition shall state the proposed name and territorial boundaries of the Section.
3. The petition shall provide the name, address, and contact information of the organizer of the Section. The organizer shall be of a Member or of higher-grade status.
4. The petition shall be presented to the Managing Director, Member & Geographic Activities for verification prior to submission to the MGA Board. The Managing Director will confirm the validity of the petition, and concurrence of the surrounding Sections.
5. Regional Director presents recommendation for approval of Section formation to the MGA Board.

D. Section Management

1. The Section affairs shall be managed by an Executive Committee 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 Executive Committee, and the Subsection Chairs shall be ex-officio members with voting power.
3. Sections may have Student representation on the Executive Committee 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 Committee, in Sections where there is at least one Student Branch.
4. A quorum is required for administrative meetings. A majority of the voting members 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. Methods of communication could be hard copy distributions, email distributions in keeping with IEEE email policies, and Section web site updates. Not less than once a year a hard copy mailing should be sent to the active Section membership including at least the following information: how to

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subscribe to the Section email list, the URL for the Sections' web page, and how members may update their contact information in the IEEE master database.

E. Section Bylaws

1. Section Bylaws are not required. All Sections will be required to operate in accordance IEEE Bylaws, Policies and the MGA Operations Manual.
2. Sections are permitted to maintain an addendum or separate governance document.
 - a. Those Sections maintaining an addendum or separate document, which includes exceptions to the requirements of the MGA Operations Manual, will submit a request for exception to the Region Director who will present the item to the MGA Board for action.
 - b. Those Sections maintaining an addendum or separate document which includes additions or changes to the requirements of the MGA Operations Manual, and where those changes do not pose a conflict, may submit a request for approval to the Region Director.

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.

1. With the exception of the Student Branch Representative, each member of the Section Committee shall be an IEEE member of Graduate Student Member, Member, Senior Member or Fellow grade.
2. Pending election of the first officers of the Section, the Regional Director shall appoint a Chair pro tem of the Section Committee, 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, the Section Committee and the Section ExCom where such ExCom exists.
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 Member and Geographic Activities 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 Staff Director, Financial Services.
7. All officers shall be elected annually. 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 will date from 1 January through 31 December. The consecutive period of service in any one office shall normally not exceed two years. Such exceptions require approval by the Region Director who will annually report such exceptions to the MGA Board. An individual may be re-elected to a position previously held provided at least one year has passed since he or she held that office.
8. Any vacancy occurring during the year shall be filled by a majority vote of the Section Committee or Section Executive Committee (if applicable).
9. The names of the newly elected/appointed officers of the Section shall be reported by the Section Chair to IEEE Member and Geographic Activities Department within 20 days following election/appointment.

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10. The incoming Section Chair and Treasurer shall submit completed IEEE Conflict of Interest Disclosure Statements.

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 Executive Committee.
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 Executive 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 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 Section Executive committees.
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 Executive Committee or 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. 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 Committee for ratification.
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. Petition candidates shall require the signatures of a minimum of one percent of the voting members of the Section, except in no case shall more than 25 signatures be required.
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 Geographic Unit Operations Support Committee and submitted for approval to the MGA Board.

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1. There shall be no Section assessments for Sections in Regions 1 - 7. Upon approval by 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 IEEE Board of Directors through the Regional 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 the IEEE, and shall not be used for purposes other than the normal operations of the Section as defined in the IEEE Bylaws or published interpretation of policy, without prior authorization of the MGA Board and/or the IEEE Executive Committee, 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 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 the IEEE for those activities specifically prohibited in the governing documents of the 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 at a minimum 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 Staff Director, Financial Services as a signatory thereon (Policy 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.

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13. Sections shall submit a Financial Operations Report to the IEEE Staff Director, Financial Services. Upon request, staff shall provide the Regional 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 the 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 Regional Director and IEEE Member and Geographic Activities Department with copies thereof, as published. (See Section 11 of this Manual and/or Section 6 of the IEEE Policies Manual)

L. Section Reporting Requirements

1. A Section shall be required to maintain a membership of not fewer than twenty-five (25) members, other than Students.
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 the Member and Geographic Activities Department staff.
4. The Section Treasurer or Secretary/Treasurer shall submit the Geographic Unit Annual Financial Report to IEEE Member and Geographic Activities 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.

