

IEEE REGION 6 BYLAWS

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IEEE REGION 6 BYLAWS

Bylaws of Region 6 of the IEEE

1.0 NAME

The name of this organization is "The Region 6 Committee of the Institute of Electrical and Electronics Engineers, Inc.," and may from time to time hereinafter be referred to as the "Region 6 Committee." These Bylaws shall govern the activities of the Region 6 Committee.

In all instances, the *Institute of Electrical and Electronics Engineers (IEEE) Bylaws, Constitution, IEEE Policy Manual, and Regional Activities Board (RAB) Operations Manual* shall prevail when there is a conflict between these documents and the Region Bylaws.

2.0 MISSION

The Region 6 Committee is the operating and management body of Region 6. Those activities include, but are not restricted to, those activities related to the Regional Activities Board (RAB), Area meetings, conferences, conventions, memberships, technical, professional, educational, financial, awards, and any other IEEE activity having common interests throughout Region 6.

3.0 FISCAL AND OPERATING YEAR

The fiscal and operating year of the Region shall begin on the first day of January and end at the close of business on the thirty-first day of December of each year.

4.0 MEMBERSHIP

4.1 REGION 6 COMMITTEE

The Region 6 Committee shall consist of the following Region 6 members, each to have one vote unless otherwise specified:

- 4.1.1 The Region Officers: Region Director (shall cast a vote only when it makes a difference), Region Director-Elect, Region Secretary, Region Treasurer, and Region Immediate Past-Director.
- 4.1.2 Ex-officio members of the Region 6 Committee. The Chair of each Section in Region 6 (or an alternate with written notification to the Region Director); Region 6 Professional Activities Chair; Region 6 Governmental Activities Chair; the Region 6 Student Activities Chair; and the Area Chairs.
- 4.1.3 The Region Director may appoint, subject to confirmation by a majority vote of the Region 6 Committee, and within the limitations set by the IEEE, additional voting members to the Region Committee from the Region membership; except that the number of voting members so appointed must be at least one less than those elected by Region 6 members.

4.2 VOTING MEMBERSHIP

Should any one person hold more than one voting office on the Region 6 Committee, voting membership shall be granted in whichever capacity that person prefers, but shall be limited to a single vote.

4.3 TERM OF OFFICE

- 4.3.1 Those who are members of the Region 6 Committee by virtue of holding another IEEE office, shall be appointed at the time they assume that office and shall serve concurrent with the term of that office.
- 4.3.2 Any appointed member whose designation is not otherwise provided for in the Bylaws is appointed by the Region 6 Director and serves at his/her pleasure.

5.0 STANDING COMMITTEES

5.1 STUDENT ACTIVITIES COMMITTEE (RSAC)

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This committee shall be composed of all Student Branch Counselors, Student Branch Chairs, Section Student Activities Chairs, Area Student Activities Chairs, chairs of any ad hoc committee of RSAC, and any Student Activities Committee members, ex-officio non-voting, residing in the region. The RSAC makes policy recommendations regarding student activities in the region and is responsible to the Region 6 Committee. The charge given to RSAC is:

- a) To encourage and supervise student activities in the region including student membership, branch operations, area meetings and regional student contests, and the student activities at any region meeting.
- b) To foster and coordinate educational activities with colleges and universities and the Sections.
- c) To provide intercommunication between the student branches and IEEE Staff.
- d) To facilitate leadership training for Student Branch leaders and Student Activities Chairs within the region

5.1.1 The Chair of the RSAC shall be appointed by the Region 6 Director for a term of office consistent with 4.3.1. The RSAC Chair shall have had prior experience as a Branch Counselor, Student Activities Chair, or other recognized role in support of student activities within the IEEE.

5.1.2 The Region 6 Director shall appoint a Student Representative to the Student Activities Committee with the advice and consent of the RSAC Chair. The student will represent the region on the Student Planning and Policy Committee (SPPC) for one year and work with the RSAC Chair in planning student workshops and coordinating other activities with student branch chairs. The RSR shall have had prior experience as any Student Officer.

5.2 AWARDS COMMITTEE

The Awards Committee shall consist of the Region Awards and Advancement Chair and the Area Awards and Advancement Chair.

5.2.1 Carry out those activities associated with the processing of Region 6 Awards. These awards include the IEEE Region 6 Community Service Award, the IEEE Region 6 Individual Achievement Award, the IEEE Region 6 Large-Company and Small-Company of the Year Awards.

5.2.2 Prepare a report summarizing its activities for the year for submission to the Region 6 Committee at the time of the Annual Meeting.

