9.0 GEOGRAPHIC ORGANIZATIONAL UNITS

The formation, dissolution, transfer, merger and change of boundaries of any geographic organizational unit is approved by RAB Operating Committee, with ratification required by RAB. The RAB Operations Manual is a living document and the Regional Director may approve an exception to any of the guidelines stated in Section 9, provided the exception does not conflict with IEEE Bylaws/Policies. Each exception approved by the Regional Director will be reported to the Regional Activities Board.

A. Interpretation.

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

B. Operational Procedures.

To the extent delegated by the IEEE Board of Directors, RAB shall recommend policies affecting the management and operation of its geographic organizational units. RAB shall be responsible for developing its plans, schedules, and procedures. The geographic organizational units shall operate in support of their assigned geographic area, as provided in their respective Bylaws. RAB shall apprise IEEE geographic units of RAB policies. The Regional Activities Board through the VP-Regional Activities/RAB Chair may bring reports, recommendations, or other actions by the Geographic Organizational Units to the IEEE Board of Directors and IEEE Executive Committee.

C. Monitoring IEEE Geographic Organizational Units.

To the extent delegated by the IEEE Board of Directors, the Regional Activities Board shall be responsible for monitoring the operations of the IEEE Geographic Organizational Units for adherence to the Not-for-Profit Corporation Law of the State of New York, the IEEE Certificate of Incorporation, IEEE Constitution, IEEE Bylaws, IEEE Policies Manual and the guidelines contained in the RAB Operations Manual.

9.1 REGIONS

A. Definition

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

B. Region Formation

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

C. Region Operations

Region operations shall include the following functions:

1. Formulate goals and objectives for the Region.
2. Plan Region operations, including budget preparation and approval.
3. Report officer, financial operation and meeting reports to the Regional Activities Department.

4. Plan and implement programs in consonance with the IEEE mission, in support of the local organizational units in meeting the needs of the members of the Region.

5. Plan and implement programs in consonance with IEEE goals and objectives for the volunteer structure of the Region, for example, develop and implement leadership training programs for volunteers and members to enhance their interpersonal skills, group skills and leadership abilities.

6. Provide leadership opportunities for interested members to take an active role within the operations of the Region.

D. Region Committee

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

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

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

   a. The Regional Director shall be selected in accordance with the RAB Nominations and Appointments process and the IEEE election process. (See IEEE Bylaw I-308.4 – Delegate-Elect/Director-Elect.)

3. The Region Committee shall consist of members as follows:

   a. Voting

      1. Officers: Region Chair, Region Vice Chair (Director-Elect), Region Secretary, Region Treasurer, and Immediate Past Region Chair.

      2. Ex-Officio: Each Section Chair, the Region Coordinator of Professional Activities, where applicable, and the Chair of the Region Student Activities Committee.

      3. Selected Appointments: The Region Chair may appoint additional voting members. These may include Area Chairs, and the Chairs of Region standing committees such as Membership Development, Educational Activities, and Region Awards and Recognition, Region Chapters Coordinator, Graduates of the Last Decade (GOLD), Women in Engineering (WIE), etc. The number of additional voting members appointed shall not be more than one-fourth the number of Officers and Ex-Officio members, rounded up to the next whole number. Such additional members shall be appointed on a year-to-year basis by the Region Chair, subject to the approval of the Region Committee members designated in (9.1. D.3.a.1) and (9.1.D.3.a.2).

   b. Voting or Nonvoting

      1. Other Appointments: Additional Committee members and Liaison Representatives necessary to ensure the effective functioning of the Region Committee may be appointed on a year-to-year basis by the Region Chair subject to the approval of the Region Committee members designated in (9.1.D.3.a.1) and (9.1.D.3.a.2). These positions may be voting or nonvoting as designated in the Region Bylaws or appointment, subject to the limitation on voting members as stated in (9.1.D.3.a.3)

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

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

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

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

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

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

E. Region Bylaws

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

F. Region Committee Officers

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

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

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

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

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

G. Region Nominating Committee

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

2. The duties of the Region Nominating Committee shall include the preparation of a slate of candidates recommended for the office of Region Delegate-Director-Elect, , to be submitted for approval to the Region Committee.

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

4. The Region Nominating Committee shall also be responsible for the annual solicitation within the Region of names of potential candidates to be considered by the IEEE Nominations and Appointments Committee and the RAB Nominations and Appointments Committee for service on IEEE Committees and Boards.

H. Region Funds

Each Region Committee shall conduct its activities within the IEEE Constitution, IEEE Bylaws, IEEE Policies, RAB Operations Manual and other rules externally imposed which by law affect the membership and activities of the IEEE.

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

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

3. Regions shall establish appropriate bank accounts for accounting of Region funds. Regions 1-6 shall establish Concentration Banking accounts as their only bank accounts. Regions 7-10 are strongly encouraged to establish Concentration Banking accounts as their only bank accounts

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

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

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

I. Expense Reimbursement

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

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

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

J. Region Assessments

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

K. Region Publications

Any Region (or group of Regions) may issue a local publication. A Region publication may be a Newsletter and/or a Journal/Magazine. Information carried in a Newsletter is not expected to be archival, where Magazines/Journals have archival value. Additional information is available in the IEEE Policies Manual (Section 6).

L. Region Committee Meetings

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

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

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

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

M. Region Student Activities Committee

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

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

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

N. Region Dissolution

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

9.2 AREAS

A. Definition

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

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

2. The Area Chair acts on behalf of and at the direction of the Regional Director on specific assignments related to the management and administration of the Region.

3. The Area Chair(s) may serve on the Region Committee with the approval of the Region Committee.

9.3 Councils

A. Definition

A Council may be formed by agreement of a group of contiguous Sections and it exists at their pleasure. It is intended to act as a subordinate committee of the Sections and they have the right to direct its operation. It is formed by the Sections to do only those delegated tasks that can be best done together by the Sections rather than singly by each Section. The Sections retain their recognition as the basic operating, executive and administrative unit of the IEEE. The Regional Director and the Regional Activities Board shall approve the formation of a Council.

B. Council Formation

1. Petition Process

A. The petition shall contain the signature of the Chairs of the contiguous Sections forming the Council.

B. The petition shall be submitted to the Managing Director, Regional Activities for verification.

2. Approval Process

A. Following verification, the petition shall be approved by the Region Committee before submission to RAB

B. Regional Director presents recommendation for approval of Council formation to RAB.

C. Council Bylaws

1. There shall be Council Bylaws for the purpose of governing the operations and administration of the Council.

2. Council Bylaws shall name the Council and the Sections included in the Council.

3. Council Bylaws shall provide for the election of the Council Committee either by direct membership election of the affected IEEE members or by vote of the Section representatives.

4. Council bylaws shall specify the election procedure for balloting, according to the provisions of this Operations Manual (see "E" below).

5. Council bylaws shall specify the officers of the Council Committee, and, where one exists, the Council ExCom.

6. Council bylaws shall specify the fiscal year of the Council. The fiscal year shall be the calendar year.

7. If agreed to by the participating Sections, Council Bylaws shall provide for the establishment of Chapters and Affinity Groups for administrative and financial management of them after formation.

8. The suggested format and language for Council Bylaws is attached as Appendix I Bylaw Guide.

9. Council Bylaws, and any amendments thereto should be submitted to the Regional Activities Department for review to determine their compliance with IEEE Bylaws and Policy Manual. The Council shall approve council bylaws, Sections comprising the Council, and the Region Committee

10. Recommendation for the approval of Council bylaws shall be submitted to RAB by the Regional Director.

D. Council Committee

1. Each Council shall have a Council Committee, which shall consist of at least the Council Chair, the Council Vice Chair, the Council Secretary, the Council Treasurer, and the Council Student Activities Committee Chair, if such Committee exists, and one representative of each Section in the Council appointed by the Section Executive Committee.

2. The Council Committee shall hold at least one meeting each year, within the Council geographic boundaries.

a. A quorum for a Council Committee meeting shall consist of a majority of the members of the Committee and shall include representatives from at least half of the Sections of the Council.

b. The Council Chair or, in the event of his/her unavailability, a Council Vice Chair, shall be responsible for calling the necessary number of Council Committee meetings.

