4.0 RAB COMMITTEES

4.1 RAB STANDING COMMITTEES

A. Establishment. The RAB Chair, with the advice and consent of the Regional Activities Board, may establish standing committees to facilitate the performance of duties assigned. RAB shall approve the charters of all RAB 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 RAB committee, except the Student Activities Committee, the member shall be at IEEE Member, Senior Member or Fellow grade. At the discretion of RAB, Student members, when appointed to other RAB committees, may be granted voting privileges.

C. Review of Commitees. All RAB standing committees shall be reviewed by the Regional Activities Board at intervals of no more than three years to ensure that their respective scopes and compositions continue to serve the best interests of the Regional Activities Board and its membership.

D. Meetings of RAB Committees - It is recommended that each RAB Committee have one face-to-face meeting during the year. It is strongly encouraged that all RAB Committees take advantage of the electronic communication (e-mail) to conduct business. It is also encouraged to conduct meetings via telephone conference calls or similar communications equipment allowing all persons participating in the meeting to hear each other at the same time. Committees will meet within the guidelines of their Charters, and within the approved operating/travel budgets.

E. Current RAB Standing Committees

1. RAB Awards & Recognition Committee
2. RAB Finance Committee
3. RAB Graduates of the Last Decade Committee
4. RAB Industry Relations Committee
5. RAB Nominations & Appointments Committee
6. RAB Potentials Advisory Committee
7. RAB Strategic Planning Committee
8. RAB Student Activities Committee

4.2 JOINT STANDING COMMITTEES

A. Establishment. The RAB Chair, with the advice and consent of the Regional Activities Board, may establish joint standing committees with other IEEE organizational units. The charter for each joint 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 ma0ximum tenure of three consecutive years, unless otherwise specified in the standing committee charter. The charters of joint standing committees shall be contained in the RAB Operations Manual.

B. Current Joint Standing Committees:

1. EAB/RAB Reference List of Educational Programs Committee
2. RAB/TAB Section/Chapter Support Committee
3. Transnational Committee

4.3 IEEE STANDING COMMITTEES

A. The following committees are appointed by the IEEE Board of Directors and assigned to RAB for administrative purposes:

1. IEEE Admission and Advancement Committee
2. IEEE Membership Development Committee

4.4 COORDINATION OF COMMITTEES

The activities of the following standing committees shall be coordinated and reported to RAB by the responsible RAB member:

RAB Awards & Recognition Committee	RAB Vice Chair – Member Activities
RAB Finance Committee	RAB Treasurer
RAB Graduates of the Last Decade, (GOLD) Comm.	RAB Vice Chair – Region, Section and Chapter Activities
RAB Industry Relations Committee	RAB Vice Chair – Region, Section and Chapter Activities
RAB Nominations & Appointments Committee	Past RAB Chair
RAB Potentials Advisory Committee	RAB Vice Chair – Student Activities
RAB Strategic Planning Committee	RAB Vice Chair – Strategic Planning
RAB Student Activities Committee	RAB Vice Chair – Student Activities
EAB/RAB Reference list of Educational Programs Committee	RAB Vice Chair – Member Activities
Transnational Committee	RAB Vice Chair – Strategic Planning
RAB/TAB Section/Chapter Support Committee	RAB Vice Chair – Region, Section and Chapter Activities
IEEE Admission & Advancement Committee	RAB Vice Chair – Member Activities
IEEE Membership Development Committee	RAB Vice Chair – Member Activities

4.5 RAB AWARDS & RECOGNITION COMMITTEE 11/2001

A. GENERAL

The RAB Awards and Recognition Committee (RABARC) is a standing committee which reports to the Regional Activities Board (RAB). The Committee shall report to RAB through the RAB Vice Chair - Member Activities.

B. SCOPE

To promote, recognize and reward excellence in the operations of the Regional Activities Board (RAB) Regions and its organizational units: 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 RAB.
2. Develop, coordinate and implement awards and recognition programs for use by components of RAB to recognize individual IEEE members and organizational units.
3. Develop, coordinate and implement awards for use by components of RAB 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 RAB 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 RAB and its components and ensure integration of the elements into appropriate guides and regulations.

7. Develop budgeting procedures for RAB 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 RAB, relating to the IEEE Awards Board programs; represent RAB on the IEEE Awards Board and its subordinate bodies; represent RAB on awards planning and policy development councils; coordinate IEEE awards and recognition programs within RAB and act as an information source on IEEE awards and recognition programs for components of RAB.

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.

D. COMPOSITION

The RAB Awards and Recognition Committee shall consist of 9 voting members, 2 non voting members and 10 corresponding members. The RAB Vice Chair - Member Activities will appoint the Chair and members. Corresponding Members are appointed by the Regional Directors.

Voting Members
- Chair
- Three (3) members from Regions 1-6.
- Three (3) members from Regions 7-10.
- RAB Chair (ex officio)
- 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.

Non-Voting Members
- RAB Secretary (ex-officio)
- RAB Vice Chair - Member Activities (ex-officio)

Corresponding Members
- Corresponding Members - Region 1-10 Awards Chair (without vote)

E. MEMBERSHIP REQUIREMENTS

Voting members of the Committee shall be IEEE members of Member, Senior Member or Fellow grade.

F. TERMS OF OFFICE

All voting members serve by appointment of the RAB Vice Chair - Member Activities for a one-year term, with reappointment permissible for up to two additional one-year terms.

Such other members to serve on an ad hoc basis by appointment of the Committee Chair, with the concurrence of the RAB Chair, in connection with specific projects as may arise.

G. SUBCOMMITTEES

The RABARC Chair 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.

H. MEETINGS, FINANCIAL AND ADMINISTRATIVE SUPPORT

1. A meeting shall occur at the call of the Chair. The committee may meet in conjunction with the last RAB meeting, in which case appropriate and reasonable travel expenses for committee members to attend will be reimbursed.

2. A quorum shall be a majority of the voting members of the Committee. Voting shall be by majority vote with the Chair voting when his or her vote would make a difference in the outcome.

3. The business of the committee shall normally be accomplished by electronic mail, phone, FAX, etc.

4. Funds may be allocated in the RAB Budget for additional meetings of the Committee. The Vice Chair - Member Activities will have responsibility for these funds to ensure reasonable activities of the Committee while maintaining its budget.

5. Provisions shall be made in the RAB/Regional Activities (RA) budget for expenses incurred in the work of the Committee.

6. Administrative support for the Committee will be provided by the Regional Activities Department.

I. REPORTS

1. A brief meeting report, outlining business transacted will be transmitted to RAB by the Chair.

J. CHANGES TO CHARTER

Changes to this Charter must approved by Regional Activities Board (RAB).