5.3 REGION 6 ANNUAL MAJOR CONVENTIONS/CONFERENCES CHAIR

The Region Director shall appoint a Major Conventions/Conferences Chair whose term shall run concurrent with the Directors term. The Chair shall have had prior experience in the management and operation of conferences or conventions, and may hold another office on the Region 6 Committee. (This person is also a corresponding member of the RAB Regional Conference Committee)

5.4 MEMBERSHIP DEVELOPMENT COMMITTEE (MD)

5.4.1 The Region 6 Membership Development Chair is appointed by the Region Director and serves as the Region 6 Representative on the IEEE Membership Development Committee.

The Area Awards and Advancement Chairs, appointed by the Area Chairs, are members of the Region 6 Membership Development Committee.

5.4.2 It shall be the Committee's function to coordinate MD activities in the Region, and to assist the Section, Council and Chapter MD Chairs.

5.5 NOMINATIONS AND APPOINTMENTS COMMITTEE (N & A)

5.5.1 The Most Recent Past Director shall be the Chair of the Region 6 N&A Committee. The Region 6 Director shall appoint not less than two, nor more than six additional committee members, appointed from Region 6 members of Senior Member grade or above.

5.5.2 The N & A Committee shall recommend to the Region 6 Committee, in the second year of the Director's term, nominees for the position of Region 6 Director-Elect for a two year term concurrent with the next Director's term. A minimum of two and a maximum of three persons shall be selected by the Nominating Committee. A vacancy in the elected Director-Elect's position must be filled by a special

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region-wide election under similar procedures as outlined above.

5.5.3 The N & A Committee shall request recommendations for Region 6 Director-Elect from each Section and Council.

5.5.4 The N & A Committee will serve a term concurrent with the Region Director's term.

6.0 AREA COMMITTEES

6.1 AREA CHAIRS

The Regional Director shall appoint up to a maximum of six Area Chairs. Prior to each appointment the Director shall request recommendations from, and consult with, the Sections comprising the areas served.

6.1.1 All Area Chairs are members of the Region 6 Committee and serve on the Region 6 Executive Committee. The Area Committees assist with the management and administrative missions of the Region in their areas. The Area Chair provides an informal and direct communication link between the Region Director, the Sections, Society Chapters and members in their areas.

6.2 AREAS

The Areas making up Region 6 are the Northwest Area, Northeast Area, Central Area, Southern Area, and Southwest Area.

6.2.1 The Sections composing the Northwest Area are: Alaska, Richland, Oregon, Seattle, Spokane, and Wenatchee.

6.2.2 The Sections composing the Northeast Area are: Boise, Eastern Montana, Eastern Idaho, Montana, Utah and Western Montana.

6.2.3 The Sections composing the Central Area are: Hawaii, Northern Nevada, Sacramento Valley Oakland-East Bay, San Francisco, and Santa Clara Valley.

6.2.4 The Sections composing the Southern Area are: Orange County, Buena Ventura, China Lake, Foothill, Metropolitan Los Angeles, San Fernando Valley, Coastal LA, and Central Coast.

6.2.5 The Sections composing the Southwest Area are: Alamogordo-Holloman, Albuquerque, Fort Huachuca, Las Vegas, Los Alamos/Northern New Mexico, Phoenix, San Diego, and Tucson.

7.0 MANAGEMENT

The day to day management of Region 6 Committee shall be delegated to the Region 6 Executive Committee.

7.1 REGION 6 EXECUTIVE COMMITTEE

The Region 6 Executive Committee is composed of the following:

Director	Director-Elect	RSAC
Past Director	Area Chairs	RSR
Treasurer	PACE Chair	
Secretary	GAC Chair	

7.1.1 Meetings

Meetings of this Committee may be called by the Region Director or the Director-Elect as required. At least two formal meetings shall be held yearly.

7.2 OFFICER DUTIES

7.2.1 Director

7.2.1.1 Represents all Region 6 Committees and Region 6, in general, at the IEEE Assembly, IEEE

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Board of Directors, IEEE Regional Activities Board and IEEE-USA Board Meetings.

7.2.1.2 Chairs all meetings of the Region 6 and Executive Committee Meetings.

7.2.1.3 Nominates and makes recommendations to the Region 6 Committee for approval of all non-Elected Region 6 Officers and Committee Chairs.

7.2.1.4 Represents Region 6 in all other IEEE functions as required throughout Region 6.

7.2.1.5 In the event of a vacancy in the office of Region 6 Director, the Region 6 Director-Elect shall immediately assume that office. He shall serve the remaining term of the Director and then shall commence his two year term of office.

7.2.2 Director-Elect

7.2.2.1 The Director-Elect is elected by the Region 6 membership for a two year term concurrent with the Director's term. The Director-Elect carries out all duties and obligations of the Director in the Director's absence.

