



IEEE Member and Geographic Activities

Operations Manual 2017

IEEE MGA
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This document incorporates changes to the MGA Operations Manual approved by the IEEE MGA Board through 18 November 2017.

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J. COUNCIL REQUIREMENTS FOR ACTIVITY

1. Councils are required to submit to IEEE MGA staff a report of the previous year's financial activity by the third week of February each year. Failure to comply with this requirement shall be reported to the Chairs of the participating Sections and the Region Director.
2. If a Council is a sponsoring unit of a 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 Society Chapters or Affinity Groups.
3. Councils exist at the pleasure of the Sections comprising them. A Section or Sections may petition the Region Director to intervene in Council operations in the event of an insoluble dispute. The Region Director, at his or her discretion, may ask the MGA Board for assistance in resolving the dispute.

K. COUNCIL PROBATION

1. In the event that a Council fails to submit the required financial, and, where appropriate, Society Chapter or Affinity Group meeting and officer reports are not submitted for two years, the Council will be placed on probation.
2. The Council, member Sections, Region Director, and the MGA Board will be informed by the Managing Director – MGA.

L. COUNCIL DISSOLUTION

1. After one full year on probation, a Council which has not submitted the required financial reporting, will be subject to dissolution by the MGA Board at the recommendation of the Region Director.
2. The MGA Board may dissolve any Council for any reason deemed sufficient by the MGA Board, and any remaining funds and assets in the custody of that Council shall revert to IEEE.
3. The Region Director may request of the MGA Board that the dissolved Council's funds be divided equally among Sections which had been members of the Council.

9.4 SECTIONS

A. DEFINITION

A Section is the basic operating organizational unit of IEEE, constituted by a minimum of fifty (50) IEEE voting members and established with the approval of the MGA Board by petition of those who live/work in relatively close proximity to be served by 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 Policies, MGA Operations Manual, and Region bylaws.
2. All Sections shall be exclusively those of 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 Region Director(s), two or more Sections may join in mutual support of the following activities: joint publications; joint meetings, conferences, or symposia; joint Society Chapter or Affinity Group meetings; student activities; and such related activities as may be approved from time to time by the MGA Board. If in pursuing such joint activities it appears desirable to establish a formal aggregation of contiguous Sections, to be called a Council, and to be governed by bylaws, this may be done under provisions herein.

B. SECTION TERRITORY

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

1. The territory of a Section shall be entirely within the territory of one Region.
2. An IEEE 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) IEEE voting members, having a mailing address within the territorial boundaries proposed in the petition. Each individual who signs the petition shall be an IEEE member, in good standing, of Graduate Student Member, Member, Senior Member, or Fellow grade. In lieu of their signatures on the petition, IEEE will accept an email message from an IEEE member stating his/her agreement to the formation. These emails must include the name of the member, IEEE membership number, and a brief statement of support of the petition. These messages are to be sent to the petition organizer who is requested to cut and paste these emails, preserving the email header information, into one document.
2. The petition shall include the following:
 - a. Proposed name and territorial boundaries of the Section.
 - b. The name, member number, membership grade, and contact information of the organizer of the Section. The organizer shall be of IEEE Graduate Student Member or higher grade and must be an IEEE member in good standing.
 - c. A business plan that includes mission and goals, planned meetings and activities for initial six months. Following receipt of this information, MGA staff shall distribute to the Region Director (or their designee) for review and feedback to be provided to organizer.
 - d. Endorsement from the Region Director (or their designee).
3. The petition shall be presented to the Managing Director – MGA for verification prior to submission to the MGA Board. MGA Staff will confirm the validity of the petition, and concurrence of the surrounding Sections.
4. The Region Director presents the recommendation for approval of Section formation to the MGA Board.