4.6 RAB FINANCE COMMITTEE _____ 6/01

A. GENERAL

The RAB Finance Committee is a standing committee, which reports to the Regional Activities Board (RAB). The Committee shall report to RAB through the RAB Treasurer.

B. SCOPE

The RAB Finance Committee serves as an oversight and advisory body. The Committee shall establish financial goals and procedures for the operations of RAB, develop and implement the RAB budget development process, and project and monitor the financial performance of regional activities. The RAB Finance Committee is responsible for making recommendations on all financial matters to the RAB and for keeping the RAB fully informed on all financial issues.

C. FUNCTIONS

1. Keep RAB apprised of IEEE financial matters as appropriate.

2. Review financial performance of RAB and RAB committees, apprise the RAB Chair/Vice President - Regional Activities 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 Regional Activities Department staff to prepare and present to RAB the proposed budget for RAB/Regional Activities (RA).

5. Monitor the performance of the overall RAB budget.

D. COMPOSITION

The Committee shall consist of seven (7) voting members and one (1) non-voting member as follows:

- RAB Treasurer who shall serve as Chair
- RAB Vice Chair - Member Activities (Ex officio)
- RAB Vice Chair - Region, Section and Chapter Activities (Ex officio)
- RAB Vice Chair - Student Activities (Ex officio)
- RAB Vice Chair - Strategic Planning (Ex officio)
- RAB Chair (Ex officio)
- Past Region Director, current Region Director, or Director Elect from Regions 7 – 10 (appointed by RAB Chair)
- RAB Secretary/Managing Director - Regional Activities Department (Ex officio - Non Voting)

Corresponding Members

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

In the event of the incapacity of the Chair, the RAB Chair shall serve as Acting Chair until such time as the RAB Assembly elects a successor. In the event of the absence of the Chair, the RAB 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. The Acting Chair shall notify RAB in a timely manner and continue to serve until further directed by RAB.

E. MEMBERSHIP REQUIREMENTS

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

F. APPOINTMENTS, ELECTIONS AND TERMS OF OFFICE

1. With the exception of the past Region Director, current Region Director or Director-elect from Regions 7-10 who is appointed by the RAB Chair, all committee members serve by virtue of an office or position.

2. Additional members may serve on an ad hoc basis by appointment of the Committee Chair, with the concurrence of the RAB Chair, in connection with specific projects as may arise.

G. MEETINGS

1. A meeting shall occur at the call of the Chair. Meetings will be scheduled as required with reasonable travel expenses for committee members within the budget.

2. The business of the committee shall normally be accomplished by electronic mail, phone, FAX, etc.

3. A quorum shall be a majority of the voting members of the RAB Finance Committee. Voting shall be by majority vote with the Chair voting when his or her vote would make a difference in the outcome.

H. 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 RAB Finance Committee and shall be appointed by the RAB Finance Committee Chair.

I. FINANCIAL AND ADMINISTRATIVE SUPPORT

1. Funds are allocated in the RAB Budget for meetings of the Committee. The RAB Treasurer will have responsibility for these funds to insure reasonable activities of the Committee while maintaining its budget.

2. Administrative support for the Committee will be provided by the Regional Activities Department.

J. REPORTS

1. A brief report, outlining the business transacted, will be transmitted to RAB by the Chair.

K. CHANGES TO CHARTER

Changes to this Charter must be approved by the Regional Activities Board (RAB).

4.7 RAB GRADUATES OF THE LAST DECADE COMMITTEE (GOLD) 2/98

A. MISSION

To serve the interests of the IEEE affinity group characterized by members in their first ten years (approximately) after graduation.

B. RESPONSIBILITIES

1. Offer and promote programs of interest to recent graduates.
2. Promote the establishment and support of GOLD organizational unit committees within Sections, Societies, Regions, Chapters or other IEEE organizational units at the discretion of those organizational units and individuals.
3. Advocate IEEE GOLD-appropriate benefits and services to the appropriate IEEE organizational units.
4. Encourage recognition of GOLD activities performed by individuals or organizational units and promote GOLD awards.
5. Establish communications opportunities within the IEEE for the GOLD affinity groups and members.
6. Promote strategies to bridge the transition from Student Member grade.
7. Promote strategies to retain and recruit graduating students and recent graduates, and to develop volunteer leadership from within this affinity group.
8. Promote GOLD goals at conferences, symposia and similar events.
9. Advocate GOLD affinity group representation on IEEE governing boards and committees.
10. Participate in IEEE programs such as Sections Congress, PACE, etc.
11. Represent and provide leadership to recent graduate and young professional activities in other IEEE organizational units.
12. Measure, track, and report on GOLD program effectiveness.

C. MEMBERSHIP

The Committee shall consist of a maximum of eleven voting members:

- Committee Chair
- Up to three (3) members appointed by the Vice President, Technical Activities.
- Up to four (4) members appointed by the Vice Chair, Region, Section & Chapter Activity
- The Chair of each of the three (3) Subcommittees as described below.

All voting members of the committee shall be IEEE members holding a grade of member or higher.

The Vice Chair, Region, Section & Chapter Activity shall appoint the GOLD Chair. Voting members are appointed for one-year terms, subject to reappointment in the interest of continuity.

Of the three members appointed by the Vice President, Technical Activities, one should be a Society President or Division Director, and one should be a member from Regions 7-10. At least two of the three members should be members of the GOLD affinity group.

Of the four members appointed by the Vice Chair, Region, Section & Chapter activity, one should be a Region Director and one should be a member from Regions 7-10. In addition, the appointees should include a representative from the Student Activities Committee and the Membership Development Committee, with guidance from the Chair of each respective committee. Of the four, at least two of the four members should be members of the GOLD affinity group.

D. SUBCOMMITTEES

The GOLD Implementation Subcommittee shall be a standing subcommittee, which shall consist of the following Liaison representatives: Transnational, Region, Society, and Mentor Coordination. The Chair and members of this committee will be appointed by the GOLD Committee Chair. The purpose of the subcommittee shall be to facilitate the implementation and expansion of the GOLD program through geographic and societal channels.

The GOLD Program Support Subcommittee shall be a standing subcommittee, which shall consist of the following Liaison representatives: Awards, Member Benefits, Publications, Marketing, Organization, Support & Leadership, and Electronic Media. The Chair and members of this committee will be appointed by the GOLD Committee Chair. The purpose of the subcommittee is to ensure that GOLD member needs are being met through all member benefits.

The GOLD Liaison Subcommittee shall be a standing subcommittee which shall consist of the following representatives: Admissions & Advancement; Student Activities; PACE; Association; IEEE Executive Committee; IEEE Management Council; and the IEEE Membership Development Chair. The Chair and members of this committee will be appointed by the GOLD Committee Chair, with guidance from the leadership of each committee or organizational unit. The purpose of this subcommittee shall be to act as a conduit between the GOLD Committee and their respective organizational units.