M. Section Probation

1. Failure of a Section to meet the minimum required activities as described in 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;
 - 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 9.4.N)
4. The IEEE Managing Director, Member and Geographic Activities or the Vice President, Member and Geographic Activities shall inform the Section Chair and the Regional 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 Member and Geographic Activities. If appropriate, the funds of the dissolved Section shall be divided proportionally among the Sections to which the membership is reassigned.

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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 Regional Director and the MGA Board, the Regional Directors with the concurrence of the MGA Board shall dissolve the Section, with Members in that Section territory reassigned to another Section approved by the Regional Director and the MGA Board. The Managing Director, Member and Geographic Activities 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 Regional Directors.

9.5 SUBSECTIONS

A. Definition

A Subsection shall be a part of a Section or Region, constituted by a minimum of twenty (20) 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. In the case of Subsections, a petition shall be submitted to the parent Region or Section Executive Committee signed by not fewer than twenty members (20), other than Students, having mailing addresses within the territorial limits proposed in the petition. The territorial limits of the proposed Subsection shall be specifically delineated in the petition.
2. Approval of the petition by the parent Executive Committee and the Regional Director.
3. The petition shall be presented to the Managing Director, Member and Geographic Activities for verification prior to submission to the MGA Board. The Managing Director will confirm the validity of the petition.
4. Approval by 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.
2. Reasonable efforts should be made to notify all members of Subsection meetings. Methods of communication could be hard copy distributions, email distributions in keeping with IEEE email policies, and subsection web site updates. Not less than once a year a hard copy mailing should be sent to the active subsection membership including at least the following information: how to subscribe to the subsection email list, the URL for the subsection's web page, and how members may update their contact information in the IEEE master database.

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 the IEEE and MGA.
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 Staff Director, Financial Services as a signatory thereon (Policy 11.3.A.3). Exemptions must

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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

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) members other than Students. Meetings held by a Chapter in conjunction with the Subsection may be counted in fulfilling these requirements.

The Subsection is required to submit an annual report of meeting activities and the roster of Officers to the IEEE Managing Director, Member and Geographic Activities. A financial report shall be submitted annually to the IEEE Member and Geographic Activities Department.

Failure of a Subsection to maintain these minimum required activities shall be reported to the Regional Director and the MGA Board and may result in the Subsection being placed on probation. The IEEE Managing Director, Member and Geographic Activities or the Vice President, Member and Geographic Activities, shall inform the Section Chair (if appropriate), Subsection Chair and the Regional Director of the Subsection Probation.

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 Regional 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 the 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 9.4.J above) continues for a second year, the Regional 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 Regional Director(s).

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) members other than Student grade members, identified as being within the territorial limits 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 of a member of Graduate Student Member or higher-grade.
4. The petition shall be presented to the Managing Director, Member and Geographic Activities for verification.
5. The petition shall be provided to the Region Director. The Parent geographic OU 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 OU and recommend the appropriate action prior to submission to the MGA Geographic Unit Operations Support Committee for review.
7. The Region Director to 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, and is constituted by a minimum of twelve (12) members of a Society, or group of Societies and established by petition to the parent geographical and technical organizational units concerned to fulfill the mission of IEEE.

1. A Chapter functions in a manner similar to that of a committee of the Section/Council.
2. 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);
 - d. Signatures of at least twelve (12) IEEE members, other than Students, 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 12 individuals who are members of a Society which is a Member Society of the Technical Council.
 - e. 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.
 - f. The petition for a Chapter shall be submitted to the Section/Council Executive Committee for written approval and forwarded with this written approval to the IEEE Managing Director, Member and Geographic Activities. The IEEE Managing Director, Member and Geographic Activities shall forward a copy of the petition to the President(s) of the Society(ies) for verification to the IEEE Managing Director, Technical Activities for information.
2. **Approval Process**
 - a. The Chapter shall be considered established after the IEEE Managing Director, Member and Geographic Activities and IEEE Managing Director Technical Activities have ascertained that the Regional Director and the Society President(s) have no objection to its formation. A list of formations shall be transmitted to the MGA Board.
 - b. The IEEE Managing Director, Member and Geographic Activities shall so notify the Society President, and the Section/Council Chair on behalf of the IEEE Executive Director.

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 Executive Committee. 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 Member and Geographic 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 Staff Director, Financial Services.
5. Reasonable efforts should be made to notify all members of Chapter meetings. Methods of communication could be hard copy distributions, email distributions in keeping with IEEE email policies, and Chapter web site updates. Not less than once a year a hard copy mailing should be sent to the active Chapter membership including at least the following information: how to subscribe to the Chapter email list, the URL for the Chapter's web page, and how members may update their contact information in the IEEE master database.