7.2.2.2 Participates in any Region capacity, at his/her choice, and at the Director's request.

7.2.2.3 Keeps abreast of all Region 6 activities during his/her tenure to assure a smooth transition to the Director's position. Chairs any Strategic Planning activities covering his/her future term as Director.

7.2.3 Past Director

7.2.3.1 Serves in an advisory role to the Region Director.

7.2.3.2 Serves at the will of the Region Director on any special ad hoc committee at the Director's request.

7.2.3.3 In the event of a vacancy in the office of Past Director, the next available previous, Past Directors shall be requested to serve in this position.

7.2.4 Region Secretary

7.2.4.1 Records and maintains the minutes of all formal Region 6 meetings chaired by the Director or his/her designate and distributes those minutes to all Region 6 Committee Members.

7.2.4.2 Writes and distributes all Region 6 correspondence at the request of the Director. Copies of all Region 6 Executive and Committee Meeting Minutes shall be forwarded to the Managing Director, Regional Activities at the IEEE Operations Center.

7.2.4.3 Maintains the current Region 6 Bylaws. Forwards any requested changes to the IEEE for approval as required by the RAB Operations Manual that have been approved by the Region 6 Committee.

7.2.4.4 Assists in coordinating R6 meetings.

7.2.5 Region Treasurer

7.2.5.1 Audits all Region 6 disbursement requests and prepares checks for payment.

7.2.5.2 Reviews all Region 6 financial records on a monthly basis, or as required, and presents those records to the Region 6 and the Region committee at all formal meetings and to the Director and Director-Elect in a timely manner when requested.

7.2.5.3 Prepares year end financial report to IEEE.

7.2.5.4 Prepares meeting travel reimbursement guidelines for approval by the Director.

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7.3 PROFESSIONAL ACTIVITIES COMMITTEE of ENGINEERS (PACE) CHAIR

- 7.3.1 Chairs all Region 6 PACE meetings and workshops and is the Chair of the Region 6 PACE committee.
- 7.3.2 Prepares and submits for approval to the Director all Region 6 PACE projects which are financially supported by the Region.
- 7.3.3 Approves all PACE activity requests for reimbursement and expense advances.
- 7.3.4 Submits all PACE reports to IEEE in accordance with requests from IEEE-USA.
- 7.3.5 Is a member of the Region 6 PACE Committee.

7.4 GOVERNMENT ACTIVITIES COMMITTEE (GAC) CHAIR

- 7.4.1 Coordinates all Region 6 Governmental and Legislative liaison activities.
- 7.4.2 Represents Region 6 on the State Governmental Activities of IEEE-USA.
- 7.4.3 Promotes and assists in establishing state inter-society legislature advisory or government activities committee organizations within each state of Region 6.

8.0 MEETINGS

8.1 REGION 6 COMMITTEE MEETING

There will be at least one formal Annual Region 6 Committee meeting per year. Where official Region 6 Committee action is required, at other than a formal meeting, an electronic or hard copy ballot, if appropriate, may be used.

8.2 AREA MEETINGS

At least two Area meetings per year, chaired by the Area Chair, involving the Region Officers, the Section leaders, and Branch leaders, will be held in each Area.

8.3 QUORUM

At least a majority of the voting members of the Region 6 Committee, or their alternates where the Bylaws so authorize, including representatives from at least half of the Sections of the Region, shall be present to constitute a quorum at any meeting of the Region 6 Committee called for the transaction of business and requiring a vote to be taken.

- 8.4 If an electronic or hard copy ballot is used, two-thirds of all eligible voting members of the Regional Committee must vote affirmative for a proposal to pass.

8.5 PARLIAMENTARY AUTHORITY

The rules contained in "Roberts Rules of Order, Newly Revised, shall govern the Region 6 Committee in all cases to which they are applicable, and in which they are not inconsistent with the Constitution and Bylaws of IEEE, or Region 6, or the Special Rules of Order of Region 6.

9.0 ECI (Electronic Conventions, Inc.)

9.1 OWNERS

The Los Angeles Council and the San Francisco Bay Area Council are, respectively, the Class A and Class B Members of E.C.I. The Region 6 Director represents the Class C member, IEEE Inc., as delegated by the IEEE President.

9.2 DISTRIBUTION OF SURPLUS

According to the "Memorandum of Agreement" establishing E.C.I., it is stipulated that any surpluses accruing

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from exhibits and technical meetings shall be distributed by the E.C.I. Board of Directors as prescribed in their Bylaws.

9.2.1 At least 20% of the funds distributed to all IEEE entities involved shall be awarded to Region 6. The Region 6 funds shall be distributed as follows:

9.2.1.1 An amount will be paid into the Region 6 treasury sufficient to offset any deficit in previous year's Region 6 budgets if authorized by the Region 6 Director and approved by a 2/3 majority of the Region 6 Committee.