E. MEETINGS

1. One face-to-face meeting shall be held annually. 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.
2. A brief report outlining business transacted will be transmitted to the Vice Chair of the Region/Section/Chapter as required.

F. FUNDING AND SUPPORT

The Technical Activities Board shall fund the three TAB appointees. The Regional Activities Board shall fund the four RAB appointees and the Chair of the committee. Provisions shall be made in the Regional Activities Board budget for other normal expenses incurred in the work of the Committee.

The Regional Activities Department shall furnish normal staff support for the GOLD Committee.

G. CHANGES TO CHARTER

Both the Regional Activities Board (RAB) and the Technical Activities Board (TAB) must approve changes to this charter.

Approved by RAB & TAB - February 1998

4.8 RAB INDUSTRY RELATIONS COMMITTEE (RAB IRC)_____ 11/2000

A. GENERAL

The RAB Industry Relations Committee is a standing committee of the Regional Activities Board. The Committee shall report to RAB through the RAB Vice Chair – Region, Section and Chapter Activities.

B. SCOPE

The RAB Industry Relations Committee is responsible for the following RAB objectives:

1. Promote and inform the concept of IEEE as a progressive technical information provider to industry and its employees.
2. Promote and inform the relevance of support of IEEE in developing/changing technologies.
3. Work with industry to establish our understanding of their needs, to determine their further needs and to demonstrate how we can help address their needs.
4. Encourage the establishment of Leadership Traning within the Regions and Sections.

C. FUNCTIONS

1. Identify the local industries and the key players that affect our goals.
2. Identify the local industries which either employ IEEE members or potentially have need of IEEE products and services.
3. Survey of local industry to determine the IEEE membership/involvement of employees.
4. Promote IEEE to industry as a relevant information provider to enhance their employees technical expertise.

5. Develop a program to counsel members to promote IEEE to employers.
6. Provide local IEEE volunteers with the means to advocate IEEE to industry.
7. Promote sharing of industry training courses with IEEE sections and chapters and vice versa.
8. Track committee and local volunteer industry contact.
9. Recognize industry for contribution to the technical and professional achievements relevant to IEEE. Recognize industry for high level of IEEE involvement.

D. COMPOSITION

The RAB Industry Relations Committee shall consist of 6 voting members and 2 non-voting members as follows:

Voting Members

- Chair
- Four members-at-large
- RAB Chair (ex officio)

Non-Voting Members

- RAB Vice Chair – Region, Section and Chapter Activities (ex officio)
- RAB Secretary (ex officio)

Corresponding Members - as appropriate

In the event of the incapacity of the Chair, the most recent Past Chair available shall serve as Acting Chair. The Acting Chair shall notify RAB in a timely manner and continue to serve until further directed by RAB. In the event of the absence of the Chair, the voting members of the Committee present, from amongst their own shall select someone to so serve.

E. MEMBERSHIP REQUIREMENTS

Voting members of the Committee shall be IEEE members of Member, Senior Member or Fellow grade.

F. APPOINTMENTS, ELECTIONS AND TERMS OF OFFICE

1. All committee members serve by appointment of the Vice Chair - Region, Section and Chapter Activities for a one-year term, with reappointment permissible for up to two additional one-year terms.

2. The Committee Chair shall serve a one-year term, with reappointment permissible for up to two additional one-year terms.

3. Such other members to serve on an ad hoc basis by appointment of the Committee Chair, with the concurrence of the RAB Vice Chair, in connection with specific projects as may arise.

G. MEETINGS

1. A meeting shall occur at the call of the chair. Meetings will be scheduled as required with reasonable travel expenses for committee members within the budget.
2. The business of the committee shall normally be accomplished by electronic mail, phone, FAX, etc.
3. A quorum shall be a majority of the voting members of the RAB Industry Relations Committee. Voting shall be by majority vote with the Chair voting when his or her vote would make a difference in the outcome.

H. COMMITTEES/SUB-COMMITTEES/AD HOC COMMITTEES

Reporting to the committee shall be following Committees/Subcommittees:

- None currently

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 Committee and shall be appointed by the Committee Chair.

I. FINANCIAL AND ADMINISTRATIVE SUPPORT

1. Funds are allocated in the RAB Budget for additional meetings of the Committee. The RAB Vice Chair - Region, Section & Chapter Activities will have responsibility for these funds to insure reasonable activities of the Committee while maintaining its budget.
2. Administrative support for the Committee will be provided by the Regional Activities Department.

J. REPORTS

None at this time

K. CHANGES TO CHARTER

Changes to this Charter must be approved by RAB.

4.9 RAB NOMINATIONS AND APPOINTMENTS COMMITTEE _____ 11/2001

A. GENERAL

The RAB Nominations and Appointments Committee is a standing committee, which reports to, and is a standing committee of the Regional Activities Board (RAB). The Committee shall report to RAB through the Past RAB Chair.

B. SCOPE

The RAB Nominations and Appointments Committee shall be responsible for managing the nominations and appointments process and identifying qualified candidates for elected and appointed positions of RAB and its Committees.

C. FUNCTIONS

The RAB Nominations and Appointments Committee shall:

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

   - RAB Chair/Vice President, Regional Activities (The RAB Assembly shall select and submit a slate of candidates for the position of Vice President – Regional Activities to the IEEE Assembly.
   - RAB Treasurer
   - Vice Chair, Member Activities
   - Vice Chair, Region, Section, Chapter Activities
   - Vice Chair, Student Activities
   - Vice Chair, Strategic Planning

2. Prepare and present to the incoming RAB Vice Chairs a slate of candidates for appointed positions.

D. COMPOSITION

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

Voting Members

- Committee Chair, who is the immediate RAB Past Chair.
- Seven members elected by a majority vote of RAB. The RAB N&A Committee shall submit a slate of candidates, for service on the RAB N&A Committee, to RAB at least 20 days prior to the RAB meeting at which the elections will occur.

Non-Voting Members

- RAB Secretary (or designee).

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.

In the event of the incapacity of the Chair, the most recent Past Chair available shall serve as Acting Chair for the duration of the period of incapacity.

E. MEMBERSHIP REQUIREMENTS

Voting members of the Committee shall be IEEE members of Member, Senior Member or Fellow grade.

F. APPOINTMENTS, ELECTIONS AND TERMS OF OFFICE

1. The Committee Chair shall serve concurrently to his/her term of office as the immediate Past RAB Chair.
2. Excluding the Committee chair and RAB Secretary, RAB N&A Committee members may not simultaneously serve on RAB.
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. Three (3) members shall have never served as a Region Director, Four (4) members shall have served as a Region Director within 5 years of the election.
   c. 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.
   d. Individuals may not serve more than three years on the Committee.