D. SECTION MANAGEMENT

1. The Section affairs shall be managed by an Executive Committee (ExCom) consisting of the elected officers. The number of voting members elected must be at least one greater than those appointed. Chapter and Affinity Group chairs, as elected by their membership, are considered "elected" official, as is the Past Section Chair.
2. All Chapters and Affinity Groups in the Section shall have voting representation either individually or collectively on the Section ExCom, and the Subsection Chairs shall be ex officio members with voting power.
3. In Sections with at least one Student Branch, it is recommended that the Section ExCom select a Section Student Activities Chair (SSAC) and a Section Student Representative (SSR) as voting members of the Section ExCom. The SSAC is an active Section member of Graduate Student Member Grade or above while the SSR is an active Student Member or Graduate Student Member in a Student Branch of the Section.
4. A quorum is required for administrative meetings. A majority of the voting members of the committee shall constitute a quorum. These meetings shall be conducted in accordance with Robert's Rules of Order (latest version) as the standard parliamentary authority.
5. Reasonable efforts should be made to notify all members of Section meetings and activities. Methods of communication could be, but are not limited to, email distributions (in keeping with IEEE email policies), postings on Section websites, social media venues, or hard copy distributions.

E. SECTION GOVERNING AND OPERATING DOCUMENTS

1. Section Bylaws: All Sections are required to operate in accordance with the IEEE Constitution, IEEE Bylaws, IEEE Policies, and the MGA Operations Manual. The use of Section bylaws shall be allowed when required to meet the requirements of local laws. All such required Section bylaws shall be submitted for review to the Region Director, who will then forward to MGA staff for review and to obtain IEEE Legal and Compliance department legal approval before submission to the MGA Board for approval.
2. Local Operating Procedures: Sections may maintain local operating procedures documents, which may be used to record the administration and operational processes of the Section. These documents shall not contain any exceptions to the MGA Operations Manual.
3. Addendums: Sections requiring exceptions to the MGA Operations Manual shall submit an addendum request to the Region Director for review. If the request meets with the approval of the Region Director, it shall then be presented to MGA staff for review before submitting to the MGA Board for approval.

F. SECTION OFFICERS

At a minimum the officers of the Section shall include a Chair, a Vice Chair, a Secretary, and a Treasurer. The Section may combine the offices of Secretary and Treasurer. A Section may define in its local operating procedures document if the Vice Chair shall automatically become the Chair at the conclusion of their term.

1. With the exception of the Section Student Representative, each member of the Section ExCom shall be an IEEE member, in good standing, of Graduate Student Member, Member, Senior Member, or Fellow grade.
2. Pending election of the first officers of the Section, the Region Director shall appoint a Chair pro tem of the Section ExCom, 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 and the Section ExCom.
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 MGA 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 Senior Director – Financial Services.
7. Officer Terms and Eligibility:
 - a. All officers shall be elected by Section members of Graduate Student Member, Member, Senior Member, and Fellow grade. Elections for all officers shall take place every one or two years, in accordance with the term of office as defined by the Section.
 - b. The term of office for all officers shall be one or two years. A Section must define the officer term as one or two years and record it in its local operating procedures document; if the officer term is not recorded in the local operating procedures document, it shall be two years. An individual may continue in the position until a successor has been duly elected and takes office.
 - c. The term of office shall normally be from 1 January through 31 December.
 - d. The consecutive period of service in any one office shall normally not exceed four years. All officers shall not serve in any one position, in any single organizational unit, more than six years in total. Exceptions to this rule require approval by the Region Director who will annually report such exceptions to the MGA Board.
8. Any vacancy occurring during the year shall be filled by a majority vote of the Section ExCom.
9. Removal from office. In order to proceed with the following options - a two-thirds vote of the Section ExCom is required or 15% of the Section voting members must submit a petition to the Region Director. An individual can only be removed from office in the same manner in which they were elected.

- a. If the individual was elected at an annual General Meeting, they may be removed from office, with or without cause, by the affirmative vote of two-thirds of the members at duly constituted meeting. Prior to taking this action, the meeting must be announced to the general membership via their normal practice.
 - b. If the individual was elected via the general membership (paper or electronic) election, this individual may be removed from office, with or without cause, by the affirmative vote of two-thirds of the total votes cast of the recall election.
10. Suspension. The authority to act as an officer of a Section may be suspended by the appropriate Region Director with the concurrence of the Region Director-Elect and Past Region Director for cause, as follows:
- a. Conduct that is determined to be a material violation of the IEEE Code of Ethics, or a material violation of the IEEE Constitution, IEEE Bylaws, IEEE Policies, or Operations Manuals of IEEE that is seriously prejudicial to IEEE, or other conduct that is seriously prejudicial to IEEE.
 - b. Has not complied in accordance with the policies as defined in this manual.
 - c. The Section has not met the minimum reporting requirements for at least one year.
 - d. If an individual is suspended, the Region Director may appoint an individual to serve in the interim position until an election may be held within the Section.
 - e. Any action taken by the Region Director must be reported to Vice President – MGA and MGA Board Secretary.