E. Officers

1. The Council officers are the Council Chair, Vice Chair, Secretary and Treasurer, except where the latter two offices are combined, in which case, there shall be three council Officers only. All officers shall be elected annually as provided in the Council Bylaws.

2. Each member of the Council Committee shall be an IEEE member of Member, Senior Member or Fellow grade.

3. The Council Chair shall be Chair of the Council Committee.

4. Pending election of the first Chair of the Council, the Regional Director shall appoint a Chair pro tem of the Council Committee, and the Chair pro tem may appoint a Secretary and Treasurer pro tem.

5. The Council Chair shall serve as Chair for all meetings of the Council, the Council Committee and the Council ExCom where such ExCom exists.

6. The Council Vice Chair shall assist the Chair in the coordination of all Council activities. At the request of the Chair or in the absence of the Chair, the Vice Chair shall Chair meetings of the Council, Council Committee or Council ExCom.

7. The duties of the Council Secretary shall include correspondence, the keeping of the minutes of the Committee meetings, mailing notices, submission of officer reports and, if appropriate, submission of Society Chapter meeting and officer reports to the Regional Activities Department at the end of each year and such other duties as are assigned to him/her by the Chair.

8. The duties of the Council Treasurer shall include the development of a Council budget for approval by the Council, accounting of all Council funds, keeping financial records, and submitting the Geographic Unit Annual Financial Report of the Council to the IEEE Staff Director, Financial Services.

9. The term of office for all officers shall normally be one year, but may continue until a successor has been duly elected and take office. The term of office will date from 1 January through 31 December. The consecutive period of service in any one office shall not exceed two years. There shall be no extensions beyond the two consecutive one-year terms.

10. The names of the newly elected/appointed officers of the Council shall be reported by the Council Secretary to IEEE Regional Activities Department within 20 days following election/appointment.

F. Council Nominating Committee

1. Each Council shall establish a Council Nominating Committee. The Council Chair shall appoint the Nominations Committee Chair. With the consent of the Council, the most recent Past-Chair shall serve as Chair. All constituent Sections shall have a representative on the Nominating Committee.

2. The duties of the Council Nominating Committee shall include the preparation of a slate of candidates recommended for the offices of Council Chair, and such other members of the Council elected at-large, in accordance with the Council Bylaws, to be submitted for approval by the Council Committee.

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

4. The Council Nominating Committee shall also be responsible for the annual solicitation within the Council of names of potential candidates to be considered by the Council Nominating Committee.

G. Council Election Process

1. Six months prior to the date of election, the Council Nominating Committee Chair shall issue a "Call for Nominations" for all positions elected at-large to all voting members of the Council through an appropriate medium.

2. Council Committee members and Section Chairs shall submit nominations within one month of the "Call for Nominations".

3. The Council Nominating Committee shall verify the candidate's eligibility and willingness to serve. The Council Nominating Committee shall also gather position statements and biographies of the potential candidates, as appropriate.

4. The Council Nominating Committee will select from all such submissions candidates for each position to be elected at large, and submit the slate of candidates to the Council Committee for ratification. The slate of candidates, at least two but not more than three candidates, shall be communicated to the voting members of the Council not less than six weeks prior to the election date. In addition, provision shall be made in the communication for petition candidates for these offices.

5. Petition candidates shall require the signatures of a minimum of one percent of the voting members of the Council, with at least 10% of the signatures coming from each constituent Section. No more than 25 signatures shall be required from each constituent Section.

6. The entire slate of candidates for office shall be communicated to the voting members of the Council not less than two weeks prior to the election date.

7. The election process shall be by secret ballot.

8. The Chair of the Council shall submit the names of three members of the Council to serve as a Tellers Committee, to the Council Committee for approval. After the tally of votes, the Tellers Committee shall report the results of the election to the Council Chair. The Council Chair shall inform each candidate for office of the results of the election prior to announcing the results to the Council.

9. The names of the newly elected/appointed officers of the Council shall be reported to IEEE Regional Activities Department within 20 days following election/appointment.

H. Council Funds

Each Council Committee shall conduct its activities within the IEEE Constitution; IEEE Bylaws, IEEE Policies and other rules externally imposed which by law affect the membership and activities of the IEEE. Councils shall have the right to obligate their funds for all purposes necessary to promote their objectives, except that no Council or any officer or representative thereof shall have any authority to contract debts for, pledge the credit of, or in any way bind the IEEE for those activities specifically prohibited to individual Sections.

1. Financial support for Council activities shall be obtained from the Sections comprising the Council or from income producing activities, such as symposia and conferences, sponsored by the Council, or as otherwise provided by the Region.

2. If a Council is the sponsoring unit of a Society Chapter or Affinity Group, it is eligible to receive the rebate allowed for Society Chapters or Affinity Groups. Rebate funds are intended to support the activities of Society Chapters or Affinity Groups.

3. Councils may establish appropriate bank accounts for accounting of Council funds. Councils within the United States are strongly encouraged to use IEEE Concentration Banking accounts as their only bank account. All Geographic Unit accounts shall have signature cards with at least two volunteer signatures, one volunteer as the primary signatory and one additional volunteer as an alternate. Where government or banking regulations prohibit such a requirement, an exemption may be requested

4. Councils may establish a reserve fund at least equal to one half of the total budgeted yearly expenditures.

5. All unit funds management shall adhere to a fiscal year 1 January - 31 December.

I. Sections Joining or Withdrawing from a Council

1. A neighboring Section wishing to join an existing Council may do so with the approval of its own Executive Committee, the Council Executive Committee, the Region Executive Committee and RAB. The recommendation for approval of the Section joining the Council is presented to RAB by the Regional Director.

2. After a Section has been a part of a Council for two years, the Section Executive Committee may call for a vote of the Section membership to withdraw from the Council.

3. The results of the Section vote will be reported to the Regional Director. In the event that the Section membership has voted to withdraw from the Council, the Regional Director will present this recommendation to RAB for approval. A Council shall be dissolved if it consists of only one Section.

J. Council Requirements for Activity

1. Councils are required to submit to IEEE Financial Services staff a report of the previous year's financial activity by the third week of February each year. Failure to comply with this requirement shall be reported to the Chairs of the participating Sections and the Regional Director.

2. If a Council is a sponsoring unit of Society Chapter or Affinity Group, it must also submit the meeting and officer reports of those units on an annual basis, in order to qualify for the rebate allowed for Chapters or Affinity Groups.

3. Councils exist at the pleasure of the Sections comprising them. A Section or Sections may petition the Regional Director to intervene in Council operations in the event of an insoluble dispute. The Regional Director, at his or her discretion, may ask RAB for assistance in resolving the dispute.

K. Council Probation

1. In the event that a Council fails to submit the required financial, and, where appropriate, Society Chapter or Affinity Group meeting and officer reports for two years, the Council will be placed on probation.

2. The Council, member Sections, Regional Director and RAB will be informed by the Managing Director, Regional Activities.

L. Council Dissolution

1. After one full year on probation a Council, which has not submitted the required financial reporting, will be subject to dissolution by RAB at the recommendation of the Regional Director.

2. RAB may dissolve any Council for any reason deemed sufficient by RAB, and any remaining funds and assets in the custody of that Council shall revert to the IEEE.

3. The Region Director may request of RAB that the dissolved Council's funds be divided equally among Sections which had been members of the Council.

9.4. Sections

A. Definition

A Section is the basic operating organizational unit of IEEE constituted by a minimum of 50 members other than Students and established with the approval of RAB by petition of those who live/work in relatively close proximity to be served by activities that meet their needs and further the missions of IEEE.

1. The Section shall have for its purpose the advancement of the theory and practice of IEEE designated fields and the maintenance of high professional standards among its members, with special attention to such aims within the territory of the Section, all in consonance with the IEEE Constitution, IEEE Bylaws, IEEE Policy Manual RAB Operations Manual and Region Bylaws.

2. All Sections shall be exclusively those of the IEEE. Management of an IEEE Section shall be exclusively by IEEE members and not jointly with members of any other organization, society, or group. However, IEEE Sections may cooperate with other organizations in holding joint meetings and may invite members of such organizations and the public to their meetings.