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 a 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. All officers shall be elected annually. The term of office for all officers shall normally be one year, but may continue until a successor has been duly elected and take office. The term of office will date from 1 January through 31 December. The consecutive period of service in any one office shall normally not exceed two years. Such exceptions require approval by the Region Director who will annually report such exceptions to the MGA Board. An individual may be re-elected to a position previously held provided at least one year has passed since he or she held that office.

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6. The names of the newly elected/appointed officers (voting and non-voting) of the Chapter shall be reported to IEEE Member and Geographic Activities 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.
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 "Call 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. 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.
5. Petition candidates shall require the signatures of a minimum of one percent of the voting members of the Chapter, except in no case shall more than ten (10) signatures be required.
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 officers, 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 TAB. Additionally, Technical Council Chapters will receive funding in the same manner as Society Chapters.

1. Funds within the Chapter, from whatever source derived, are the property of the IEEE, and shall not be used for purposes other than the normal operations of the Chapter as defined in the IEEE Bylaws or published interpretation of policy, without prior authorization of the MGA

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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 the IEEE for those activities specifically prohibited in the governing documents of the 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 Staff Director, Financial Services as a signatory thereon (Policy 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 signatures and that each Society or Section involved shall be represented by at least three 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 Regional Director(s), Society President(s), Section Executive Committee, 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, other than Students, and to hold not less than two technical meetings per year, or to maintain a level of activity acceptable to the Regional Director and the Society President(s).
2. Meeting Activity
 - a. A Chapter or Joint Chapter shall schedule a technical meeting only if it has received the prior approval of the Executive Committee of the Section/Council within whose boundaries the meeting is to be held.

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- b. All Section/Council members shall be advised of all meetings held in the Section/Council, including those organized by Chapters. 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 meeting report and a roster of officers to the parent Section Secretary.
 - d. The Section shall receive meeting credit for Chapter activity.
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 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 Section/Council Executive Committee, the Regional Director, and the Society President(s), a Chapter or Joint Chapter may be dissolved. A Chapter or Joint Chapter shall be dissolved automatically if it has failed to meet the requirements as stated in Section 9.6.C for three consecutive years and annual notice of the delinquency has been given to all concerned.
 2. Such dissolution will be reported to the MGA Board, and the Society President(s).
 3. Any remaining funds and assets in the custody of the Chapter shall revert to the parent unit.

9.7 STUDENT BRANCHES

A. Definition

A Student Branch is a basic operating organizational unit of IEEE constituted by a minimum of twenty (20) IEEE Student members 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 Constitution, IEEE Bylaws, and other rules externally imposed, which by law affect the membership, and activities of the IEEE.

B. Student Branch Formation

Based on the recommendation of the Regional Student Activities Chair a Student Branch formation may be approved by the appropriate Region Director and reported to the MGA Board.

1. A petition signed by twenty (20) or more Student members and at least three IEEE members above Student grade who are faculty members teaching in IEEE designated fields shall be submitted to the Regional Director.
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 Regional Director may approve the petition with fewer than twenty signatures.
4. The Section Executive Committee shall be informed of the establishment of a Student Branch, Joint Student Branch, and Section Student Branch.

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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 the 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 Executive Committee consisting of the elected officers and any other members as may be specified.

E. Student Branch Officers

1. Officers of the Branch shall be 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 Executive Committee.

F. Joint Student Branch

The IEEE, by action of the MGA Board, may join with another engineering or technical society to cosponsor a Joint Student Branch upon the recommendation of the Region Student Activities Committee Chairs with the approval of the Regional 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) of the educational institution involved, in the event a Counselor has not been appointed, and by twenty or more Student members of the 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 cosponsoring 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, attending institutions located within the Section having curricula, which would normally qualify for 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 twenty (20) such Student members, endorsed by the Section Executive Committee, and approved by the Regional Director.
2. Upon the establishment of the Section Student Branch, the Regional Director shall appoint a qualified Section Student Branch Advisor.
3. The Section Executive Committee shall be responsible for the organization and activities of the Section Student Branch, in accordance with the applicable provisions of the Student Branch Constitution.

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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 the IEEE for those activities specifically prohibited in the Student Branch Constitution or in the Student Branch Operations Guide.