G. SECTION NOMINATING COMMITTEE

1. Each Section shall appoint a Nominating Committee of three or more Section members not then officers of the Section. A member of the Section Nominating Committee who does not resign from the Committee prior to the meeting at which nominees are selected is not eligible to be nominated for any office to be filled by the Section ExCom.
2. The duties of the Section Nominating Committee shall include the preparation of a slate of candidates recommended for the offices of Section Chair, Vice Chair, Secretary, Treasurer (or Secretary/Treasurer), and such other members of the Section elected at-large, to be submitted for approval by the Section ExCom.
3. Except as noted in IEEE Bylaws, the slate shall include not less than two nor more than three candidates recommended for each office.

In the case where the slate, as submitted by the Nominating Committee to the Section ExCom for ratification, consists of a single candidate, the Section ExCom may recommend to the Region Director the approval of proceeding with the election process with a single candidate slate.

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 the Section ExCom.

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 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. A candidate must be a member of the Section to hold office in that Section. 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 ExCom for ratification.

In the case where the slate that is submitted for ratification consists of a single candidate, the Section ExCom may recommend to the Region Director the approval of proceeding with the election process with a single candidate slate.

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. In addition to the candidates nominated by the Section Nominating Committee, individual voting members eligible to vote in such election may nominate candidates by petition.

In accordance with IEEE Bylaw I-307.17, the number of signatures required on a petition shall be determined as follows. For all positions where the electorate is less than 30,000 voting members, signatures shall be required from 2% of the eligible voters.

For all positions where the electorate is more than 30,000 voting members, 600 signatures of eligible voters plus 1% of the difference between the number of eligible voters and 30,000 shall be required."

The petition shall be completed at least 28 days before the date of the election.

7. The entire slate of candidates for office shall be communicated to the voting members of the Section not less than two weeks prior to the election date.
8. The election process shall be by secret ballot.
9. The Section Chair shall submit the names of up to three members of the Section to serve as a Tellers Committee, to the Section for approval. After the tally of votes, the Tellers Committee shall report the results of the election to the Section

Chair. The Section Chair shall inform each candidate for office of the results of the election prior to announcing the results to the Section membership.

I. SECTION FUNDS

The MGA Board shall be responsible for distributing rebate funds to the Sections in accordance with a stated set of objectives and a plan of distribution prepared by the MGA Geographic Unit Operations Support Committee and submitted for approval to the MGA Board.

1. There shall be no Section assessments for Sections in Regions 1 - 7. Upon approval by the 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 the IEEE Board of Directors through the Region 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 IEEE, and shall not be used for purposes other than the normal operations of the Section as defined in IEEE Bylaws or published interpretation of policy, without prior authorization of the MGA Board and/or the IEEE Board of Directors, 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 IEEE for those activities specifically prohibited in the governing documents of IEEE or published interpretation of policy.
6. The Section may serve nonmembers or groups wishing to receive meeting announcements and other Section publications.
7. Sections may accept local voluntary financial contributions.
8. Chapter and Affinity Group funds provided to the Section through the annual rebate are intended for the support of those subunits. Chapters and Affinity Groups shall be funded at a minimum at the level of the annual Rebate.
9. Sections shall establish bank accounts for all IEEE funds.
 - a. Sections are encouraged to utilize the IEEE Concentration Banking Program as a depository for all IEEE funds, if possible.
 - b. Accounts established in the name of IEEE shall be reserved for the purpose for which they are established, without co-mingling of funds.