3. With the approval of the Regional Director(s), two or more Sections may join in mutual support of the following activities: joint publications; joint meetings, conferences or symposia; joint Society Chapter or Affinity Group meetings; student activities; and such related activities as may be approved from time to time by RAB. If in pursuing such joint activities it appears desirable to establish a formal aggregation of contiguous Sections, to be called a Council, and to be governed by Bylaws, this may be done under provisions herein.

B. Section Territory

The territory of the Section is approved by RAB, and may be enlarged, reduced or otherwise altered by RAB at any time, in accordance with the IEEE Bylaws.

1. The territory of a Section shall be entirely within the territory of one region.

2. A member of a Section shall be determined by the preferred mailing address, except where such member requests membership in a contiguous Section.

C. Section Formation

1. A petition for the formation of a Section shall be signed by not fewer than fifty (50) members of that Section other than Students, having a mailing address within the territorial limits proposed in the petition.

2. The petition shall state the proposed name and territorial boundaries of the Section.

3. The petition shall provide the name, address, and contact information of the organizer of the Section. The organizer shall be of a Member or of higher-grade status.

4. The petition shall be presented to the Managing Director, Regional Activities for verification prior to submission to RAB. The Managing Director will confirm the validity of the petition, and concurrence of the surrounding Sections.

5. Regional Director presents recommendation for approval of Section formation to RAB.

D. Section Management

1. Section Bylaws shall provide for the management of the Section affairs by an Executive Committee consisting of the elected officers, and such other members as may be specified in the Section bylaws.

2. All Chapters and Affinity Groups in the Section shall have voting representation either individually or collectively on the Section Executive Committee, and the Subsection Chairs shall be ex-officio members with voting power.

3. Sections may have Student representation on the Executive Committee through appointment of one Student member and/or the Chair of the Section Student Activities Committee.

4. Section Bylaws shall provide a quorum for business meetings, which shall be conducted in accordance with Robert's Rules of Order (latest version) as the standard parliamentary authority. The duties of the officers are described below.

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

E. Section Bylaws

1. There shall be Section Bylaws for the purpose of governing the operations and administration of the Section.

2. Section Bylaws shall be prepared and presented for approval not more than six months following the date of formation

   a. Proposed Bylaws or changes thereto, and sufficient reasons therefore, shall be delivered or mailed to the Section Executive Committee members at least twenty days before the stipulated meeting of the Section Executive Committee at which the vote shall be taken. Two-thirds of all votes cast at that meeting shall be required to approve any new Bylaws, amendments or revocation. Such Bylaws shall be consistent with the IEEE Constitution, IEEE Bylaws, Policy and Procedures and this RAB Operations Manual.

   b. Section Bylaws shall name the Section and the territory of the Section in terms of a specific geographic area, as approved by RAB.

   c. Section Bylaws shall specify the election procedure for balloting, according to the provisions of this Operations Manual. (See Section 9.4.H)

   d. Section Bylaws shall specify the fiscal year of the Section as the calendar year.

   e. Section Bylaws shall provide for the establishment of Subsections, Technical Chapters and Affinity Groups and for administrative and financial management of them after formation.

   f. A copy of the current Section Bylaws, and any amendments thereafter, shall be submitted to the Regional Director and the Regional Activities Department for review prior to forwarding to RAB for approval.

3. The suggested format and language for Section Bylaws is attached as Appendix I -Section Bylaw Guide.

F. Section Officers

Officers of the Section as defined in the Section Bylaws shall be at least a Chair, a Vice Chair, a Secretary, and a Treasurer. The Section may combine the offices of Secretary and Treasurer.

1. With the exception of the Student Branch Representative, each member of the Section Committee shall be an IEEE member of Member, Senior Member or Fellow grade.

2. Pending election of the first officers of the Section, the Regional Director shall appoint a Chair pro tem of the Section Committee, and the Chair pro tem may appoint a Secretary and Treasurer pro tem.

3. The Section Chair shall serve as Chair for all meetings of the Section, the Section Committee and the Section ExCom where such ExCom exists.

4. The Section Vice Chair shall assist the Chair in the coordination of all Section activities. At the request of the Section Chair or in the absence of the Section Chair, the Section Vice Chair shall chair meetings of the Section, Section Committee or Section ExCom.

5. The duties of the Section Secretary shall include correspondence, the keeping of the minutes of the Committee meetings, mailing notices, and submission of meeting and officer reports to the Regional Activities Department at the end of each year and such other duties as are assigned to him/her by the Chair.

6. The duties of the Section Treasurer shall include the development of a Section budget for approval by the Section, accounting of all Section funds, keeping financial records, and submitting the Financial Operations Report of the Section to the IEEE Staff Director, Financial Services.

7. All officers shall be elected annually as provided in the Section Bylaws. The term of office for all officers shall normally be one year, but may continue until a successor has been duly elected and takes office. The term of office will date from 1 January through 31 December. The consecutive period of service in any one office shall not exceed two years. An individual may be re-elected to a position previously held provided at least one year has passed since he

or she held that office.

8. Section Bylaws shall provide for the filling of vacancies.

9. The names of the newly elected/appointed officers of the Section shall be reported by the Section Chair to IEEE Regional Activities Department within 20 days following election/appointment.

G. Section Nominating Committee

1. Section Bylaws shall provide for appointment by the Section Chair of a Nominating Committee of three or more Section members not then officers of the Section.

2. The duties of the Section Nominating Committee shall include the preparation of a slate of candidates recommended for the offices of Section Chair, Vice Chair, Secretary, Treasurer (or Secretary/Treasurer), and such other members of the Section elected at-large, in accordance with the Section Bylaws, to be submitted for approval by the Section Committee.

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

4. The Section Nominating Committee shall also be responsible for the annual solicitation within the Section of names of potential candidates to be considered for positions on Section committees according to the Section Bylaws.

5. The Section Nominating Committee shall respond on behalf of the Section to calls for elected positions for Councils, and Regions as appropriate. Nominations for such positions shall be submitted to the Section Committee or ExCom, as appropriate, for ratification.

H. Section Election Process

1. Six months prior to the date of election, the Section Nominating Committee Chair shall issue a "Call for Nominations" for all positions elected at-large to all voting members of the Section through an appropriate medium.

2. Section members shall submit nominations within one month of the "Call for Nominations".

3. The Section Nominating Committee shall verify the candidates' eligibility and willingness to serve. The Section Nominating Committee shall also gather position statements and biographies of the potential candidates, as appropriate.

4. The Section Nominating Committee will select from all such submissions at least two but not more than three candidates for each position elected at large, and submit the slate of candidates to the Section Committee for ratification.

5. The slate of candidates for elected office shall be communicated to the voting members of the Section not less than six weeks prior to the election date. In addition, provision shall be made in the communication for petition candidates for these offices.

6. Petition candidates shall require the signatures of a minimum of one percent of the voting members of the Section, except in no case shall more than 25 signatures be required.

7. The entire slate of candidates for office shall be communicated to the voting members of the Section not less than two weeks prior to the election date.

8. The election process shall be by secret ballot.

9. The Section Chair shall submit the names of up to three members of the Section to serve as a Tellers Committee, to the Section for approval. After the tally of votes, the Tellers Committee shall report the results of the election to the Section Chair. The Section Chair shall inform each candidate for office of the results of the election prior to announcing the results to the Section membership.

I. Section Funds

RAB shall be responsible for distributing rebate funds to the Sections in accordance with a stated set of objectives and a plan of distribution prepared by the RAB/TAB Section/Chapter Support Committee and submitted for approval to RAB.

1. There shall be no Section assessments for Sections in Regions 1 - 7. Upon approval by IEEE

Board of Directors, emergency or extraordinary expenses may be provided by voluntary contribution from the membership of the Section.

2. For Sections in Regions 8 - 10, an assessment may be established. A Section or group of Sections within a single country can apply to IEEE Board of Directors through the Regional Director for an assessment to fund an office and/or staff to improve interaction with the national society in that country. A business plan for the proposed expenditures and the results of a ballot sent to all members showing clear support for this action shall be included on the application.

3. Funds within the Section, from whatever source derived, are the property of the IEEE, and shall not be used for purposes other than the normal operations of the Section as defined in the IEEE Bylaws or published interpretation of policy, without prior authorization of RAB and/or the IEEE Executive Committee, unless otherwise provided.