1. For maintenance of an IEEE Student Branch, IEEE Section Student Branch, or Joint Student Branch, upon timely receipt of an Annual Branch Activity Plan endorsed by the IEEE Counselor the IEEE shall issue to each such Branch, for one calendar year, fifty dollars (\$50.00) for Branches with fewer than fifty members and one-hundred dollars (\$100.00) for Branches with fifty or more members.
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 IEEE Counselor, the IEEE shall rebate to each such Branch, in good standing, \$2.00 per Student member of the Branch and an additional \$1.00 per Student Branch Chapter member based on membership count as of 31 December each year, this membership count to include those students who joined and upgraded during the calendar year. The rebate and allotment are payable by 15 December. In case of a Section Student Branch, these amounts shall be paid to the Section sponsoring the Branch.
4. Each IEEE Student Branch, IEEE Section Student Branch, and Joint Student Branch shall forward an Annual Report by 1 May to the Manager of Student Services, 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 Board of Directors, partial reimbursement of actual and necessary expenses may be authorized by the Regional 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 his/her 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 IEEE Student members and to hold at least three meetings each year shall place the Branch on probation.
 - a. The Regional Director, the Region Student Activities Committee Chair, and the IEEE Student Branch 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 IEEE Managing Director, Member & Geographic Activities 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 IEEE members and to hold at least three meetings each year shall be reported by the IEEE Managing Director, Member and Geographic Activities to the MGA Board, and similar action as for delinquencies of IEEE Student Branches shall be taken following formal notification to the cosponsoring society.

K. Student Branch Dissolution

The MGA Board may, after consultation with the Regional 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 the IEEE.

1. If the probation (see 9.7.J above) 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 IEEE Managing Director, Member and Geographic Activities shall report Branch dissolutions to the MGA Board and notification will be sent to the Regional 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 sub-unit of a Student Branch constituted by a minimum of twelve (12) Student members 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 twelve (12) Students 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 Students, who shall be a member of the Society, 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 Regional Director and the Society President shall consider the Student Branch Chapter established following approval of the petition by email. The Regional Director, the Society President, the Regional Student Activities Chair and the Regional Student Representative shall be informed of the Student Branch Chapter approval.
3. The Region Student Activities Committee Chair, the Regional 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 membership 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 of the Branch. The Student Branch Chapter Chair shall serve as an ex-officio member of the Branch Executive Committee 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 ten (10) Student members, and to hold not less than two technical meetings per year, and maintain a level of activity acceptable to the Society President, the Regional Director, and the Region Student Activities Committee Chair.

F. Student Branch Chapter Dissolution

The MGA Board may, after consultation with the Regional Director and the IEEE 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 Regional 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.

9.9 AFFINITY GROUPS

A. Definition

Affinity Group is defined in IEEE Bylaw I-402.9; an affinity group shall be a non-technical subunit of a Region, one or more Sections or a Geographic Council. An affinity group shall be comprised by a minimum of six (6) IEEE members, who are members of the geographic unit(s) involved, and established by petition to the parent organizational unit(s) or standing committee concerned to fulfill the mission of IEEE. "Parent organizational unit" as used in this manual refers to an organizational unit or standing 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, Graduates of the Last Decade Committee, IEEE Life Members Committee and 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' field of interest.

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 I-402.9 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 or Sections of Council.
 - b. Name of the parent organizational unit.
 - c. Name of the organizer (who becomes interim Chair pending election of a regular Chair at a later organization meeting).
 - d. Signatures of at least six (6) IEEE members, who are members of the Section(s) or Council involved, and who indicate they will join the Affinity Group, if established.
2. The petition for an Affinity Group shall be submitted to the Section/Council Executive Committee for written approval and forwarded with this written approval to the IEEE Managing Director, Regional Activities.
3. The IEEE Managing Director, Regional Activities shall forward a copy of the petition to the IEEE parent organizational unit for approval.

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4. The Affinity Group shall be considered established after the IEEE Managing Director, Regional Activities has ascertained that the Regional 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 IEEE Managing Director, Member and Geographic Activities shall so notify the MGA Board, the IEEE parent organizational unit, and the Section Chair on behalf of the IEEE Executive Director.
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 and Affiliate allowances and 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 hard copy distributions, email distributions in keeping with IEEE email policies, and Affinity Group web site updates. Not less than once a year a hard copy mailing should be sent to the active Affinity Group membership including at least the following information: how to subscribe to the Affinity Group email list, the URL for the Affinity Group's web page, and how members may update their contact information in the IEEE master database.

