

IEEE East Tennessee Section Operations Manual (rev. 1/20/2008)

This document is an addendum to the IEEE Member and Geographic Activities (MGA) Operations Manual found at <http://www.ieee.org/web/volunteers/mga/home> and the IEEE Bylaws found at <http://www.ieee.org/web/aboutus/whatis>, to which the Section complies. It defines that Section specific operating procedures.

Section Purpose

The purpose of the Section shall be to promote the principles outlined in the Constitution and Bylaws of the IEEE. This purpose includes the advancement of the theory and practice of electrical engineering, electronics, radio, allied branches of engineering, and of the related arts and sciences, the maintenance of high professional standards among its members, and the development of the individual engineer. This shall be done by holding meetings and by engaging in other activities as necessary for the fulfillment of these objectives.

Section Territory

The territory of the Section shall include Anderson, Blount, Campbell, Claiborne, Cocke, Cumberland, Fentress, Grainger, Jefferson, Hamblen, Knox, Loudon, Morgan, Overton, Pickett, Roane, Scott, Sevier, and Union Counties of the State of Tennessee; Bell, Clinton, Knox, McCreary, Wayne, and Whitley Counties of the State of Kentucky.

Officers: Executive Committee (ExCom)

1. Section officers consist of elected Chair, Vice Chair, Secretary/Treasurer, and 2 Directors, Student Branch Chairs, and Chapter Chairs
2. Chair, Vice Chair, and Secretary/Treasurer serve 1 or 2 year terms from Jan. 1 to Dec. 31
3. Directors serve 2 year (alternating years) terms from Jan. 1 to Dec. 31 of next year
4. Committee Chairs are appointed by the Section Chair
 - Programs - Vice Chair unless another appointed
 - Professional Activities (PACE)
 - Educational Activities
 - Student Activities
 - Membership Development
 - Nominations & Appointments
 - Webmaster
 - SamIEEE Recipient
 - Others (as necessary)

Elections

1. Nominations Committee identifies officer candidates no later than Nov. 30
2. Annual election to be held no later than Dec. 31

Chair (or someone he designates) duties

1. Perform duties as defined by IEEE (<http://www.ieee.org/web/volunteers/resources>)
2. Request that Webmaster update officer page on section website by Jan. 31
3. Submit Officer Confirmation Report to IEEE at <http://ewh.ieee.org/forms/scs/interactofficer.php> by Jan. 31
4. Remind Society Chapter Chairs to submit Officer Confirmation Report to IEEE
5. Mail signed IEEE Conflict of Interest Disclosure Statements for Chair and Secretary/Treasurer
6. Mail Concentration Bank additions and deletions

Secretary/Treasurer (or someone he designates) duties

1. Perform duties as defined by IEEE (<http://www.ieee.org/web/volunteers/resources>)
2. Submit L31 meeting report after every section or ExCom or social meeting
3. Take notes at ExCom meetings and distribute to ExCom
4. At end of term:
 - Submit L50 annual financial report to IEEE by required deadline to receive Section bonus

Webmaster duties

1. Maintain section website
2. Maintain section blog
3. Renew URL forwarding by Feb. 1st

Email webmaster@ieee.org requesting redirect renewal of <http://www.ieee.org/go/easttn> to http://ewh.ieee.org/r3/east_tennessee

Program Chair (mutually agreed designate) duties

1. Make meeting arrangements
2. Fill out meeting information form using IEEE meetings.vTools (<http://meetings.vtools.ieee.org/main>)
3. Notify section membership using e-Notice (www.ieee.org/organizations/vols/e-notice)- Target OU=East Tennessee Section
4. After registration deadline has expired:
 - Export attendee list from meetings.vTools database
 - Print attendance list
 - Email meeting reminder to registrants
 - Print name tags from meetings.vTools database (optional)

Region 3 Meetings

1. Chair or designated representative should attend Region 3 ExCom meetings (R3 pays for travel expenses)
 - SoutheastCon in the Spring
 - Fall meeting
 - Triennial Sections Congress (2008, 2011, etc.)
2. Chair to provide email report of section activities to R3 as required