4. Funds derived from member dues (rebate funds) shall not be used for scholarships, fellowships and other education awards. The awards activities shall be supported by funds from activities all or in part specifically directed to such usage. Contributions may be accepted for such use and donations should be encouraged ~~by~~ the use of tax-exempt mechanisms, where available.

5. Sections shall have the right to obligate their funds for all purposes necessary to promote their objectives, except that no Section or any officer or representative thereof shall have any authority to contract debts for, pledge the credit of, or in any way bind the IEEE for those activities specifically prohibited in the governing documents of the IEEE or published interpretation of policy.

6. The Section may serve nonmembers or groups wishing to receive meeting announcements and other Section publications.

7. Sections may accept local voluntary financial contributions.

8. Chapter and Affinity Group funds provided to the Section through the annual rebate are intended for the support of those subunits. Chapters and Affinity Groups shall be funded <u>at a minimum</u> at the level of the annual Rebate.

9. Sections shall establish bank accounts for all IEEE funds.

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

   b. All Geographic Unit accounts shall have signature cards with at least two volunteer signatures, one volunteer as the primary signatory and one additional volunteer as an alternate. In addition, all IEEE Geographic Units accounts must have the IEEE Staff Director, Financial Services as a signatory thereon (Policy 11.3.A.3). Exemptions must be requested as part of the Geographic Unit Annual Financial Report, and approved by the Region Director.

   c. Sections are encouraged to utilize the IEEE Concentration Banking Program as a depository for all IEEE funds, if possible

10. Custody Accounts (Regions 8 – 10): The purpose of the Custody Account shall be to facilitate the payment of IEEE products and services in US funds through a direct deposit of the Section rebate, while supporting Section activities through the collection of funds in local currency. Services supported by the custody account include, but are not limited to, payment for initial membership application, membership renewal and the purchase of IEEE products.

11. Reserves: Sections may establish a reserve fund at least equal to one half of the total budgeted yearly expenditures.

12. All unit funds management must adhere to a fiscal year 1 January - 31 December except where government or banking regulations prohibit such a requirement such exceptions must be reported to RAB through the Region Director.

13. Sections shall submit a Financial Operations Report to the IEEE Staff Director, Financial Services. Upon request, staff shall provide the Regional Director with a summary of each Section's financial report.

J. Section Expenses

1. Ordinary expenses of the Section shall be defrayed by the funds supplied by the IEEE either directly or by allocation from the Region.

2. Emergency or extraordinary expenses may be provided by voluntary contribution from the membership of the Section.

K. Section Publications

Any Section that publishes a periodical shall inform RAB of the establishment thereof and shall provide the Regional Director and IEEE Regional Activities Department with copies thereof, as published. (See Section 11 of this Manual and/or Section 6 of the IEEE Policies Manual)

L. Section Reporting Requirements

1. A Section shall be required to maintain a membership of not fewer than twenty-five (25) members, other than Students.

2. A Section shall be required to hold not less than five (5) meetings per year. Chapter and/or Affinity Group meetings may be counted in fulfilling Section meeting requirements.

3. The Section Secretary or Secretary/Treasurer shall submit an annual report of meeting activities and the roster of officers to the Regional Activities Department staff.

4. The Section Treasurer or Secretary/Treasurer shall submit the Geographic Unit Annual Financial Report to IEEE Financial Services Department Staff.

M. Section Probation

1. Failure of a Section to meet the minimum required activities as described in 9.4.L for a period of one year shall result in the Section automatically being placed on probation, effective 1 January of the following year.

2. Probation means that in addition to a report to RAB, the Section will not be eligible for Rebates until the Section comes into compliance with the minimum requirements. In addition, RAB may take such action as deemed appropriate in the circumstances.

3. Funds in the possession of a Section that was under probation for more than one (1) year will be transferred by RAB into a custody account until either;

   a. Section comes into compliance with minimum requirements and repossesses the funds; or
   b. Region Director has requested that the funds be dispensed to the Section for Rejuvenation; or
   c. Section is dissolved (in accordance with 9.4.N)."

4. The IEEE Managing Director, Regional Activities or the Vice President, Regional Activities shall inform the Section Chair and the Regional Director of the probation.

N. Section Dissolution

1. RAB may dissolve any Section for any reason deemed sufficient by RAB and take the necessary action to transfer any remaining funds and assets in the possession of that Section under the custody of IEEE Regional Activities. If appropriate, the funds of the dissolved Section shall be divided proportionally among the Sections to which the membership is reassigned.

2. If the probation of a Section continues for a second year, and in the absence of plans to reactivate the Section acceptable to the Regional Director and RAB, the Regional Directors with the concurrence of RAB shall dissolve the Section, with Members in that Section territory reassigned to another Section approved by the Regional Director and RAB. The Managing Director, Regional Activities shall so inform the members previously constituting the Section.

3. RAB may waive the provisions herein regarding dissolution of a Section in case war or any other force majeure affects such Section, for the period of the duration thereof and for at least six months thereafter. Responsibility for waiving requirements for the activity level of Sections with respect to probation shall be assigned to the respective Regional Directors.

9.5 SUBSECTIONS

A. Definition

A Subsection is a part of a Section, constituted by a minimum of twenty (20) members, and established by petition to the Section ExCom, with the approval of RAB, who live/work in relatively close proximity to be served by the activities that meet their needs and further the missions of IEEE.

B. Subsection Petition for Establishment

A Section may establish Subsections of the Section, subject to the same limitation and control as the Section itself pursuant to the following conditions:

1. In the case of Subsections, a petition shall be submitted to the parent Section Executive Committee signed by not fewer than twenty members (20), other than Students, having mailing addresses within the territorial limits proposed in the petition. The territorial limits of the proposed Subsection shall be specifically delineated in the petition.
2. Approval of the petition by the parent Section Executive Committee and the Regional Director.
3. Notification to the IEEE Managing Director, Regional Activities of actions by a Section regarding Subsections with a copy of petition or petitions.
4. Approval by RAB.

C. Management of Subsection

1. The management of the Subsection mirrors that of the Section and the Bylaws of the Section are those, which govern the Subsection. These procedures include, but are not exclusive of Nominations, Elections, Officers, and Publications.
2. Reasonable efforts should be made to notify all members of Subsection meetings. Methods of communication could be hard copy distributions, email distributions in keeping with IEEE email policies, and subsection web site updates. Not less than once a year a hard copy mailing should be sent to the active subsection membership including at least the following information: how to subscribe to the subsection email list, the URL for the subsection's web page, and how members may update their contact information in the IEEE master database.

D. Subsection Funds

1. Sections shall be responsible for distributing funds to its Subsections in accordance with a stated set of objectives and a plan of distribution, which shall be in consonance with the missions of the IEEE and RAB.
2. There shall be no Subsection assessments.
3. Subsections are encouraged to utilize the IEEE Concentration Banking Program as a depository for all IEEE funds, if possible.
   a. All Geographic Unit accounts shall have signature cards with at least two volunteer signatures, one volunteer as the primary signatory and one additional volunteer as an alternate. In addition, all IEEE Geographic Units accounts must have the IEEE Staff Director, Financial Services as a signatory thereon (Policy 11.3.A.3). Exemptions must be requested as part of the Geographic Unit Annual Financial Report, and approved by the Region Director.

E. Subsection Expenses

Ordinary expenses of the Subsection shall be defrayed by the funds supplied by the Section in agreement with the Section budget.

Emergency or extraordinary expenses may be provided by voluntary contributions from the membership of the Subsection.

F. Subsection Probation

As established by RAB the minimum number of meetings to maintain Subsection status shall be five (5) per year. The minimum membership of the Subsection shall not be less than fifteen (15) members other than Students. Meetings held by a Chapter in conjunction with the Subsection may be counted in fulfilling these requirements.

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

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

Probation in this case means that RAB may take such action as deemed appropriate in the circumstances, particularly that if the Subsection does not come into compliance with these minimum requirements, with the Regional Director's recommendation, the Subsection may be dissolved.

G. Subsection Dissolution

RAB may dissolve any Subsection for any reason deemed sufficient by RAB and any remaining funds and assets in the custody of that Subsection shall revert to the IEEE. The Region Director may request that the funds of the dissolved Subsection be returned to the IEEE Section.