D. Affinity Group Officers

Officers of the Affinity Group shall be 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 to him/her 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. The term of office for all officers shall normally be one year, but may continue until a successor has been duly elected and take office. The term of office will date from 1 January through 31 December. The consecutive period of service in any one office shall normally not exceed two years. Such exceptions require approval by the Region Director who will annually report such exceptions to the MGA Board.
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 IEEE Member and Geographic Activities Department within 20 days following election/ appointment.

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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 Group Committee.
3. The approved slate shall include not less than two nor more than three candidates recommended for each office.
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 "Call 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 candidates to the Affinity Group Committee for ratification.
5. The ratified slate of candidates, at least two but not more than three, 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. Petition candidates shall require the signatures of a minimum of one percent of the voting members of the Affinity Group, except in no case shall more than 10 signatures are required.
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.

1. Funds within the Affinity Groups, from whatever source derived, are the property of the IEEE, and shall not be used for purposes other than the normal operations of the Affinity Group as defined in the IEEE Bylaws or published interpretation of policy, without prior authorization of the MGA Board, unless otherwise provided.

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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 the IEEE for those activities specifically prohibited in the governing documents of the 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. They 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 Staff Director, Financial Services as a signatory thereon (Policy 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 Group comprising the 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 Group shall contain at least six (6) signatures and that each parent organizational unit involved shall be represented by at least three 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 Regional Director(s), affinity group chair, Section/Council Executive Committee, 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) members, and to hold not less than two group-interest meetings per year, or to maintain a level of activity acceptable to the Section/Council Chair and Region Director.
2. Meeting Activity

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- a. An Affinity Group or Joint Affinity Group shall schedule a group interest meeting only if it has received the prior approval of the Executive Committee of the Section/Council within whose boundaries the meeting is to be held.
- b. All Section/Council members shall be advised of all meetings held in the Section/Council, including those organized by Affinity Groups. 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 annual a meeting report, a roster of officers, and a roster of members, to the Section/Council Secretary.
- d. The Section shall receive credit for Affinity Group activity.

K. Affinity Group Probation

Failure of an Affinity Group to meet the minimum required activities as described in 9.9.F 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

With the concurrence of the Section/Council Executive Committee, the Regional Director, and the parent organizational unit(ies), an Affinity Group or Joint Affinity Group may be dissolved.

1. If the probation of an Affinity Group (see 9.9.G) continues for a third year, and in the absence of plans to reactivate the Affinity Group acceptable to the Regional Director and the MGA Board, the Affinity Group shall be automatically dissolved.

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 Student members are required to establish a Student Branch Affinity Group. The Regional Director, the Affinity Group Chair, the Regional Student Activities Chair and the Regional 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 grade higher than the student, 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.

The Member and Geographic Activities Board encourage the formation of new conferences and the participation of geographic organizational units in existing conferences. 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 the IEEE membership.

Conference organizers are requested to refer to the Section 10 of the IEEE Policy Manual and the IEEE Meetings Manual for additional details regarding the organization of IEEE Conferences.

10.1 PURPOSE OF CONDUCTING A CONFERENCE _____

As stated in the IEEE Policy Manual Section 10.1.1: "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 Institute shall:

- Encourage Conference Committees to develop programs suitable to the needs of attendees, speakers and other participants for which each conference is intended.
- Encourage all IEEE organizational units to conduct conferences, which should benefit the interests of IEEE membership and the greater technical community.
- 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 TRANSNATIONAL PARTICIPATION _____

IEEE is committed to enhancing transnational participation in IEEE meetings. Transnational participation in IEEE meetings can be enhanced by increasing efforts to attract Region 7-10 participants to Regions 1-6 meetings and by expanding the number of conferences and other meetings held in Regions 7-10.

10.3 TYPES OF CONFERENCES _____

As authorized in the IEEE Bylaws, an IEEE organizational unit – either by itself, jointly with other IEEE organizational units, and/or jointly with non-IEEE organizational units – may plan a conference for which registration fees will be charged.

The term "conferences" are defined as technical or professional meetings that have a budgeted income/expense of greater than \$25K USD. Conferences can be Symposia, Workshops, Short courses, Expositions, Conventions, and/or Tutorials. Both members and non-members of the IEEE generally attend conferences. Attendees generally pay to attend. Conferences are typically self-supporting and frequently generate a surplus. Conferences are sponsored by one or more IEEE organizational units and/or other not-for-profit organizations. (policy 10.1 for details).