G. MEETINGS

1. A meeting shall occur at the call of the chair. Meetings will be scheduled as required with reasonable travel expenses for committee members within the budget.
2. 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.
3. A quorum shall be a majority of the voting members of the RAB N&A Committee. Voting shall be conducted in accordance with Robert's Rules of Order with the Chair voting when his or her vote would make a difference in the outcome.

H. FINANCIAL AND ADMINISTRATIVE SUPPORT

1. Funds shall be allocated in the RAB Budget to conduct committee business. The Committee Chair shall have responsibility for these funds to ensure reasonable activities of the Committee while maintaining its budget.
2. The Regional Activities Department will provide administrative support for the Committee.

I. CHANGES TO CHARTER

Changes to this charter shall be approved by the Regional Activities Board (RAB).

4.10 POTENTIALS ADVISORY COMMITTEE 11/97

A. MISSION

The Potentials Advisory Committee shall advise the Potentials Volunteer Editor and RAB on all policy aspects in the development, publishing and distribution of IEEE Potentials.

B. RESPONSIBILITIES

1. Advise on editorial policy.
2. Oversee the Editorial Board of IEEE Potentials.
3. Oversee the budgeting process for IEEE Potentials.

C. MEMBERSHIP

1. The Vice Chair, Student Activities, shall appoint the Chair (the Volunteer Editor).
2. The Committee shall consist of the following voting members:
   - Vice President, Regional Activities
   - Vice Chair, Student Activities
   - Volunteer Editor, IEEE *Potentials*
3. The Managing Director, Regional Activities shall serve as a non-voting member.

D. MEETINGS

1. The Potentials Advisory Committee will meet at least one time per year in conjunction with the RAB Meetings.
2. Subsequent meeting of the Potentials Advisory Committee will be at the call of the Chair.
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.

E. FINANCIAL AND ADMINISTRATIVE SUPPORT

The principal financial support for the Potentials Advisory Committee shall be provided through the normal budgetary processes of the Regional Activities Board. The Regional Activities Department will provide administrative support for the Committee.

F. CHANGES TO CHARTER

Changes to this charter must be approved by RAB.

4.11 RAB SECTIONS CONGRESS STEERING COMMITTEE 06/2002

A. MISSION

The RAB Sections Congress Steering Committee (SC Steering Committee) reports to, and is a standing subcommittee of the RAB/TAB Section/Chapter Support Committee. The Committee shall report to RAB through the RAB Vice Chair - Region, Section, and Chapter Activities.

B. SCOPE

The RAB SC Steering Committee is responsible for the organization of the triennial Sections Congress for RAB (and IEEE).

C. FUNCTIONS

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

The SC Steering 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 Steering 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 Steering Committee

D. COMPOSITION

The RAB Sections Congress Steering Committee shall consist of following members:

Voting Members:

1. Sections Congress Steering Committee Chair
2. Sections Congress Local Organizing Committee Chair
3. Sections Congress Program Committee Chair
4. Vice Chair, SC Steering Committee
5. Vice President, Regional Activities (ex-officio)
6. Vice Chair, Region, Section and Chapter Activities (ex-officio)
7. Host Region Director or Director-Elect (who will be in office at the time of Congress) (ex-officio)

Non-Voting Members:

1. RAB Secretary (ex-officio)
2. Sections Congress Coordinator (Regional Activities Staff)

The host Region Director shall insure the resources of the Region and Section are made available to support the efforts of the SC Steering Committee.

At the RAB meeting immediately before the current year's Sections Congress is held, the Chair of the next SC Steering Committee shall be elected by a majority vote of RAB. RAB shall receive from the RAB 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 RAB at least 20 days prior to the RAB 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 Steering Committee shall appoint the Chairs of the Local Organizing Committee and Program Committee, subject to approval by RAB.
The Chair shall also appoint a Vice Chair.

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

The Chair, SCPC, in consultation with the SC Steering Committee and the Advisory Panel, shall appoint 3 Track Coordinators and Keynote Coordinator.

In the event of the incapacity of the Chair, the Vice President, Regional Activities, in consultation with the RAB Secretary, shall appoint a new Chair. In the event of the absence of the Chair, the Vice 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 RAB in a timely manner and continue to serve until further directed by RAB.

E. MEMBERSHIP REQUIREMENTS

Voting members of all committees shall be IEEE members of Member, Senior Member or Fellow grade

F. APPOINTMENTS, ELECTIONS AND TERMS OF OFFICE

1. All committee members and committee chairs serve by appointment of and at the pleasure of the Chair of the Steering Committee with the concurrence of the Regional 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, Regional Activities, in connection with specific projects as may arise.

G. 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.

4. The business of the committees and subcommittees shall normally be accomplished by electronic mail, phone, FAX, etc.

5. A quorum shall be a majority of the voting members of the Sections Congress Steering Committee. Voting shall be by majority vote with the Chair voting only when his or her vote would make a difference in the outcome.

H. COMMITTEES

The following shall be the responsibilities of the Vice Chair, SC Steering Committee:
1. Fund Raising
2. Publicity

The following activity coordinators shall report to the Chair, SCLOC:
1. Partners Program
2. Logistics
3. Section/Region Events
4. Student Volunteers

The following program coordinators shall report to the Chair, SCPC:
1. Program Track Coordinator
2. Keynote Coordinator

The themes of the individual program tracks are to be determined by the SCPC, in consultation with the Steering Committee. Chairs and members of all Subcommittees shall serve at the pleasure of the Chair of the Steering Committee. ust be a member of the Committee and shall be appointed by the Steering Committee Chair.

I. FINANCIAL AND ADMINISTRATIVE SUPPORT

1. Annually RAB 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 RAB Budget for meetings of the SC Steering Committee and SC Program Committee. The Chair, SC Steering Committee and RAB Secretary will have responsibility for these funds to insure reasonable activities of the Committee while maintaining its budget.
3. The Regional Activities Department will provide administrative support for all Committees.

J. REPORTS

The Chair, Sections Congress Steering Committee shall provide written reports to the Vice Chair, Region, Section and Chapter Activities for presentation at each meeting of RAB. The Chair shall attend only the last meeting of the RAB/TAB Section/Chapter Support Committee (SCSC) and RAB prior to Congress to provide information and reports, unless specifically invited by the Chair of either body to attend other meetings of RAB and/or SCSC.

K. CHANGES TO CHARTER

Changes to this Charter must be approved by the Regional Activities Board (RAB).

4.12 RAB STRATEGIC PLANNING COMMITTEE _____ 6/03

A. GENERAL

The RAB Strategic Planning Committee (RABSPC) is a RAB standing committee which reports to RAB through the RAB Vice Chair, Strategic Planning.