- c. All geographic unit accounts shall have signature cards with at least two volunteer signatures, one volunteer as the primary signatory and one additional volunteer as an alternate. In addition, all IEEE geographic units accounts must have the IEEE Senior Director – Financial Services as a signatory thereon (IEEE Policies, Section 11.3.A.3). Exemptions must be requested as part of the geographic unit annual financial report, and approved by the Region Director.
10. Custody Accounts (Regions 8 - 10): The purpose of the Custody Account shall be to facilitate the payment of IEEE products and services in US funds through a direct deposit of the Section rebate, while supporting Section activities through the collection of funds in local currency. Services supported by the Custody Account include, but are not limited to, payment for initial membership application, membership renewal, and the purchase of IEEE products.
 11. Reserves: Sections may establish a reserve fund at least equal to one half of the total budgeted yearly expenditures.
 12. All unit funds management must adhere to a fiscal year 1 January - 31 December except where government or banking regulations prohibit such a requirement. Such exceptions must be reported to the MGA Board through the Region Director.
 13. Sections shall submit a financial operations report to the IEEE Senior Director – Financial Services. Upon request, staff shall provide the Region 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 IEEE either directly or by allocation from the Region.
2. Emergency or extraordinary expenses may be provided by voluntary contribution from the membership of the Section.

K. SECTION PUBLICATIONS

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

L. SECTION REPORTING REQUIREMENTS

1. A Section shall be required to maintain a membership of not fewer than twenty-five (25) IEEE members of Graduate Student Member, Member, Senior Member, or Fellow grade.
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 MGA department staff.
4. The Section Treasurer or Secretary/Treasurer shall submit the geographic unit annual financial report to IEEE MGA department staff. The incoming and outgoing

Section Chair/Treasurer must sign this report. The incoming Section Chair and Treasurer shall also submit an IEEE Disclosure Statement.

5. Sections are required to submit their annual financial reports and annual officer and meeting reports by the deadlines defined in the Geographic Unit Rebate Schedule to be eligible for the dues rebates. A 10% bonus will be paid for complete reports received by the third Friday in February. Exceptions for payment of the dues rebate to those units submitting the required reports after the defined deadlines shall be at the discretion of the Region Director, and a 10% penalty shall be applied to all such exceptions.

M. SECTION PROBATION

1. Failure of a Section to meet the minimum required activities as described in Section 9.4.L. for a period of one year shall result in the Section automatically being placed on probation, effective 1 January of the following year.
2. Probation means that in addition to a report to the MGA Board, the Section will not be eligible for rebates until the Section comes into compliance with the minimum requirements. In addition, the MGA Board may take such action as deemed appropriate in the circumstances.
3. Funds in the possession of a Section that was under probation for more than one (1) year will be transferred by the MGA Board into a custody account until either the:
 - 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 Section 9.4.N)
4. The Managing Director – MGA or the Vice President – MGA shall inform the Section Chair and the Region Director of the probation.

N. SECTION DISSOLUTION

1. The MGA Board may dissolve any Section for any reason deemed sufficient by the MGA Board and take the necessary action to transfer any remaining funds and assets in the possession of that Section under the custody of IEEE MGA. 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 Region Director and the MGA Board, the Region Director with the concurrence of the MGA Board shall dissolve the Section, with members in that Section territory reassigned to another Section approved by the Region Director and the MGA Board. The Managing Director – MGA shall so inform the members previously constituting the Section.
3. The MGA Board may waive the provisions herein regarding dissolution of a Section in case war or any other force majeure affects such Section, for the period of the duration thereof and for at least six months thereafter. Responsibility for waiving

9.6 CHAPTERS

A. DEFINITION

A Chapter shall be a technical subunit of a Region, one or more Sections, or a Geographic Council. There may be single Society Chapters, joint Society Chapters, and Technical Council Chapters. A Chapter shall comprise a minimum of twelve (12) IEEE voting members of a Society, or group of Societies in the case of a joint Chapter, and shall be established by petition to the parent geographical and technical organizational units concerned to fulfill the mission of IEEE. In case of a Technical Council Chapter, a minimum of any twelve (12) IEEE voting members of Council Member Societies in the parent geographical unit shall be required to petition to the geographic unit and to the Technical Council.

IEEE members of Graduate Student Member, Member, Senior Member, or Fellow grade who belong to an IEEE Society and a geographic unit which has formed a Technical Chapter of such Society are considered Chapter members.