9.2.1.2 An amount shall be paid into the Region 6 Treasury sufficient, after all other anticipated income is considered, to meet anticipated commitments in accord with the current annual budget; but not more than \$0.58 per Region 6 member, student members included, per fiscal year.

9.2.1.3 The balance following the above listed distribution shall be paid by the Region 6 Treasurer, with the Director's approval, to the remaining Sections of the Region (excluding the Sections of the Los Angeles and San Francisco Bay Area Councils, which already have received 80% of the surplus distributed to the IEEE).

9.2.1.4 Funds originating from ECI and available for distribution to the Sections of Region 6 (excluding the Sections of the Los Angeles and San Francisco Bay Area Councils), shall be distributed on the basis that fifty percent of such funds shall be divided with an equal share going to each Section of the Region, and the remaining funds shall be divided on a per capita basis between each Section of the Region.

The per capita distribution shall be determined on the basis of Institute records of the number of members, including students, as of December 31 which follows the most recent WESCON, prior to the time that the funds are declared surplus.

9.2.1.5 It is further stipulated that the Sections of the Region shall have no other right or liability with regard to ECI.

10.0 FINANCIAL MATTERS

10.1 MANAGEMENT OF FUNDS

10.1.1 All of the funds of the Region 6 shall be deposited and expended as determined by vote of the Region 6 Committee. The Region Director, Director-Elect, Secretary, Treasurer, and others as may be authorized by the Region 6 Committee, shall serve only as agents of the Committee.

10.1.2 Withdrawals shall require the signature of any two of the following: The Region Director, Director-Elect, Secretary, or Treasurer, and others as may be authorized by the Region 6 Committee. Such accounts must have as a signatory, the signature of the IEEE Staff Director, Financial Services.

10.1.3 All expenditures shall be in accordance with the current, approved annual budget, unless they are specifically authorized by a vote of the Region 6 Committee to expend special funds allocated to the Region by the IEEE Board of Directors, by IEEE policy, or received from other than normal Region 6 sources, for specific IEEE approved programs or purposes within the Constitution Bylaws and Policy of the IEEE. An information report of any special funds and expenditures will be furnished to the Region 6 Committee at the Region 6 Committee Meetings.

10.1.4 The Region 6 Committee may, from time to time, allocate Region 6 funds for support of such Region 6 activities as will promote the objectives of the Institute within the Region.

10.1.5 The Region 6 Committee may authorize either loans or grants of Region 6 funds to individual Sections to meet emergencies or to help finance activities which will promote the objectives of the IEEE within the Section.

10.2 BUDGET

10.2.1 The Region 6 Treasurer shall act as interface and coordinate region budget information with the RAB Finance Committee.

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10.2.2 The Region Executive Committee shall prepare and approve a preliminary budget for the following calendar year prior to the Annual Region 6 Meeting. The Region 6 budget shall serve as a guide and authorization for expenditures.

10.2.3 The Region 6 Treasurer shall present the preliminary budget at the Annual Region 6 Meeting for review and approval by the Region 6 Committee. This budget shall be provided to the Region 6 Committee members at least 20 days prior to the Annual Meeting.

10.2.4 Region 6 shall have a Travel and Expense Reimbursement Policy.

10.3 REPORTING

10.3.1 The Treasurer shall prepare a financial statement as of December 31 each year. Copies of this financial statement shall be forwarded to IEEE and to the Region 6 Director by January 31 of the following year. Copies will be submitted to the Region 6 Committee at the first meeting each year.

10.3.2 The Treasurer shall be responsible for preparation and submission of other financial reports as may be required by IEEE, the Region 6 Committee, or the Region 6 Director.

10.4 AUDIT COMMITTEE

An audit of the Region's books shall be conducted as of, and including, the last day of the Director's term of office, which shall be designated as the "Audit Date." The new Region 6 Director, prior to the audit date, shall appoint an audit committee comprised of at least two members of the Region 6 Committee. The Committee shall complete the audit of the Region 6 books and distribute copies of their report, no later than 60 days after the audit date, to the then-Region 6 Director and Treasurer, and the Immediate Past Director and Treasurer. The Region Treasurer will make copies available to Region 6 Committee members upon request.

11.0 AMENDMENT OF BYLAWS

The Region 6 Committee may make, amend, or revoke the Bylaws of Region 6, subject to confirmation by the IEEE Regional Activities Board. The proposed changes and reasons therefore, shall be provided to all members of the Region 6 Committee at least 20 days before the vote shall be taken. Two-thirds of all votes cast shall be required to approve any new Bylaws, amendment, or revocation unless otherwise provided herein.