B. SCOPE

The RAB Strategic Planning Committee shall predict the future of RAB and prepare plans to permit RAB to transition into that future with maximum ease.

C. FUNCTIONS

1. Project the evolution of RAB for the next 5-10 years as a base for strategic planning. Identify the most important changes to IEEE and RAB likely to develop in the next 5-10 years. Develop implementation plans to permit these changes to occur in a timely and orderly manner.
2. Coordinate RAB Strategic and Operational Plans with those of the Board of Directors and other major Boards as well as with the IEEE Strategic Plan through IEEE SPC.
3. Make use of the Sections Congress recommendations in developing RAB long-range plans.
4. Carry out other tasks assigned to the Committee by RAB and/or the RAB Chair.
5. Bring appropriate Committee items to the attention of RAB or the responsible RAB Vice Chair.
6. Act as an advisory group on revisions to IEEE Governance documents, which include IEEE Bylaws, and the IEEE Policy and RAB Operations Manual.
7. Propose the creation and elimination of RAB Committees, as may be required.
8. Confer with the IEEE Treasurer on proposed IEEE Budgets for the next 5 years to project how they might limit the evolution of RAB and plan accordingly.
9. Organize a RAB Strategic Planning Retreat on a bi-annual basis and conduct a RAB SPC retreat in alternate years.

D. COMPOSITION

1. The RAB Strategic Planning Committee shall consist of the following voting members:

   - A Chair who shall be the RAB Vice Chair, Strategic Planning
   - Past Chair, Strategic Planning Committee
   - Two first year Regional Directors
   - Two second year Regional Directors
   - Up to Two Regional Director-Elects
   - RAB Chair, ex officio

2. The Managing Director, Regional Activities shall serve as ex officio, non-voting member. Additionally, up to two past Region Directors shall serve as corresponding non-voting members. Corresponding members receive all announcements and other documentation that is distributed to other Committee members.

3. 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 RAB Assembly elects a successor. In the event of the absence of the Chair, the most recent Past Chair available 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 RAB in a timely manner and continues to serve until further directed by RAB.

E. MEMBERSHIP REQUIREMENTS

Voting members of the Committee shall be IEEE members of Member, Senior Member or Fellow grade.

F. APPOINTMENTS, ELECTIONS AND TERMS OF OFFICE

1. With the concurrence of the RAB Chair, all committee members serve by appointment of the RAB Vice Chair, Strategic Planning for a one-year term.

2. The Committee Chair being the RAB Vice Chair, Strategic Planning is elected annually by the RAB Assembly and eligible to be re-elected for up to two additional one-year terms.

3. Such other members to serve on an ad hoc basis by appointment of the Chair, in connection with specific projects as may arise.

G. MEETINGS

1. Meetings shall be scheduled and held as required at the call of the Chair. Normally, the committee shall meet in conjunction with the first RAB meeting. Subsequent meetings will be scheduled as required with reasonable travel expenses for committee members within the budget.

2. Between meetings as much business of the committee as practical shall be accomplished by electronic means.

3. A quorum shall be a majority of the voting members of the RAB Strategic Planning Committee. Voting shall be by majority vote with the Chair voting when his or her vote would make a difference in the outcome.

H. FINANCIAL AND ADMINISTRATIVE SUPPORT

1. Funds shall be allocated in the RAB budget for meetings during the year. The RAB Vice Chair, Strategic Planning will have responsibility for these funds to ensure reasonable activities of the Committee while maintaining its budget.

2. The Regional Activities Department will provide administrative support for the Committee.

I. COMMITTEES/SUB-COMMITTEES/ AD HOC COMMITTEE

With the advice and consent of the Committee members, the RAB SPC Chair may create and appoint members to Ad Hoc Committees to address specific issues or deal with special situations as deemed appropriate. The Chair of such Ad Hoc Committees must be members of the RAB SPC**.**

J. REPORTS

1. Long-range planning reports, or revisions to existing plans, will be due at the last RAB meeting of the year.
2. Preliminary strategic and operational plan report for the following two years are due prior to the first RAB meeting of the year. If required, a RAB Planning Retreat may be held prior to the first RAB meeting of the year to prepare this draft report.
3. The preliminary strategic and operational plan report for the following two years shall be amended as required and endorsed by RAB at its first meeting of the year.
4. Reports on RAB operational plan performance are due at the last RAB meeting of the year. At each RAB meeting the Vice Chair shall report on achievements and attainments of RAB and RAB Committee milestones.

K. CHANGES TO CHARTER

Changes to this Charter must be approved by the Regional Activities Board (RAB).

4.13 RAB STUDENT ACTIVITIES COMMITTEE 6/01

A. GENERAL

The RAB Student Activities Committee (RAB SAC) is a standing committee which reports to the Regional Activities Board. The Committee shall report to RAB through the RAB Vice Chair – Student Activities.

B. SCOPE

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

C. FUNCTIONS

1. Provide recommendations on overall policy and procedures regarding the IEEE Student Program, Student Services and other activities, and Student members in accordance with the IEEE Bylaws and Policy Manual.
2. Direct the IEEE Student Program in providing services and to improve and expand the benefits of student membership in IEEE.
3. Provide to IEEE Student members, through programs and services, an awareness of the scope, opportunities, nature and responsibilities of the engineering profession.
4. Provide to IEEE Student members opportunities for involvement in the dynamics of the organization and inform students about IEEE activities.
5. Provide opportunities for educational, technical and professional development to IEEE Student members.
6. SAC will work with GOLD to promote the value of continued membership in IEEE after graduation.

D. COMPOSITION

The RAB Student Activities Committee shall 38 voting members and 2 non voting members as follows:

Voting Members:

- Chair, (RAB Vice Chair – Student Activities)
- Vice-Chair and Branch Leadership Training Subcommittee Chair (Appointed by RAB VC – Student Activities)
- Past Chair
- Student Professional Awareness Activities (SPAA) Subcommittee Chair (Appointed by RAB VC – Student Activities)

- 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)
- Six Industrial Representatives (Appointed by the Vice Chair – Student Activities)
- Branch Chapter Representative (Appointed by the Vice Chair – Student Activities in consultation with the TAB Chair)
- Branch Chapter Student Representative (Appointed by the Vice Chair – Student Activities in consultation with the TAB Chair)
- IEEE Potentials Editor (Publications, Products & Services Board Liaison) (Appointed by the Vice Chair – Student Activities and the RAB Chair)
- IEEE Potentials Student Editor (Appointed by the Vice Chair – Student Activities and the RAB Chair)
- Technical Activities Board Representative (Appointed by the TAB Chair)
- IEEE-USA SPAC Committee Chair
- GOLD Committee Representative (Appointed by the GOLD Chair)
- RAB Chair (ex officio)

Non-Voting Members

- RAB Secretary (ex officio)
- Manager-Student Services shall serve as Secretary, without vote

Corresponding Members - None

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 RAB Assembly elects a successor. In the event of the absence of the Chair, the most recent Past Chair available 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 RAB (or other IEEE entity) in a timely manner and continue to serve until further directed by RAB.