- A. IEEE Conference. A conference is a major meeting which covers a specialized (vertical) or broad range (horizontal) of set topics. Conferences typically accommodate more than 250 attendees and are of several days in duration.
- B. Symposium. Similar to a conference, a symposium is a meeting, which covers a more specialized range of topics. It typically has less than 250 attendees and runs one or more days. Its program is handled much as in the same manner as an IEEE conference.
- C. Workshop. A workshop is a small meeting where most attendees are expected to actively participate in the interchange. The number of attendees usually does not exceed 100 registrants.

- D. **Tutorial** - A tutorial is taught by one or more instructors who are recognized experts in a specific field. The purpose of the tutorial is to educate a relatively small group of attendees on a selected topic. Research topics are generally excluded from tutorials.

10.4 CONFERENCE BUDGETS

The detailed conference budget should provide all needed financial information, indicate clearly 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 are advised to submit budgets to the sponsoring organizational unit as far in advance as is feasible, but at least one year prior to the conference.

If a budget cannot be submitted at least one year prior to the proposed date of the conference, the IEEE Executive Committee or designee must be notified of the circumstances through IEEE Conference Services.

All requests for budget approval, which require IEEE Executive Committee or designee approval, must be accompanied by written approval of the IEEE sponsoring organizational units. In addition the request should state whether cross endorsement has been sought, (Policy 10.1.4).

All conference budgets submitted for approval are expected to break even or run at a surplus. However, if an organizational unit organizes a series of related conference/activities, they may view the series as a group and submit a single budget for the group. The entire group of conferences should meet the break even/surplus requirement stated above. Under rare circumstances and with sufficient reasons, an organizational unit may elect to budget a particular conference on a deficit basis. Such a deficit budget may be approved if it is properly related to the total organizational unit fiscal picture and the rationale for the deficit is provided.

During the course of the conference planning, if substantial financial changes are made to the originally submitted budgets, a revised budget should be resubmitted for further approvals to the appropriate organizational unit. Failure to submit a budget or failure to identify any circumstances affecting the advisability of proceeding with a conference may result in action from the IEEE Executive Committee or designee. The IEEE Executive Committee or designee reserves its right to modify the terms of or in extraordinary cases to cancel approval of the conference.

Budgets for ancillary conferences, Short Courses or Expositions held either directly following or preceding a conference could be included within the main conference budget.

However, income and expenses from these activities should be clearly identified.

The use of conference funds for the purpose of hosting visitors requiring intercontinental travel is a legitimate conference expense if approved by the conference committee. Such support, including travel expenses, should be included in the budget. When such a budget item is requested, the chair of the conference should establish a committee specifically charged with the responsibility of acting as host to these visitors.

Audit fees shall be incorporated in the conference budgets and displayed as a separate line item.

10.5 CONFERENCE INVOLVEMENT

As stated in the IEEE Policy Manual Section 10.1.2:

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

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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-109 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 all Boards, Societies, Regions, Sections, Chapters, Councils and committees.

IEEE organizational units engaged in conference sponsorship may not enter into any type of sponsorship arrangement with a “For Profit” organization. Noncompliance 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 Policy 10.1.23.

The four 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 Policy 10.1.4.
- will receive the surplus or be liable for any deficit resulting from a conference, (Policy 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, (Policy 10.1.7).
- will be responsible for proper usage of the IEEE name (Policy 10.1.6) and the IEEE logo, (Policy 10.1.7).
- Conferences where the IEEE has sole sponsorship, the rights to the conference name, slogan, copyright for publications, and/or logo are owned by IEEE and not conference committees.

B. Co-Sponsorship

Co-Sponsorship indicates a shared involvement among several organizational units, one of which is an IEEE organizational unit. Other co-sponsoring organizational units could be IEEE organizational units or other “ Not-for-Profit” non-IEEE organizational units.

Co-Sponsorship indicates a shared and significant involvement in the technical, financial, publicity and administrative areas of the conference. The relationship between sponsoring organizational units should be explicitly defined in terms of a Memorandum of Understanding, see Policy 10.1.5.

As a result of co-sponsorship, the organizational unit

- will approve the conference as indicated in Policy 10.1.4.
- will receive a portion of the surplus or be liable for a portion of the deficit resulting from a conference, (Policy 10.1.9).
- will be responsible for assuring the timely resolution of any legal issues.
- can be responsible for issuing any loans that the conference might need and assuring subsequent repayment, (Policy 10.1.7)
- will be responsible for proper usage of the IEEE name (Policy 10.1.6) and the IEEE logo (Policy 10.1.7)

C. Technical Co-Sponsorship

Technical Co-Sponsorship indicates direct and substantial involvement by the organizational unit solely in the organization of the technical program. The IEEE organizational unit has no financial involvement in the conference. The organizational unit that has financial sponsorship of the conference must be explicitly identified in the supporting paperwork for technical sponsorship to be granted. The IEEE organizational unit should be involved in encouraging 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. It is recommended that the relationship between sponsoring organizational units should also be explicitly defined in terms of a Memorandum of Understanding, (Policy 10.1.5). The IEEE name may not be used in the conference title, (Policy 10.1.16), but, the IEEE logo may be used in conference publications and promotional materials, (Policy 10.1.17).