All references to "Chapter" in Section 9.6 are inclusive of both Chapter and Joint Chapter.

1. IEEE Technical Society Chapters shall conduct activities within the scope of the technical field of interest of the sponsoring Society/Societies. IEEE Technical Council Chapters shall conduct activities within the technical field of interest of the Technical Council.
2. A Chapter functions in a manner similar to that of a committee of the Section/Council.
3. 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). The organizer shall be of IEEE Graduate Student Member or higher grade and must be an IEEE member in good standing.
 - d. Signatures of at least twelve (12) IEEE members, in good standing, of Graduate Student Member, Member, Senior Member, or Fellow grade, who are members of the Society(ies) and Section(s) involved. Each petition to form a Technical Council Chapter will be signed by at least twelve (12) IEEE voting members of a Society which is a Member Society of the Technical Council. In lieu of their signatures on the petition, IEEE will accept an email message from an IEEE member stating his/her agreement to the formation. These emails must include the name of the member, IEEE membership number, and a brief statement of support of the petition. These messages are to be sent to the

petition organizer who is requested to cut and paste these emails, preserving the email header information, into one document.

- e. The petition for a Chapter shall be submitted to the Section/Council Executive Committee (ExCom) for written approval and forwarded with this written approval to the Managing Director – MGA. The Managing Director – MGA shall forward a copy of the petition to the President(s) of the Society(ies) for verification to the Managing Director – Technical Activities for information.
- f. A business plan that includes mission and goals, planned meetings and activities for initial six months. Following receipt of this information, MGA staff will distribute to Region Director (or their designee) for review and feedback to be provided to organizer.
- g. 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.

2. Approval Process

- a. The Chapter shall be considered established after MGA staff have ascertained that the Region Director and the Society President(s) have no objection to its formation. A list of formations shall be transmitted to the MGA Board and the Technical Activities Board (TAB).
- b. The Managing Director – MGA shall so notify the Society President, and the Section/Council Chair.

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 ExCom. 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 MGA 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 Senior Director – Financial Services.

5. Reasonable efforts should be made to notify all members of Chapter meetings. Methods of communication could be, but are not limited to, email distributions (in keeping with IEEE email policies), postings on Chapter websites, social media venues, or hard copy distributions.

D. CHAPTER OFFICERS

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

1. Each member of the Chapter Committee shall be an IEEE member of Graduate Student Member, Member, Senior Member, or Fellow grade and a member of the parent Society. Officers of a Joint Chapter must be a member of at least one parent Society. The Chapter Chair shall serve as Chair for all meetings of the Chapter, the Chapter Committee, and the Chapter ExCom where such ExCom exists.

To be an officer of a Technical Council Chapter, an individual must be an IEEE voting member of a Society which is a Member Society of the Technical Council.

2. The Chapter Vice Chair shall assist the Chair in the coordination of all Chapter activities. At the request of the Chapter Chair or in the absence of the Chapter Chair, the Chapter Vice Chair shall chair meetings of the Chapter, Chapter Committee, or Chapter ExCom.
3. The duties of the Chapter Secretary shall include correspondence, the keeping of the minutes of the Committee meetings, mailing notices, and submission of meeting reports to the parent Section Secretary or Secretary/Treasurer at the end of each year and such other duties as are assigned to him/her by the Chair.
4. The duties of the Chapter Treasurer shall include the development of a Chapter budget for approval by the Section, accounting of all Chapter funds, keeping financial records, and submitting a financial record to the Section.
5. Officer Terms and Eligibility:
 - a. All officers shall be elected by Chapter members of Graduate Student Member, Member, Senior Member, and Fellow grade. Elections for all officers shall take place every one or two years, in accordance with the term of office as defined by the parent geographical unit that assumes responsibility for the Chapter management.
 - b. The term of office for all officers shall be one or two years. The parent geographical unit that assumes responsibility for the Chapter management must define the officer term as one or two years and record it in its local operating procedures document; if the officer term is not recorded in the local operating procedures document, it shall be two years. An individual may continue in the position until a successor has been duly elected and takes office.
 - c. The term of office shall normally be from 1 January through 31 December.
 - d. The consecutive period of service in any one office shall normally not exceed four years. All officers shall not serve in any one position, in any single organizational unit, more than six years in total. Exceptions to this rule require

approval by the Chair of the parent geographical unit that assumes responsibility for the Chapter management who will annually report such exceptions to the Region Director.