E. MEMBERSHIP REQUIREMENTS

Voting members of the Committee shall be IEEE members of Student, Member, Senior Member or Fellow grade.

F. APPOINTMENTS, ELECTIONS AND TERMS OF OFFICE

1. All committee members serve by appointment for a one-year term, with reappointment permissible for up to two additional one-year terms. All references to committee appointments are listed in Section D- Composition.

2. The Committee Chair shall serve a one-year term, with reappointment permissible for up to two additional one-year terms.

3. Such other members to serve on an ad hoc basis by appointment of the Committee Chair, with the concurrence of the RAB Vice Chair or RAB Chair, in connection with specific projects as may arise.

G. MEETINGS

1. A meeting shall occur at the call of the chair.
2. Electronic mail and teleconference may be utilized for the transaction of business and for the conduct of interim meetings.

4. A quorum shall be a majority of the voting members of the Committee. Voting shall be by majority vote with the Chair voting when his or her vote would make a difference in the outcome.

H. COMMITTEES/SUB-COMMITTEES/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 Committee and shall be appointed by the Committee Chair. Reporting to the committee shall be following standing Committees/Subcommittees:

- RSR Steering Subcommittee
- RSAC Steering Subcommittee
- Awards and Recognition Subcommittee
- Branch Leadership Training Subcommittee
- Student Professional Awareness Activities Subcommittee
- Potentials Magazine Subcommittee
- Industry Representatives Subcommittee
- Electronic Communications Subcommittee

I. FINANCIAL AND ADMINISTRATIVE SUPPORT

1. Provision shall be made in the RAB/Regional Activities Budget for expenses incurred in the work of the Committee. The RAB Vice Chair – Student Activities will have responsibility for these funds to insure reasonable activities of the Committee while maintaining its budget.
   - Funding shall be provided to the SAC Chair for attendance at the two SAC meetings annually, and RAB meetings. Funding shall be provided to the Vice-Chair and SPAA Chair for attendance at the two SAC meetings annually.
2. Administrative support for the Committee will be provided by the Regional Activities Department.

J. REPORTS

A brief report, outlining the business transacted, will be transmitted to RAB by the Chair.

K. CHANGES TO CHARTER

Changes to this Charter must be approved by RAB.

4.14 RAB/TAB SECTION/CHAPTER SUPPORT COMMITTEE _____ 11/2002

A. GENERAL

The RAB/TAB Section/Chapter Support Committee (SCS) is a standing committee, which reports to both the IEEE Regional Activities Board and IEEE Technical Activities Board. The Committee shall report to RAB and TAB through the RAB Vice Chair - Region, Section and Chapter Activities.

B. SCOPE

SCS focuses on serving IEEE members by tracking, analyzing and assisting the activities of Sections, geographic Councils, Chapters, Joint Chapters, and Affinity Groups for RAB and TAB and the IEEE.

C. FUNCTIONS

The RAB/TAB Section/Chapter Support Committee shall:

1. Establish and maintain policies that will assist officers in the management of geographic units, including, but not limited to: financial matters; electronic communications; bylaws; required reporting; rejuvenation and officer training.
2. Develop appropriate training curricula and materials for Section/Chapter Officers.
3. Review and recommend changes as appropriate to rebate schedule.
4. Develop programs and funding opportunities to support technical activities of local Chapters, in concert with the Technical Activities Board and IEEE Societies.
5. Promote exchange of 'best practices' and experience between units, and joint activities across geographic units. Assist new and restructured units that are in need of help and mentoring by established units.

6. Provide management oversight of the activities of the Sections Congress Steering Committee on behalf of RAB, and serve as the conduit through which actions of the Steering Committee are recommended to RAB.
7. Provide Sections and Chapters with resources to enhance their activities. Promote joint Chapter support by Societies and Sections.
8. Work with other IEEE Boards and Committees, such as the Transnational and Student Activities Committees, to develop and disseminate information and resources that will contribute to the fiscal and administrative stability of Sections and Chapters.
9. Establish Committee goals and specific tasks on an annual basis with volunteers assigned to oversee their completion.
10. Pursue strategic objectives as assigned by the Regional Activities and Technical Activities Board and appropriate standing committees.
11. Foster better Society, Section and Chapter cooperation through efforts to improve the understanding of mutual responsibilities and the effectiveness of member services delivery.
12. Work with the parent entities of Affinity Groups (GOLD, Women in Engineering, and Consultants' Networks) to develop policies that support the Affinity Groups.
13. Report on activities to and seek input from the Regional Activities and Technical Activities Boards.

D. COMPOSITION

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

- Chair: Elected by the RAB Assembly as Vice Chair - Region, Section and Chapter Activities
- Past Chair
- Three (3) members appointed by the Chair - Technical Activities Board
  At least one of the three members appointed by the TAB Chair shall be a Society President or Division Director (past, present, or elect); at least one shall be a member from a Section outside of the United States.
- Three (3) members appointed by the RAB Vice Chair - Region, Section and Chapter Activities in consultation with the RAB Chair.
  At least one of the 3 members appointed by the RAB Vice Chair – Region, Section and Chapters Activities shall be a Region Director (past, present or elect); at least one shall be a member from a Section outside of the United States.
- Chair - Transnational Committee (ex-officio)

The following are non-voting ex-officio members:

- RAB Chair
- TAB Chair
- RAB Secretary
- TAB Secretary
- Chairs of subcommittees will serve as non-voting, corresponding members of the committee.

In the event of the incapacity of the Chair, the most recent Past Chair available shall serve as Acting Chair until a successor is elected or appointed.

In the event of the absence of the Chair, the most recent Past Chair available 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 RAB Secretary in a timely manner and continue to serve until the Committee Chair is available or until replaced by a new Chair.

E. MEMBERSHIP REQUIREMENTS

Voting members of the Committee shall be IEEE members of Member, Senior Member or Fellow Grade.

F. APPOINTMENTS, ELECTIONS AND TERMS OF OFFICE

1. All committee members serve by appointment of RAB or TAB for a one-year term, with reappointment permissible for up to two additional consecutive one-year terms.

2. The Committee Chair shall serve his or her term depending on re-election by the RAB Assembly, according to the guidelines provided by the RAB Operations Manual.

3. Such other members to serve on an ad hoc basis by appointment of the Committee Chair, with the concurrence of the RAB Chair or TAB Chair, in connection with specific projects as may arise.