D. Cooperative Sponsorship

An organizational unit may cooperate in a conference. This type of involvement is very limited. The IEEE organizational unit has no financial involvement, no substantive technical involvement, and no administrative involvement in the conference. The organizational unit can assist in publicity for the conference by providing the appropriate IEEE organizational unit mailing lists and possible advertisement in publications. The IEEE name and logo cannot be used in any form. (Policy 10.1.16 & 10.1.17).

10.6 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)

Specific details concerning the organizing, planning and scheduling of a Conference are contained in the IEEE Meetings Organization Manual.

10.7 CONFERENCE FILING INFORMATION

As soon as possible – but no later than 18 months before the conference – an IEEE Conference Information Schedule form should be submitted to IEEE Conference Services. These forms are supplied by IEEE Conference Services on request. Early submission of conference information provides for appropriate listing and publication in the IEEE Technical Activities Guide (TAG), which gives early publicity to the professional community. Note that filing for insurance should also be done at this time. All contracts entered into by the Conference committee are to be forwarded to the appropriate IEEE organizational units.

10.8 INSURANCE FORMS

All IEEE meetings should be insured against liability. It is mandatory that the Request for Conference Insurance form be submitted together with a listing of the Conference Committee members to obtain this coverage. It is strongly recommended that these forms be submitted with the IEEE Conference Information Schedule form. Any questions on insurance may be referred to IEEE Conference Services.

**10.9 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.

10.10 MEMORANDUM OF UNDERSTANDING

As stated in the IEEE Policy Manual Section 10.1.5:

A memorandum of understanding, (MOU), sets forth the relationship and obligations of the involved parties. An MOU is required when two or more organizational units agree to co-sponsor or technically co-sponsor a conference. These organizational units may be all IEEE organizational units or IEEE and non-IEEE organizational units as indicated in Policy 10.1.2.

As a minimum, an MOU should describe the following areas:

- Financial sponsorship of each organizational unit. These arrangements are needed for both liability and surplus distribution purposes.
- Ownership of the Intellectual Property associated with a conference. This includes use of the conference name, slogan, copyright for publications, and/or logo ownership.
- Provisions for dissolving the relationship
- 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 committees, steering committee obligations, location of the conferences, associated exhibitions, etc.
- When a conference is sponsored jointly with another non-IEEE organizational unit, 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 Institute General Funds.
- For conferences where IEEE organizational units are the sole sponsors, the IEEE Executive Committee has final authority in resolving any disputes. In the absence of a Memorandum of Understanding, the IEEE Executive Committee will adjudicate any matters.

10.11 CONFERENCE PUBLICATIONS

As stated in the IEEE Policy Manual Section 10.1.20:

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.

Publications resulting from conferences solely sponsored by IEEE shall follow the procedures in the PSPB Operations Manual. Conferences in which the lead sponsor is not an IEEE organizational unit(s) are urged to follow these policies and procedures. Title, format and content shall conform to procedures which shall be specified in the PSPB Operations Manual. Post conference distribution of these publications may be handled by the IEEE Conference Publications Program (CPP), which facilitates inclusion in the portfolio of IEEE electronic dissemination products. Participation in this program requires the completion of the IEEE Conference Publication Form, which should be submitted to IEEE Conference Services. This form allows the proceedings to be considered for postconference distribution through the CPP. IEEE sponsoring organizational units makes the initial decision on participation and terms, with the concurrence of the CPP staff. See the IEEE Meetings Organization Manual for details.

10.12 BOOK BROKER PROGRAM

Conferences are urged to make use of the Book Broker Program to handle all post-conference sales and inventory of proceedings by submitting the Conference Publication Form, which is available from the TAB Products Group. At least one copy of each IEEE conference publication should be delivered to the TAB Products Group upon publication to insure that all IEEE publications are available from IEEE Headquarters.