1. If the probation of a Subsection (see 9.4.J above) in Regions 1 through 6 continues for a second year, and in the absence of plans to reactivate the Subsection acceptable to the Regional Director and RAB, the Subsection shall be automatically dissolved, with members in that Subsection territory reassigned to the Section. The IEEE Managing Director, Regional Activities shall so inform the members previously constituting the Subsection.

2. If the probation of a Subsection (see 9.4.J above) in Regions 7 through 10 continues for a second year, the Regional Director, with the concurrence of the Region Committee and RAB, shall take appropriate action in this matter.

3. RAB may waive the provisions herein regarding dissolution of a Subsection in case war or any other force majeure affects such Subsection, for the period of the duration thereof and for at least six months there after. Responsibility for waiving requirements for the activity level of Subsections with respect to probation shall be assigned to the respective Regional Directors.

9.6 CHAPTERS

A. Definition

A Chapter is a technical subunit of one or more Sections, or a Council, constituted by a minimum of twelve (12) members of a Society and established by petition to the parent unit(s) and Societies concerned to represent and fulfill the technical needs of the members and the missions of IEEE.

1. A Chapter functions in a manner similar to that of a committee of the Section/Council.

2. In instances where Section/Council territorial geography may warrant and Society member interests are sufficient to support multiple Chapters of a Society, additional Chapters, suitably identified, may be formed and operate under the current applicable procedures.

B. Chapter Formation

1. Petition Process. A petition to establish a Chapter shall contain the following:

   a. Name of the Section(s);

b. Name of the sponsoring Society (ies);

c. Name of the organizer (who becomes interim Chair pending election of a regular Chair at a later organization meeting);

d. Signatures of at least twelve (12) IEEE members, other than Students, who are members of the Society (ies) and Section(s) involved;

e. A Joint Chapter may be established by the procedures defined herein to cover the territory of two or more contiguous Sections, or a Council, or the interests of two or more Societies within the territory provided the necessary approval is obtained by all concerned. That petition shall identify the organizational unit assuming responsibility for the Chapter management. That organizational unit shall receive–rebates for the Chapter meetings. These funds are intended for the support of Chapter activities.

f. The petition for a Chapter shall be submitted to the Section/Council Executive Committee for written approval and forwarded with this written approval to the IEEE Managing Director, Regional Activities. The IEEE Managing Director, Regional Activities shall forward a copy of the petition to the President(s) of the Society(ies) for verification to the IEEE Managing Director, Technical Activities for information.

2. Approval Process

a. The Chapter shall be considered established after the IEEE Managing Director, Regional Activities and IEEE Managing Director, Technical Activities have ascertained that the Regional Director and the Society President(s) have no objection to its formation. The RAB/TAB Section/Chapter Support Committee Chair presents recommendation for approval of Chapter formation to RAB.

b. The IEEE Managing Director, Regional Activities shall so notify the Society President, and the Section/Council Chair on behalf of the IEEE Executive Director.

C. Chapter Management

Responsibility for Chapter management shall rest with the Section/Council, which shall have control of all financial and other assets of the Chapter in carrying out its activities.

1. A Chapter may maintain its own accounting of income and disbursements, either within separate sub-accounts of the Section treasury or within a separate bank account as approved by the Section Executive Committee. Funds in such an account may include income received by the Chapter from Societies and Technical Councils and the Chapter's share of income and disbursements associated with programs sponsored or cosponsored by the Chapter and with operations of the Section.

2. If, upon petition by a Chapter to maintain a separate bank account, the Section withholds its approval, or if the Section decides to eliminate an existing account, the Section shall first seek the approval of the Vice Presidents of Regional and Technical Activities stating the reasons for its decision.

3. Those Chapters having separate bank accounts shall submit a year-end financial statement to the Section by 15 January for the previous fiscal year.

4. The managing Section shall be responsible for auditing, proper accounting, and submitting, with its annual financial report, a Chapter financial statement to the IEEE Staff Director, Financial Services.

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

D. Chapter Officers

Officers of the Chapter as defined in the Section Bylaws shall be at least a Chair, a Vice Chair, a Secretary, and a Treasurer. The Chapter may combine the offices of Secretary and Treasurer.

1. Each member of the Chapter Committee shall be an IEEE member of Member, Senior Member or Fellow grade and a member of the parent Society. Officers of a Joint Chapter must be a member of at least one parent Society. The Chapter Chair shall serve as Chair for all meetings of the Chapter, the Chapter Committee and the Chapter ExCom where such ExCom exists.
2. The Chapter Vice Chair shall assist the Chair in the coordination of all Chapter activities. At the request of the Chapter Chair or in the absence of the Chapter Chair, the Chapter Vice Chair shall chair meetings of the Chapter, Chapter Committee or Chapter ExCom.
3. The duties of the Chapter Secretary shall include correspondence, the keeping of the minutes of the Committee meetings, mailing notices, and submission of meeting reports to the Parent Section Secretary or Secretary/Treasurer at the end of each year and such other duties as are assigned to him/her by the Chair.
4. The duties of the Chapter Treasurer shall include the development of a Chapter budget for approval by the Section, accounting of all Chapter funds, keeping financial records, and submitting a financial record to the Section.
5. All officers shall be elected annually. The term of office for all officers shall normally be one year, but may continue until a successor has been duly elected and take office. The term of office will date from 1 January through 31 December. The consecutive period of service in any one office shall not exceed two years. An individual may be re-elected to a position previously held provided at least one year has passed since he or she held that office.
6. The names of the newly elected/appointed officers (voting and non-voting) of the Chapter shall be reported to IEEE Regional Activities Department, via the Section or Council Secretary, within 20 days following election/ appointment.

E. Chapter Nominating Committee

1. Section/Council Bylaws shall provide for appointment by the Chapter Chair of a Nominating Committee of three or more Chapter members not then officers of the Chapter. The Chapter Chair, in accordance with this Operations Manual shall appoint its Chair.
2. The duties of the Chapter Nominating Committee shall include the preparation of a slate of candidates recommended for the offices of Chapter Chair, and such other members of the Chapter elected at-large, in accordance with the Section/Council Bylaws, to be submitted for approval by the Chapter Committee.
3. Except as noted in IEEE Bylaws, the slate should include not less than two nor more than three candidates recommended for each office.
4. The Chapter Nominating Committee shall also be responsible for the annual solicitation within the Chapter of names of potential candidates to be considered for positions on Chapter committees according to the Section/Council Bylaws.

F. Chapter Election Process

1. Six months prior to the date of election, the Chapter Nominating Committee Chair shall issue a "Call for Nominations" for all positions elected at-large to all voting members of the Chapter through an appropriate medium.
2. Chapter members must submit nominations within one month of the "Call for Nominations".
3. The Chapter Nominating Committee must verify the candidates' eligibility and willingness to serve. The Chapter Nominating Committee shall also gather position statements and biographies of the potential candidates, as appropriate.
4. The Chapter Nominating Committee will select from all such submissions candidates for each position to be elected at large, and submit the slate of candidates to the Chapter Committee for ratification. The slate of candidates, at least two but not more than three candidates, shall be communicated to the voting members of the Chapter not less than six weeks prior to the election date. In addition, provision shall be made in the communication for petition candidates for these offices.
5. Petition candidates shall require the signatures of a minimum of one percent of the voting members of the Chapter, except in no case shall more than ten (10) signatures be required.
6. The entire slate of candidates for office shall be communicated to the voting members of the Chapter not less than two weeks prior to the election date.

7. The election process must be by secret ballot.

8. The Chair of the Chapter shall submit the names of up to three members of the Chapter to serve as a Tellers Committee, to the Chapter for approval. After the tally of votes, the Tellers Committee shall report the results of the election to the Chapter Chair. The Chapter Chair shall inform each candidate for office of the results of the election prior to announcing the results to the Chapter and the Section/Council.

G. Financial Management of Chapter Funds

Section/Councils shall be responsible for distributing funds to its Chapters in accordance with a stated set of objectives and a plan of distribution, which shall be in consonance with the missions of the IEEE, RAB and TAB.

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

2. Funds derived from member dues shall not be used for scholarships, fellowships and other education awards. The awards activities shall be supported by funds from activities all or in part specifically directed to such usage. Contributions may be accepted for such use and donorship should be encouraged by the use of tax-exempt mechanisms. All funds derived from whatever permitted source designated for these purposes shall be deposited in properly authorized separate accounts, foundations, or other approved depositories under agreement, direction, or control of the organizational unit, with adequate provisions for ensuring the proper use of the funds or proceeds there from. A properly executed agreement will include provisions for disposition of residual funds should any approved program be discontinued.