6. The names of the newly elected/appointed officers (voting and non-voting) of the Chapter shall be reported to the IEEE MGA 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.

In the case where the slate, as submitted by the Nominating Committee to the Chapter Committee for ratification, consists of a single candidate, the Chapter Committee may recommend to the Chair of the parent Geographic Unit that assumes responsibility for the Chapter management, the approval of proceeding with the election process with a single candidate slate.

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 cCall 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. A candidate must be a member of the Chapter to hold office in that Chapter. 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.

In the case where the slate that is submitted for ratification consists of a single candidate, the Chapter Committee may recommend to the Chair of the parent Geographic Unit that assumes responsibility for the Chapter management, the approval of proceeding with the election process with a single candidate slate.

5. In addition to the candidates nominated by the Chapter Nominating Committee, individual voting members eligible to vote in such election may nominate candidates by petition.

In accordance with IEEE Bylaw I-307.17, the number of signatures on a petition for a Chapter officer position shall be required from 2% of the eligible voters, provided the electorate is less than 30,000 voting members.

The petition shall be completed at least 28 days before the date of the election.

6. The entire slate of candidates for office shall be communicated to the voting members of the Chapter not less than two weeks prior to the election date.
7. The election process must be by secret ballot.
8. The Chair of the Chapter shall submit the names of up to three members of the Chapter to serve as a Tellers Committee, to the Chapter for approval. After the tally of votes, the Tellers Committee shall report the results of the election to the Chapter Chair. The Chapter Chair shall inform each candidate for office of the results of the election prior to announcing the results to the Chapter and the Section/Council.
9. To be able to vote in an election for such officers for Technical Council Chapters, an individual must be a voting member of the Society and/or a member of the Society which is a Member Society of the Technical Council.

G. FINANCIAL MANAGEMENT OF CHAPTER FUNDS

Section/Councils shall be responsible for distributing funds to its Chapters in accordance with a stated set of objectives and a plan of distribution, which shall be in consonance with the missions of the IEEE, MGA, and Technical Activities. Additionally, Technical Council Chapters will receive funding in the same manner as Society Chapters. Chapters are entitled to receive the funds generated by their own activities, including dues rebates (earned during the preceding year as computed by the dues rebate formula). Funds generated by more than a single geographic unit should be shared as determined in a Memorandum of Understanding (MOU).

1. Funds within the Chapter, from whatever source derived, are the property of IEEE, and shall not be used for purposes other than the normal operations of the Chapter as defined in IEEE Bylaws or published interpretation of policy, without prior authorization of the MGA Board and TAB, unless otherwise provided.
2. Funds derived from member dues shall not be used for scholarships, fellowships, and other education awards. The awards activities shall be supported by funds from activities all or in part specifically directed to such usage. Contributions may be accepted for such use and donorship should be encouraged by the use of tax-exempt mechanisms. All funds derived from whatever permitted source designated for these purposes shall be deposited in properly authorized separate accounts, foundations, or other approved depositories under agreement, direction, or control of the organizational unit, with adequate provisions for

ensuring the proper use of the funds or proceeds there from. A properly executed agreement will include provisions for disposition of residual funds should any approved program be discontinued.

3. Chapters shall have the right to obligate their funds for all purposes necessary to promote their objectives, except that no Chapter or any officer or representative thereof shall have any authority to contract debts for, pledge the credit of, or in any way bind IEEE for those activities specifically prohibited in the governing documents of 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 Senior Director – Financial Services as a signatory thereon (IEEE Policies, Section 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 (12) signatures and that each Society or Section involved shall be represented by at least three (3) 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 Region Director(s), Society President(s), Section ExCom, 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 of Graduate Student Member, Member, Senior Member, or Fellow grade,

and to hold not less than two (2) technical meetings per year, or to maintain a level of activity acceptable to the Region Director and the Society President(s).

