1.0 Introduction

1.1 IEEE INCORPORATION

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

1.2 INSTITUTE GOVERNMENT

The policies, procedures, and regulations by which IEEE and IEEE Regional Activities are governed are embodied in the following documents. The IEEE Constitution, which can be approved and amended only by the voting members of the Institute, contains IEEE's fundamental objectives, organization, and procedures. Implementation of the Constitutional provisions, in specific organizational structures and Procedures, is entrusted to the IEEE Bylaws, which are approved and amended by the IEEE Board of Directors (BoD). The IEEE Policy Manual, which is approved by the IEEE BoD, has the purpose of providing more detailed statements of Institute-wide policies, objectives, and procedures than are appropriate for inclusion in the Constitution and IEEE Bylaws. The purpose of the RAB Operations Manual published herein, is to provide more detailed statements of specific Regional Activities' objectives and procedures than are appropriate for inclusion in the other four documents. Statements of RAB Operations are approved and amended by the IEEE Regional Activities Board.

The precedence of these documents should be remembered by all those engaged in IEEE management duties. The IEEE Bylaws may not be in conflict with the IEEE Constitution. The statements of IEEE Policy Manual must conform to the provisions of both the IEEE Constitution and the IEEE Bylaws. The Statements of RAB Operations Manual must conform to the provisions of the IEEE Constitution, IEEE Bylaws and IEEE Policy Manual. If, having consulted these documents, questions of procedure or interpretation remain, inquiries should be made to the Managing Director, Regional Activities Department, or the Executive Director at IEEE Headquarters, or to members of the Directors' staff.

1.3 FORMAT OF RAB OPERATIONS MANUAL

The RAB operations as published herein have been arranged in twelve sections and three appendices, each covering a different facet of IEEE Regional Activities. Those consulting this manual for the first time should note that various subjects may be covered in multiple sections.

1.4 OBJECTIVES

Regional activities are directed toward developing and maintaining, through sound administrative practices, an organization of geographically-defined member units committed to the advancement of the theory and practice of electrical, electronics, communications and computer engineering, as well as computer science, the allied branches of engineering and the related arts and sciences and technologies and their. To accomplish these objectives, RAB:

A. Encourages establishment of organizational units, such as Sections, Chapters, Geographic Councils, Student Branches and Affinity Groups, to provide a local forum for members to meet and exchange views on technical, educational, professional or other areas of interest.

B. Ensures that members may participate in and have access to the programs and communication channels established by the geographic organizational units.

C. Encourages the utilization of existing or development of new activities in cooperation with the other Boards in meeting the educational needs of the membership.

D. Encourages close cooperation between the Student Branches and Sections.

E. Encourages close cooperation between the Sections and Chapters. Encourages holding technical meetings and conferences at the Region, Section, or Chapter level either on an individual or cosponsored basis.

F. Provides members, through cooperation with the Technical Activities Board (TAB), the opportunity to participate in the IEEE technical Society activities.

G. Offers members the opportunity to become involved in professional activities such as the development of interpersonal skills, group skills, team skills, and leadership abilities.

H. Encourages the Regions, Sections, Geographic Councils, Chapters Student Branches and Affinity Groups to promote IEEE membership.

1.5 RA OPERATIONS MANUAL ACRONYMS

A&A	IEEE Admission & Advancement Committee
ARC	Awards & Recognition Committee
BoD	IEEE Board of Directors
EAB	Educational Activities Board
EIC	Engineering Institute of Canada
ExCom	Executive Committee
GOLD	Graduates Of the Last Decade
IEEE	The Institute of Electrical and Electronics Engineers, Inc.
IEEE-USA	IEEE-United States of America
ISBN	International Standard Book Number
LMC	IEEE Life Members Committee
MDC	IEEE Membership Development Committee
MSC	IEEE Meetings and Services Committee
N&A	Nominations & Appointments Committee
OpCom	Operating Committee
OpsMan	Operations Manual
P2SB	Publications, Products & Services Board
P&P	Policies & Procedures Manual
RAB	Regional Activities Board
RAD	Regional Activities Department
RCC	Regional Conferences Committee
REP	Referenced List of Educational Program
REPCOM	REP Committee (EAB/RAB)
R-SAC	Region Student Activities Committee
RSR	Region Student Representative
S/C	Subcommittee
SAC	Student Activities Committee
SCS	Section/Chapter Support Committee (RAB/TAB)
S-PAC	Student-Professional Awareness Conference
S-PAVe	Student-Professional Awareness Ventures
SPC	Strategic Planning Committee
TAB	Technical Activities Board
TAG	Technical Activities Guide
TC	Transnational Committee
WIE	Women In Engineering

1.6 RAB ORGANIZATION CHART

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* Member – RAB Operating Committee

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