The production cost of such IEEE conference publications will be borne by the conference or sponsoring organizational unit. The Book Broker Program will determine the number of books it will purchase for post-conference sales based on the sales history for that particular conference proceeding. The acquisition payment is based on a matrix of actual average printing and production costs of any book to be reviewed annually by the TAB Conference Publications Committee.

The Book Broker Program will systematically notify members, libraries and other potential subscribers of the availability of new conference proceedings, as well as those in stock.

The post-conference selling price to non-members must be greater than the price to members. IEEE recommends that the non-member list price should normally be twice the member price, but in no case should the ratio be less than 1.5 to 1.

The Book Broker Program is administered by the Products - Conference Proceedings staff, with the oversight of the TAB Conference Publications Committee.

Editorial Note - Reference:

IEEE Conferences Organization Manual has been prepared for the conference planner's use. Included in the guide is a typical planning schedule, where IEEE requirements have been highlighted to differentiate them from recommendations. Also included are revised general information and financial and publications forms, which are required to be completed by the conference planner. Instructions for completing these forms are found on the reverse side of each. Reference is made to the IEEE Bylaws and the IEEE Policies Manual. These documents by their very nature, are subject to revision. The Conference Organization Manual attempts to reflect up to date references. Should any questions arise, please contact IEEE Conference Services, who will interpret IEEE policy and furnish updated Bylaws and/or Policy Manuals.

Reference is made to IEEE Conferences Services as the primary link between the conference and IEEE Headquarters. IEEE Conference Services has many other services to offer - some gratis, others for a nominal fee - which are referred to throughout this manual. You may inquire about these other services at:

IEEE Conference Services
445 Hoes Lane, Piscataway, NJ 08855-1331 USA
Voice: +1 732 562 3878
Fax: +1 732 981 1769
Email: conference-services@ieee.org
<http://www.ieee.org/organizations/tab/confink.html>

11.0 MGA PUBLICATIONS

11.1 OBJECTIVES OF GEOGRAPHIC ORGANIZATIONAL UNIT PUBLICATIONS _____

1. The purpose of the IEEE publications is to further the aims of the 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 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 the IEEE Policies Manual

2. Objectives of the Region/Section publications include:
 - Enhancing communication among members, and between the 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 Section/Region.
 - Bringing out publications of archival value covering important technical developments and achievements from institutions and industries in the Section/Region.
 - Publishing important papers or talks, including applications oriented information, presented at the Section/Region 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 Member & Geographic Activities 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 the 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, the IEEE Policy Manual must be consulted.
6. All IEEE publications, including Section/Region publications must carry the IEEE logo and the words "IEEE" in the title of the Newsletter/Magazine/Journal. Guidelines covering the use of IEEE logo and the word IEEE are given in Appendix II or the PSPB Operations Manual.
7. IEEE Journals/Magazines, including those published by Sections/Regions contain material of archival value. IEEE copyright policies and procedures applicable for publication of such material are outlined in Appendix II or IEEE Policies Manual Section 6.3.1 IEEE Copyright Policies and the PSPB Operations Manual.
8. Section/Region 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.

Section 11.0 - MGA PUBLICATIONS

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 the IEEE Regions/Sections are given in the PSPB Operations Manual. Magazines or Journals published by IEEE Regions or 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 Sections/Regions 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 Manual Section 6.5. Second Class Mailing Permits. For other countries, 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 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.

Additionally, the Board of Directors has identified that changes related to specific responsibilities directed to the Major Organizational Units shall be reviewed and approved by the Board 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.

| MGAB MANUAL SECTION/ACTIVITY | | INVOLVED OU(S) REVIEW/CONSENT |
|--|---|---|
| 1.3 Objectives | MGA Board | Deliberation: MGA Board Review/Consent: MGA Board Approval: MGA Board |
| 4.13 MGA Student Activities Committee | SAC Charter | Deliberation: MGA Students Review/Consent: MGA Board Approval: MGA Board |
| 4.17 Admission & Advancement Committee | Appointment of Committee Chair & Membership | Deliberation: MGA N&A Committee Review/Consent: MGA Board Approval: MGA Board |
| 4.18 Life Members Committee | Appointment of Committee Chair & Membership | Deliberation: MGA N&A Committee Review/Consent: MGA Board Approval: MGA Board |
| 9.1.D Naming of Geographical Units | | Deliberation: MGA Board Review/Consent: MGA Board Approval: MGA Board |
| 9 H Student Branch Reporting and Funds | | Deliberation: MGA SAC Review/Consent: MGA Board Approval: MGA Board |