G. MEETINGS

1. Meetings shall occur in conjunction with meetings of the RAB and TAB. 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.

2. A quorum shall be a majority of the voting members of the RAB/TAB Section/Chapter Support Committee. Voting shall be conducted in accordance with Robert's Rules of Order with the Chair voting when their vote would make a difference in the outcome or if conducted by secret ballot.

H. SUB-COMMITTEES/AD HOC COMMITTEES

Reporting to the committee shall be the following Subcommittees:

- The Electronic Communications Coordinator subcommittee (ECCS) shall be a standing subcommittee. The voting members of this subcommittee shall consist of the Electronic Communication Coordinators from the Regions. Regional Directors shall appoint their representatives to this committee.
- The Rejuvenation Subcommittee shall be a standing subcommittee. The Rejuvenation Subcommittee shall have at least five (5) members and not more than eight (8) members. All Subcommittee members shall be voting members. The Subcommittee shall have representation from various RAB and TAB organizational units as determined by the Subcommittee Chair who is appointed by the Chair of the RAB/TAB S/C Support Committee.
- The Sections Congress Steering Committee is a Subcommittee of RAB, under the administrative supervision of the RAB/TAB Section/Chapter Support Committee.

The RAB/TAB Section/Chapter Support 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 S/CS Committee and shall be appointed by the S/CS Committee Chair.

I. FINANCIAL AND ADMINISTRATIVE SUPPORT

1. The Technical Activities Board shall fund the three TAB appointees and Transnational Committee Chair.

2. The Regional Activities Board shall fund the Chair, Past Chair and three RAB appointees to the committee.

3. Funds shall be allocated in the Regional Activities Board budget to conduct Committee business. The Committee Chair shall have responsibility for these funds to ensure reasonable activities for the committee and be accountable for its budget.

4. Administrative support for the committee will be provided by the Regional Activities Department.

J. REPORTS

Annually the committee shall provide a summary report of committee activities for the final RAB meeting. Interim reports should be provided as directed.

K. CHANGES TO CHARTER

Changes to this charter must be approved by the IEEE Regional Activities Board and the IEEE Technical Activities Board.

4.15 TRANSNATIONAL COMMITTEE CHARTER 2/2003

A. GENERAL

The Transnational Committee reports to, and is a joint Standing Committee of the Regional Activities Board (RAB), and the Technical Activities Board (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. Assist RAB and TAB in addressing issues related to transnational issues as charged by RAB Strategic Planning Committee or TAB Management Committee.

2. 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.
- 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 RAB and TAB.
- Be alert to developments and actions which damage the transnational character and image of IEEE, and advise relevant IEEE units accordingly.

D. COMPOSITION

All voting members of the Committee must be members of IEEE of Member, Senior Member or Fellow grade.

The Transnational Committee shall consist of a maximum of fourteen (14) voting members as follows:

<u>Voting Members</u>

1. Committee Chair
2. Immediate Past Committee Chair
3. A maximum of four (4) present or past members of TAB
4. Four (4) RAB Representatives, who shall be the Director, Immediate Past-Director, or Director-Elect of Regions 7, 8, 9 and 10
5. One (1) Member each of the IEEE Educational Activities Board, the IEEE Publication Services and Products Board and the IEEE Standards Association.
6. Chair, Graduates of the Last Decade (GOLD) Committee or their delegate

E. TERMS OF OFFICE

1. The Chairs of RAB and TAB shall jointly appoint the Transnational Committee Chair for a term of one-year. The appointment may be renewed for a second one-year term.

2. 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 additional year.

3. The four (4) RAB representatives shall be appointed by the Vice President of RAB and shall serve for one-year. The appointment may be renewed for one (1) additional year.

4. The members of 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.

F. ADMINISTRATIVE SUPPORT

Administrative support for the Committee will be provided by the Technical Activities Department.

G. MEETINGS

The Transnational Committee shall meet three (3) times a year. These meetings shall be held prior to the regularly scheduled RAB and TAB meetings, so as to allow the Committee to report on current matters to the appropriate Boards.

H. CHANGES TO CHARTER

Changes to this Charter must conform with IEEE Bylaws and be approved by RAB and TAB.

I. FUNDING

The Chair, Past Chair, and the GOLD Chair/Delegate shall be funded by RAB/TAB. Other members of the committee will be funded by their respective boards.

Initiatives may be funded by RAB/TAB, or both.

Approved by RAB 13 February 2003
Approved by TAB 14 February 2003

4.16 EAB/RAB REFERENCE LIST OF EDUCATIONAL PROGRAMS COMMITTEE _____ 6/98

A. MISSION

The Reference list of Educational Programs Committee (REPCOM) shall, in accordance with IEEE Policy Manual section 3.3, maintain a list of educational programs worldwide whose graduates are recognized by their local industrial and academic communities as meeting minimum educational requirements for professional status in specified IEEE fields.

B. RESPONSIBILITIES

REPCOM is a standing joint committee of the Educational Activities Board and Regional Activities Board established for the purpose of implementing the responsibilities assigned to those two Boards by bylaw I-105.10. REPCOM therefore shall be responsible for the development of recommended policies and criteria pertaining to the " Reference list of educational programs", and for the development of procedures in the application of those policies and criteria approved by EAB and RAB to accomplish the mission of REPCOM. Paramount among the approved policies is that regarding the proprietary nature of the IEEE Reference list of Educational Programs (REP List). REPCOM shall be responsible for the ongoing process of updating the REP List, and shall generate

guidelines, criteria, and such other information and tools needed by Regional Committees in their role of assisting in the process.

C. MEMBERSHIP

The Committee shall consist of the following voting members:

- Chair appointed jointly by the EAB Chair and RAB Chair (or his/her designee). The Chair shall be a person qualified by leadership experience on A&A or REPCOM (e.g., an A&A Past Chair)
- Four (4) members appointed by the EAB Chair. The appointees shall be individuals with combined experience in accreditation of electrical/electronics engineering, engineering technology, computer science, and non-traditional educational programs related to in IEEE designated fields, and with familiarity with international accreditation activities.
- Four (4) Regional REP Coordinators. Each of the Directors of Regions 7, 8, 9 and 10 shall appoint a person, preferably a member of their Regional Committee, who is cognizant of the various educational systems in the Region.
- IEEE Admission & Advancement Committee Chair (ex-officio)
- RAB Chair (or his/her designee)
- EAB Chair (or his/her designee)

The following are non-voting ex-officio members:

- RAB Secretary
- EAB Secretary

All appointed members shall serve for a one year term, with re-appointment permissible for up to two additional one year terms.

The Committee shall enlist voluntary consultants, who will be non voting members, as necessary to augment Committee member expertise and cognizance (e.g., in bioengineering or other fields, in certain language, educational or professional credential systems, in developments in process etc.).