3. Chapters shall have the right to obligate their funds for all purposes necessary to promote their objectives, except that no Chapter or any officer or representative thereof shall have any authority to contract debts for, pledge the credit of, or in any way bind the IEEE for those activities specifically prohibited in the governing documents of the IEEE or published interpretation of policy.

4. The Chapter may serve nonmembers or groups wishing to receive meeting announcements and other Chapter publications.

5. Chapters may accept local voluntary financial contributions.

6. Chapters may establish appropriate bank accounts for accounting of Chapter funds.

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

   b. Chapters may establish a reserve fund at least equal to one half of the total budgeted yearly expenditures.

   c. All Geographic Unit accounts shall have signature cards with at least two volunteer signatures, one volunteer as the primary signatory and one additional volunteer as an alternate. In addition, all IEEE Geographic Units accounts must have the IEEE Staff Director, Financial Services as a signatory thereon (Policy 11.3.A.3). Exemptions must be requested as part of the Geographic Unit Annual Financial Report, and approved by the Region Director.

   d. Chapters are encouraged to utilize the IEEE Concentration Banking Program as a depository for all IEEE funds, if possible.

   e. All unit funds management must adhere to a fiscal year 1 January - 31 December.

H. Joint Chapter

A Joint Chapter comprising the members of more than one Society or contiguous Sections may be established by the procedures defined herein, provided, however, that the petition to establish a Joint Chapter shall contain at least twelve signatures and that each Society or Section involved shall be represented by at least three signatures.

I. Change of Joint Chapter Status

The status of a Chapter may be changed from single to joint, or vice versa or from one joint

combination to another, without submission of a petition. The change in status will become effective following approval of the request for change by the Regional Director(s), Society President(s), Section Executive Committee, and other organizational units involved.

J. Chapter Requirements for Membership and Meeting Activity

1. A Chapter shall be required to maintain a membership of not fewer than ten (10) members, other than Students, and to hold not less than two technical meetings per year, or to maintain a level of activity acceptable to the Regional Director and the Society President(s).

2. Meeting Activity

   a. A Chapter or Joint Chapter shall schedule a technical meeting only if it has received the prior approval of the Executive Committee of the Section/Council within whose boundaries the meeting is to be held.

   b. All Section/Council members shall be advised of all meetings held in the Section/Council, including those organized by Chapters. In addition, a special notice may be sent to the members of the Chapter that organizes a meeting.

   c. A Chapter shall submit annually a meeting report and a roster of officers to the parent Section Secretary.

   d. The Section shall receive meeting credit for Chapter activity.

K. Chapter Probation

1. Failure of a Chapter to meet the minimum required activities as described in 9.6.J for a period of one year shall result in the Chapter automatically being placed on probation, effective 1 January of the following year. A Chapter probation period shall last three consecutive years. The Chapter will not be eligible for Rebates until it comes into compliance with the minimum requirements.

2. Annual notice of delinquency will be given to all concerned.

3. A report of delinquent Chapters will be presented to RAB

L. Technical Chapter Dissolution

With the concurrence of the Section/Council Executive Committee, the Regional Director, and the Society President(s), a Chapter or Joint Chapter may be dissolved. A Chapter or Joint Chapter shall be dissolved automatically if it has failed to meet the requirements as stated in Section 9.6.C for three consecutive years and annual notice of the delinquency has been given to all concerned.

1. Such dissolution will be reported to RAB, and the Society President(s).

2. Any remaining funds and assets in the custody of the Chapter shall revert to the IEEE.

9.7 STUDENT BRANCHES

A. Definition

A Student Branch is a basic operating organizational unit of IEEE constituted by a minimum of twenty (20) IEEE Student members at a particular college, university or technical institute to represent and fulfill the needs of the members and the missions of IEEE.

Each Branch shall conduct its activities within the Constitution, IEEE Bylaws, and other rules externally imposed, which by law affect the membership, and activities of the IEEE.

B. Student Branch Formation

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

1. A petition signed by twenty (20) or more Student members and at least three IEEE members

above Student grade who are faculty members teaching in IEEE designated fields shall be submitted to the Regional Director.

2. The Reference List of Educational Programs Questionnaire shall be completed and submitted to IEEE Student Services.

3. In certain instances, where there is assurance that formation of the Branch will stimulate additional membership, the Regional Director may approve the petition with fewer than twenty signatures.

4. The Section Executive Committee shall be informed of the establishment of a Student Branch, Joint Student Branch, and Section Student Branch.

C. Student Branch Counselor

At each Student Branch there shall be a Branch Counselor who shall be an IEEE member teaching in IEEE designated fields.

1. The appropriate Section Chair based upon the recommendation of the Student members of the Branch, and in accordance with the practices for the establishment of other student organizations at the educational institution involved, shall appoint the Counselor.

2. The appointment or reappointment shall normally be for two years.

3. Each Branch Counselor is charged with promoting the welfare of the IEEE at the institution, particularly in matters relating to Student activities.

D. Student Branch Constitution

Each IEEE Student Branch shall adopt and conform to a Student Branch Constitution with a copy submitted to IEEE Headquarters. The Branch Constitution shall provide for the management of the Branch affairs by an Executive Committee consisting of the elected officers and any other members as may be specified.

E. Student Branch Officers

1. Officers of the Branch shall be at least a Chair, a Vice Chair, a Secretary, and a Treasurer or a Secretary-Treasurer.

2. Each Student Branch Chapter Chair shall serve as an ex-officio member of the Branch Executive Committee.

F. Joint Student Branch

The IEEE, by action of RAB, may join with another engineering or technical society to cosponsor a Joint Student Branch upon the recommendation of the Region Student Activities Committee Chairs with the approval of the Regional Director.

1. The petition for the establishment of the Joint Branch must be signed by the IEEE Counselor, or a representative of the faculty (who must be an IEEE member) of the educational institution involved, in the event a Counselor has not been appointed, and by twenty or more Student members of the IEEE.

2. Each Joint Student Branch shall adopt and conform to a Joint Student Branch Constitution, which shall have been submitted to and approved by both RAB and the cosponsoring Society.

G. Section Student Branch

The normal organizational unit for the conduct of IEEE Student activities is the Student Branch associated with an educational institution. However, when circumstances do not permit the normal organizational arrangements within the boundary of a Section, RAB may authorize the formation of a Section Student Branch open for membership to those Student members, attending institutions located within the Section having curricula, which would normally qualify for Student member status, who are not members of an IEEE Student Branch.

1. Such authorization shall be requested in a petition, signed by not less than twenty (20) such Student members, endorsed by the Section Executive Committee, and approved by the Regional Director.

2. Upon the establishment of the Section Student Branch, the Regional Director shall appoint a qualified Section Student Branch Advisor.

3. The Section Executive Committee shall be responsible for the organization and activities of the Section Student Branch, in accordance with the applicable provisions of the Student Branch Constitution.

H. Student Branch Reporting and Funds

IEEE Student Branches and Joint Student Branches shall have the right to obligate their funds for all purposes necessary to promote their objectives, except that no IEEE Student Branch, Joint Student Branch, or any officer or representative thereof, shall have any authority to contract debts for, pledge the credit of, or in any way bind the IEEE for those activities specifically prohibited in the Student Branch Constitution or in the Student Branch Operations Guide.

1. For maintenance of an IEEE Student Branch, IEEE Section Student Branch, or Joint Student Branch, upon timely receipt of an Annual Branch Activity Plan endorsed by the IEEE Counselor the IEEE shall issue to each such Branch, for one calendar year, fifty dollars ($50.00) for Branches with fewer than fifty members and one-hundred dollars ($100.00) for Branches with fifty or more members.

2. Allotments for Annual Branch Activity Plans submitted with an Annual Report and Financial Statement are payable by 1 September. All other allotments for Annual Branch Activity Plans are payable by 15 December.