2. Meeting Activity

- a. A Chapter may schedule a technical meeting in coordination with the ExCom of the parent geographical unit within whose boundaries the meeting is to be held, if deemed necessary.
 - b. All members in the parent geographical unit shall be advised of all meetings held in their geographical unit, including those organized by Chapters, using electronic communication tools provided by MGA and/or via posting on the parent geographical unit's website. 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 report on the meetings held within the past year and any changes to its roster of officers in a timely manner using electronic reporting tools provided by MGA.
 - d. The parent geographical unit that assumes responsibility for the Chapter management shall receive meeting credit for Chapter activity and shall disburse the Chapter rebate and activity bonus (if applicable) to the Chapter based on reported Chapter activity, in accordance with Section 9.6.G.
3. Year-end membership statistics of a Technical Council Chapter will include all IEEE members who belong to any Society which is a Member Society of the Technical Council.

K. CHAPTER PROBATION

1. Failure of a Chapter to meet the minimum required activities as described in Section 9.6.J for a period of one year shall result in the Chapter automatically being placed on probation, effective 1 January of the following year. A Chapter probation period shall last three consecutive years. The Chapter will not be eligible for rebates until it comes into compliance with the minimum requirements.
2. Annual notice of delinquency will be given to all concerned.
3. A report of delinquent Chapters will be presented to the MGA Board.

L. TECHNICAL CHAPTER DISSOLUTION

1. With the concurrence of the ExCom of the parent geographical unit that assumed responsibility for the Chapter management, the Chair(s) of any other parent geographical unit(s) when applicable, the President(s) of the parent technical organizational unit(s), and the Region Director, a Chapter may be dissolved.
2. A Chapter shall be dissolved automatically if it has failed to meet the requirements as stated in Section 9.6.J for three consecutive years and annual notice of the delinquency has been given to all concerned. Such dissolution will be reported to the MGA Board at its November Board meeting, and reported to the President(s) of the parent technical organizational unit(s).

Following dissolution, any remaining funds and assets in the custody of the Chapter shall revert to the parent geographical unit that assumed responsibility for the Chapter management.

M. CHAPTER REINSTATEMENT

1. A Chapter can be reinstated following the automatic dissolution at the November Board meeting when the following conditions have been met. The parent organizational units concerned shall have secured both the interest to reactivate the Chapter and a volunteer to serve as the Chapter Chair. This information shall be reported to MGA staff no later than 60 days following the date of dissolution.
2. Reinstatement of the dissolved Chapter shall be reported to the MGA Board at its February meeting. As of that MGA Board meeting date, the Chapter shall be considered reinstated. The parent Society/Societies shall be informed of the reinstatement of the Chapter.
3. Any meetings held and reported during the year of reinstatement will apply to that year's rebate and activity bonus. Previous years' meeting reports will not apply to the Chapter's rebate or activity bonus.

9.7 STUDENT BRANCHES

A. DEFINITION

A Student Branch is a basic operating organizational unit of an IEEE Section or Region, constituted by a minimum of twelve (12) IEEE members of Student Member or Graduate Student Member grade 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 IEEE Constitution, IEEE Bylaws, IEEE Polices, MGA Operations Manual, and other rules externally imposed, which by law affect the membership and activities of IEEE.

B. STUDENT BRANCH FORMATION

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

1. A petition to form a Student Branch must be signed by twelve (12) or more IEEE members of Student Member or Graduate Student Member grade and by at least three (3) IEEE members of Member, Senior Member, or Fellow grade, of which no less than two are faculty members teaching in IEEE designated fields, who shall endorse the petition. Under special circumstances, in particular if the faculty does not contain sufficient IEEE members of Member, Senior Member, or Fellow grade, a faculty member of Graduate Student Member grade who is not also one of the petitioners, is acceptable as an endorser of the petition. All signees shall belong to the Section under which the Student Branch will reside.
2. Information on the educational programs offered in IEEE designated fields at the educational institution shall be completed and submitted to IEEE Student Services.
3. In certain instances, where there is assurance that formation of the Branch will stimulate additional membership, the Section Chair and the Region Director may approve the petition with fewer than twelve (12) signatures.
4. The Section Executive Committee (ExCom) shall be informed of the establishment of a Student Branch, Joint Student Branch, and Section Student Branch.