D. MEETINGS

REPCOM shall meet monthly as necessary by teleconference, and use primarily e-mail for distribution of agenda, minutes, and intervening discussion. The Chair, or appointed designate, shall attend EAB and RAB meetings for the purpose of reporting progress, issues, and for informative exchange with Directors of Regions 7-10 and other Board members.

E. FUNDING AND ADMINISTRATIVE SUPPORT

The Regional Activities Department shall provide Staff support of REPCOM for teleconference meetings, communications with IEEE and other offices, distribution of documents, and for providing and maintaining the REP database and providing reports from the database. A limited travel budget shall be provided for travel expenses of the REPCOM Chair to attend IEEE Board series and other meetings as necessary for the effective operation of the REP process.

F. CHANGES TO CHARTER

Changes to this charter must conform to IEEE Bylaws and be approved by the Educational Activities Board and the Regional Activities Board.

4.17 IEEE ADMISSION & ADVANCEMENT COMMITTEE 2/99

Approved by the IEEE Board of Directors February 1999.

A. GENERAL

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

B. SCOPE

The IEEE 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-112.2 (ref. IEEE Bylaws I-308.1,R-303.2)

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 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 and R-303.2.2)

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)

The Committee Chair will be a member of the Membership Development Committee, and will also be liaison to the Educational Activities Board (EAB) on issues of joint concern and shall work closely with the Chair of the REP Committee in maintaining the Reference List of Educational Program (REP List).

D. COMPOSITION

All members of the Committee shall be of Fellow or Senior Member grade, appointed by the IEEE Board of Directors (ref. IEEE Bylaw 308.1). The Committee will 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 members will be appointed annually to provide continuity among the membership. The Chair will make recommendations for new appointments and reappointments each year. The members of the committee shall select a Vice Chair from among their own 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.

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

In accordance with IEEE Bylaw I-106.8, the Appeal Committee, which is comprised of the Vice President-Regional 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.

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.

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 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.

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 Regional Activities Board (RAB) (ref. Bylaw I-305) and will report to the RAB Vice Chair, Member Activities. Funding will be provided by the Regional 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 RAB and approved by the IEEE Board of Directors.

4.18 IEEE MEMBERSHIP DEVELOPMENT COMMITTEE_____ 11/2000

Approved by the IEEE Board of Directors December 2000.

A. GENERAL

In accordance with Bylaw I-305.3, the IEEE Membership Development (MD) Committee is an IEEE Board of Directors Committee administered by the IEEE Regional Activities Board.

B. SCOPE

The IEEE Membership Development Committee shall create, promote, and monitor appropriate and effective membership development programs to increase IEEE Membership.

C. FUNCTIONS

The IEEE Membership Development Committee shall be responsible for:

- Increasing IEEE Membership by recruiting new members, retaining current members and recovering members in arrears.
- Increasing IEEE membership quality.
- Promoting elevations in grade.
- Increasing Society memberships.
- Increasing awareness by members of the values of IEEE membership, and
- Providing efficient and timely communication to all management levels of interests and concerns over membership trends, changes and problems.

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

D. COMPOSITION

The IEEE Membership Development Committee shall consist of the following:

Voting Members

- Chair (Appointed by the IEEE Board of Directors)
- Vice Chair -- appointed by the MD Chair.
- Past Chair
- RAB Student Activities Committee Chair
- RAB Vice Chair, Member Activities
- IEEE Admission and Advancement Committee Chair
- Two liaisons from the Regional Activities Board -- appointed by the Vice President, Regional Activities.
- Two liaisons from the Technical Activities Board -- appointed by the Vice President, Technical Activities
- One liaison from the IEEE-USA -- appointed by the President of IEEE-USA
- One liaison from the RAB/TAB Transnational Committee -- appointed by Transnational Committee Chair
- Vice President, Regional Activities (ex officio)
- Vice President, Technical Activities (ex officio)

Non-Voting Members

- Regional Activities Board Secretary (ex officio)
- Staff Secretary for the IEEE Membership Development Committee (ex officio)
- Liaison from IEEE Individual Benefits and Services Committee (ex officio)

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 Board of Directors appoints a new Chair. In the event of the absence of the Chair, the most recent Past Chair available 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 IEEE BoD in a timely manner and continue to serve until further directed by IEEE BoD.

E. MEMBERSHIP REQUIREMENTS

Voting members of the Committee shall be IEEE members of Member, Senior Member or Fellow grade.

F. APPOINTMENTS, ELECTIONS AND TERMS OF OFFICE

All committee members serve for a one-year term, with reappointment permissible for up to two additional one-year terms. The Committee Chair shall serve a one-year term, with reappointment permissible for up to two additional one-year terms. Such other members to serve on an ad hoc basis by appointment of the Committee Chair, with the concurrence of the RAB Vice Chair or RAB Chair, in connection with specific projects as may arise.

G. MEETINGS

1. A meeting shall occur at the call of the chair.
2. The business of the committee shall normally be accomplished by electronic mail, phone, FAX, etc.
3. A quorum shall be a majority of the voting members of the Membership Development Committee. Voting shall be by majority vote with the Chair voting when his or her vote would make a difference in the outcome.
4. The Membership Development Advisory Group, referenced below, shall meet once annually with reasonable funding provided jointly from the Regional and Technical Activities Boards.

H. SUBCOMMITTEES

1. MD Advisory Group

   To insure broad representative of IEEE organizational units in the Institute's membership development activities, an MD Advisory Group shall be formed to provide input to the MD Committee, and to conduct membership development training and strategic planning activities in the all IEEE Regions and technical Societies. Reporting to the MD Committee, the MD Advisory Group shall be composed as follows:

   - Chair - Membership Development Committee Chair or his/her designee
   - Members of the IEEE MD Committee
   - Regional Representatives – one appointed by each Regional Director
   - Society Representatives -- one appointed by each Society President
   - Vice President, Regional Activities
   - Vice President, Technical Activities

2. Working Groups

   The Committee Chair may create Ad Hoc Working Groups to address specific issues or deal with special situations as deemed appropriate. The Committee Chair shall appoint the Chairs of such Ad Hoc Working Groups.

I. FINANCIAL AND ADMINISTRATIVE SUPPORT

Funds are allocated in the RAB Budget for three meetings annually of the Committee. The MD Chair will have responsibility for these funds to insure reasonable activities of the Committee while maintaining its budget. The Regional Activities Department will provide administrative support for the Committee.

J. REPORTS

The MD Chair will provide a report to the Regional Activities Board at each of its three annual meetings and will provide additional reports as requested by the Vice President, Regional Activities.

K. 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 RAB prior to presentation to the IEEE Board of Directors.

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