3. Upon timely receipt of an Annual Report and Financial Statement, endorsed by the IEEE Counselor, the IEEE shall rebate to each such Branch, in good standing, $2.00 per Student member of the Branch and an additional $1.00 per Student Branch Chapter member based on membership count as of 31 December each year, this membership count to include those students who joined and upgraded during the calendar year. The rebate is payable by 1 September. In case of a Section Student Branch, these amounts shall be paid to the Section sponsoring the Branch.

4. Each IEEE Student Branch, IEEE Section Student Branch, and Joint Student Branch shall forward an Annual Report and Financial Statement by 1 May to the Manager of Student Services, the Region Student Activities Committee Chair, and the Section Secretary.

5. The next year's Annual Branch Activity Plan should be submitted with the Annual Report but no later than 1 November.

I. Student Branch Expenses

An IEEE Student Branch, IEEE Section Student Branch, or Joint Student Branch may defray expenses by assessment of its members as provided in its Constitution and, in addition, may accept non-compulsory financial contributions.

1. Nonmember students of the institution where a Student Branch is established may attend the Student Branch meetings under such conditions as may be prescribed by the Student Branch. Within the budgetary conditions established by the Board of Directors, partial reimbursement of actual and necessary expenses may be authorized by the Regional Director for the Counselor of each Student Branch, for the Advisor of each Section Student Branch, for the Student Branch Chair, and the Student paper first prize winner, if any, from any Branch to attend one meeting within his/her Region each year.

J. Student Branch Probation

1. Failure of an IEEE Student Branch or IEEE Section Student Branch to maintain a minimum of ten IEEE Student members and to hold at least three meetings each year shall place the Branch on probation.

a. The Regional Director, the Region Student Activities Committee Chair, and the IEEE Student Branch Counselor (or in the event a Counselor has not been appointed, a representative of the faculty of the educational institution or other institute involved) shall be informed of the probation by the IEEE Managing Director, Regional Activities who shall also call to their attention the requirements for maintaining the Branch.

2. Failure of a Joint Student Branch to maintain a minimum of ten IEEE members and to hold at least three meetings each year shall be reported by the IEEE Managing Director, Regional Activities to RAB, and similar action as for delinquencies of IEEE Student Branches shall be taken following formal notification to the cosponsoring society.

K. Student Branch Dissolution

RAB may, after consultation with the Regional Director, dissolve an IEEE Student Branch or IEEE Section Student Branch or withdraw its sponsorship and support of a Joint Student Branch for any reason deemed sufficient. Any remaining funds in the custody of that Branch, or Joint Branch, attributable to IEEE sponsorship, shall revert to the IEEE.

1. If the probation (see 9.7.J above) continues for a second year, the IEEE sponsorship shall be withdrawn automatically, and the Branch shall be dissolved. This action will be ratified by RAB.

2. The RAB Vice Chair – Student Activities or the IEEE Managing Director, Regional Activities shall report Branch dissolutions to RAB and notification will be sent to the Regional Student Activities Committee Chair, the Section Chair and the IEEE Counselor of the dissolved Branch.

9.8 STUDENT BRANCH CHAPTERS

A. Definition

A Student Branch Chapter is a technical sub-unit of a Student Branch constituted by a minimum of twelve (12) Student members of a Society and established by petition to the parent Student Branch and Society concerned to represent and fulfill the needs of the members and the missions of IEEE.A Student Branch Chapter functions in a manner similar to a committee of the Student Branch.

B. Student Branch Chapter Establishment

1. A petition to establish a Student Branch Chapter, in the required form supplied by IEEE, must contain at least:

   a. Name of Student Branch, signatures of its Student Branch officers, and signature of the Counselor.

   b. Name of the sponsoring Society.

   c. The signatures of at least twelve (12) Students who are members of the Student Branch and of the Society involved, the signature of the Faculty Advisor of the Student Branch Chapter selected by the petitioning Students, who shall be a member of the Society, the name of one Student petitioner who will serve as interim Chair until establishment of the Student Branch Chapter is authorized.

2. The petition for the Student Branch Chapter shall be submitted to the Manager of Student Services at the IEEE Operations Center.

3. The Region Student Activities Committee Chair, the Regional Director, and the Society President shall consider the Student Branch Chapter established following approval of the petition.

C. Student Branch Chapter Membership

The Student Branch Chapter membership shall elect a Student Branch Chapter Chair and any other officers deemed necessary for its successful operation in accordance with the Branch Constitution.

D. Student Branch Chapter Management

The responsibility for Student Branch Chapter management rests with the Executive Committee of

the Branch. The Student Branch Chapter Chair shall serve as an ex-officio member of the Branch Executive Committee in coordinating and planning activities and programs.

1. All Student Branch members shall be advised of all meetings held under the auspices of the Branch including those organized by a Student Branch Chapter.

E. Student Branch Chapter Requirements for Membership, Meetings and Activity

A Student Branch Chapter is required to maintain a membership of not fewer than ten (10) Student members, and to hold not less than two technical meetings per year, and maintain a level of activity acceptable to the Society President, the Regional Director, and the Region Student Activities Committee Chair.

F. Student Branch Chapter Dissolution

RAB may, after consultation with the Regional Director and the IEEE Society President, dissolve an IEEE Student Branch Chapter or withdraw its sponsorship and support of a Joint Student Branch Chapter for any reason deemed sufficient. RAB, with the concurrence of the Advisor, the Society President, the Regional Director, and the Region Student Activities Committee Chair, a Student Branch Chapter may be dissolved. All Student Branch Chapter dissolutions will be reported to and ratified by RAB.

9.9 AFFINITY GROUPS

A. Definition

Affinity Group is defined in IEEE Bylaw I-402.9; an Affinity Group shall be a local unit of an IEEE organizational unit or standing committee established by petition to the parent organizational unit to fulfill the purposes of the IEEE. "Parent organizational unit" as used in this manual refers to an organizational unit or standing committee.

The following groups have been acknowledged by RAB as parent organizational units as defined above and described in their charters: Graduates of the Last Decade, Women in Engineering and Consultants Network. No parent organizational unit shall be formed when the topic matter is within the domain of a technical group, as determined by the Societies' field of interest.

1. An Affinity Group functions in a manner similar to that of a committee of the Section/Council.

2. Any group wishing to be recognized as a parent organizational unit that may establish Affinity Groups as defined in I-402.9 shall do so by petition to RAB. This petition is to supply the organizational unit's charter, which shall address at least the following: role and responsibilities, organization structure, the manner in which the organizational unit is governed in the IEEE organization, and it's funding method. It is expected that the need and sustainability of Affinity Groups related to this organizational unit shall have been substantiated by prior Section/Council-level committee and/or pilot experiences. A report of these experiences should accompany the petition.

B. Affinity Group Formation

1. A petition to establish an Affinity Group shall contain the following:

   a. Name of the Section or Sections of Council.

   b. Name of the parent organizational unit.

   c. Name of the organizer (who becomes interim Chair pending election of a regular Chair at a later organization meeting).

   d. Signatures of at least six (6) IEEE members, who are members of the Section(s) or

Council involved, and who indicate they will join the Affinity Group, if established.

2. The petition for an Affinity Group shall be submitted to the Section/Council Executive Committee for written approval and forwarded with this written approval to the IEEE Managing Director, Regional Activities.

3. The IEEE Managing Director, Regional Activities shall forward a copy of the petition to the IEEE parent organizational unit for approval.

4. The Affinity Group shall be considered established after the IEEE Managing Director, Regional Activities has ascertained that the Regional Director and IEEE parent organizational unit have no objection to its formation. The RAB/TAB Section/Chapter Support Committee Chair presents recommendation for approval of Affinity Group formation to RAB.

5. The IEEE Managing Director, Regional Activities shall so notify RAB, the IEEE parent organizational unit, and the Section Chair on behalf of the IEEE Executive Director.

6. An Affinity Group or Joint Affinity Group may be established by the procedures defined herein to cover the territory of two or more contiguous Sections, or a Council, provided the necessary approval is obtained by all concerned. The petition shall identify the Section assuming responsibility for the Affinity Group management. That Sections shall receive the Affinity Group member and Affiliate allowances and rebates for the Affinity Group meetings.

C. Affinity Group Management

1. Responsibility for Affinity Group management shall rest with the Section/Council, which shall have control of all financial and other assets of the Affinity Group in carrying out its activities.

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

D. Affinity Group Officers

Officers of the Affinity Group as defined in the Section/Council Bylaws shall be at least a Chair, a Vice Chair, a Secretary, and a Treasurer. The Affinity Group may combine the offices of Secretary and Treasurer.

1. Each member of the Affinity Group Committee shall be an IEEE member of Member, Senior Member or Fellow grade.

2. The Affinity Group Chair shall serve as Chair for all meetings of the Affinity Group and the Affinity Group Committee.

3. The Affinity Group Vice Chair shall assist the Chair in the coordination of all Affinity Group activities. At the request of the Affinity Group Chair or in the absence of the Affinity Group Chair, the Affinity Group Vice Chair shall chair meetings of the Affinity Group and the Affinity Group Committee.

4. The duties of the Affinity Group Secretary shall include correspondence, the keeping of the minutes of the Committee meetings, mailing notices, and submission of meeting reports and roster of members and officers to the Section/Council at the end of each year and such other duties as are assigned to him/her by the Chair.

5. The duties of the Affinity Group Treasurer shall include the development of an Affinity Group budget for approval by the Section/Council, accounting of all Affinity Group funds, keeping financial records, and submitting a financial record to the Section/Council.

6. The term of office for all officers shall normally be one year, but may continue until a successor has been duly elected and take office. The term of office will date from 1 January through 31 December. The consecutive period of service in any one office shall not exceed

two years. There shall be no extensions beyond this two-year term.

7. The names of the newly elected/appointed officers voting and non-voting of the Affinity Group shall be reported by the Affinity Group Chair to IEEE Regional Activities Department within 20 days following election/ appointment.

E. Affinity Group Nominating Committee

1. Section/Council Bylaws shall provide for appointment by the Affinity Group Chair of a Nominating Committee of three or more Affinity Group members not then officers of the Affinity Group. The Affinity Group Chair, in accordance with this Operations Manual shall appoint its Chair.

2. The duties of the Affinity Group Nominating Committee shall include the preparation of a slate of candidates recommended for the offices of Affinity Group Chair, and such other members of the Affinity Group elected at-large, in accordance with the Section/Council Bylaws, to be submitted for approval by the Group Committee.

3. The approved slate shall include not less than two nor more than three candidates recommended for each office.

4. The Affinity Group Nominating Committee shall also be responsible for the annual solicitation within the Affinity Group of names of potential candidates to be considered for positions on Affinity Group committees according to the Section/Council Bylaws.

F. Group Election Process

1. Six months prior to the date of election, the Affinity Group Nominating Committee Chair shall issue a "Call for Nominations" for all positions elected at-large to all voting members of the Affinity Group through an appropriate medium.

2. Affinity Group members shall submit nominations within one month of the "Call for Nominations".

3. The Affinity Group Nominating Committee shall verify the candidates' eligibility and willingness to serve. The Affinity Group Nominating Committee shall also gather position statements and biographies of the potential candidates, as appropriate.

4. The Affinity Group Nominating Committee will select from all such submissions candidates for each position elected at large, and submit the slate of candidates to the Affinity Group Committee for ratification.

5. The ratified slate of candidates, at least two but not more than three, shall be communicated to the voting members of the Affinity Group not less than six weeks prior to the election date. In addition, provision shall be made in the communication for petition candidates for these offices.

6. Petition candidates shall require the signatures of a minimum of one percent of the voting members of the Affinity Group, except in no case shall more than 10 signatures are required.

7. The entire slate of candidates for office shall be communicated to the voting members of the Affinity Group not less than two weeks prior to the election date.

8. The election process shall be by secret ballot.

9. The Chair of the Affinity Group shall submit the names of up to three members of the Affinity Group to serve as a Tellers Committee, to the Affinity Group for approval. After the tally of votes, the Tellers Committee shall report the results of the election to the Affinity Group Chair. The Affinity Group Chair shall inform each candidate for office of the results of the election prior to announcing the results to the Affinity Group and the Section/Council.

G. Financial Management of Affinity Group Funds

Section/Councils shall be responsible for distributing funds to its Affinity Groups in accordance with a stated set of objectives and a plan of distribution, which shall be in consonance with the missions of the IEEE, RAB and the parent organizational unit.

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

2. Funds derived from member dues shall not be used for scholarships, fellowships and other education awards. The awards activities shall be supported by funds from activities all or in part specifically directed to such usage. Contributions may be accepted for such use and donations should be encouraged by the use of tax-exempt mechanisms.

3. All funds derived from whatever permitted source designated for these purposes shall be deposited in properly authorized separate accounts, foundations, or other approved depositories under agreement, direction, or control of the organizational unit, with adequate provisions for ensuring the proper use of the funds or proceeds there from. A properly executed agreement will include provisions for disposition of residual funds should any approved program be discontinued.

4. Affinity Groups shall have the right to obligate their funds for all purposes necessary to promote their objectives, except that no Affinity Group or any officer or representative thereof shall have any authority to contract debts for, pledge the credit of, or in any way bind the IEEE for those activities specifically prohibited in the governing documents of the IEEE or published interpretation of policy.

5. The Affinity Groups may serve nonmembers or groups wishing to receive meeting announcements and other Affinity Group publications.

6. Affinity Groups may accept local voluntary financial contributions.

7. All unit funds management must adhere to a fiscal year 1 January - 31 December.

8. Affinity Groups may establish appropriate bank accounts for accounting of funds.

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

   b. They establish a reserve fund at least equal to one half of the total budgeted yearly expenditures.

   c. All accounts shall have signature cards with at least two volunteer signatures, one volunteer as the primary signatory and one additional volunteer as an alternate. In addition, all IEEE Geographic Units accounts must have the IEEE Staff Director, Financial Services as a signatory thereon (Policy 11.3.A.3) Exemptions must be requested as part of the Geographic Unit Annual Financial Report, and approved by the Region Director

   d. All affinity groups are encouraged to utilize the IEEE Concentration Banking Program as a depository for all IEEE funds, if possible.

H. Joint Affinity Group

A Joint Group comprising the members of more than one parent organizational unit may be established by the procedures defined herein, provided, however, that the petition to establish a Joint Group shall contain at least six (6) signatures and that each parent organizational unit involved shall be represented by at least three signatures.

I. Change of Joint Affinity Group Status

The status of an Affinity Group may be changed from single to joint, or vice versa or from one joint combination to another, without submission of a petition. The change in status will become effective following approval of the request for change by the Regional Director(s), affinity group chair, Section/Council Executive Committee, and other organizational units involved.

J. Affinity Group Requirements for Membership and Meeting Activity

1. An Affinity Group shall be required to maintain a membership of not fewer than six (6) members, and to hold not less than two group-interest meetings per year, or to maintain a level of activity acceptable to the Section/Council Chair and Region Director.

2. Meeting Activity

   a. An Affinity Group or Joint Affinity Group shall schedule a group interest meeting only if it has received the prior approval of the Executive Committee of the Section/Council within whose boundaries the meeting is to be held.

   b. All Section/Council members shall be advised of all meetings held in the Section/Council, including those organized by Affinity Groups. In addition, a special notice may be sent to the members of the Affinity Group that organizes a meeting.

   c. An Affinity Group shall submit annual a meeting report, a roster of officers, and a roster of members, to the Section/Council Secretary.

   d. The Section shall receive credit for Affinity Group activity.

K. Affinity Group Probation

Failure of a Affinity Group to meet the minimum required activities as described in 9.9.F for a period of one year shall result in the Affinity Group automatically being placed on probation, effective 1 January of the following year. An Affinity Group probation period shall last three consecutive years. The Affinity Group will not be eligible for Rebates until it comes into compliance with the minimum requirements.

1. Annual notice of delinquency will be given to all concerned.

2. A report of delinquent Affinity Groups will be presented to RAB.

L. Affinity Group Dissolution

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

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

9.10 STUDENT BRANCH AFFINITY GROUPS

An Affinity Group, as a unit of an IEEE Student Branch, is permitted. The administration of such Affinity Groups shall follow the process for Student Branch Chapters, Section 9.8. Signatures of at least six (6) IEEE Student members are required to establish a Student Branch Affinity Group. Each Student Branch Affinity Group shall have an advisor who shall be:

a) A faculty member of IEEE grade higher than the student, not necessarily a Women in Engineering (WIE) member but with a strong commitment for WIE goals, or;
b) A WIE member of the Section.