

REGION 3

OPERATIONS MANUAL

25 September ~~27 March~~ 2023

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V. COMMITTEES

The Region 3 Standing Committees and the ability to create Ad Hoc Committees are described in this Section. The following Standing Committees shall be established by and are responsible to the Region 3 Committee and the Region 3 Executive Committee (ExCom).

Supporting information for each Committee will be located through the [Region 3 Web Site](#) (See the Committees tab).

Standing Committees

1. All Standing Committee Chairs are voting members of the Region 3 ExCom
2. As many of the Standing Committee Chairs as possible are voting members of the Region 3 Committee provided that the requirements of the Region 3 ByLaws and the MGA Operations Manual (9.1.F.3.a.iii) are followed.
3. The chairs and members of all of the Standing Committees as appropriate are appointed by the Region 3 Delegate/Director with the consent of the Region 3 Executive Committee. These appointed committee chairs and members serve for one-year intervals, and they may be re-appointed as appropriate.
4. In the case of a vacancy on a committee, the Region 3 Delegate/Director may appoint a qualified member and report the appointment at the next meeting of the Region 3 Executive Committee.
5. It is the responsibility of the Chair, Past Chair, and Mentor to ensure that the committee is adequately trained for their responsibilities listed in this document.
6. All Committee members are encouraged to engage with other volunteers to help accomplish their responsibilities as well as be a mentor to their replacements.
7. All Committees are encouraged to submit timely information of interest to IEEE members to the Member Communications Committee for dissemination in the Region 3 Newsletter, Web Site, eNotices, social media, etc.
8. Each Committee is encouraged to recognize the accomplishments of its own members as such accomplishments are made. Encourage and, to the extent possible, support the recognition of Region 3 members for Region 3 awards, special awards, recognitions, commendations, and non-Region 3 IEEE awards including Institute awards and recognition.
9. Face-to-face committee meetings, while very helpful, should be kept to a minimum. Meetings conducted by electronic means are encouraged.
10. Committees shall operate within the budget approved by the Region 3 ExCom. In December each committee chair shall submit a proposed budget for the expenses of committee activities to the Treasurer.

Committees should publish their minutes and reports, and supply them to the Secretary so that they are archived on the Region 3 website (<http://ewh.ieee.org/reg3/excom/meetings/>). It is very important that the Committee Meetings Minutes and Annual Reports list accomplishments against the Committee's Year's Goals & Responsibilities and other important actions. At a minimum, the following information shall be made available to the Region 3 Operational Audit Committee:

1. Committee responsibilities per the Region 3 Operations Manual.
2. Committee goals as developed on a yearly basis.
3. Committee structure/organizational chart.
4. Committee members and terms of office (with contact information).

5. Provide evidence of the standing committee's support of committee members for awards and recognitions.
6. Special Projects and initiatives.
7. Committee budget with income and expense versus actuals.

Region 3 - Standing Committees

1. [Awards and Recognition](#)
2. [Conference](#)
3. [Finance](#)
4. [Member Communications](#)
5. [Nominations and Appointments](#)
6. [Operational Audit](#)
7. [Professional Activities](#)
8. [Section Support](#)
9. [Strategic Operations and Support](#)
10. [Student Activities](#)

Ad Hoc Committees

An Ad Hoc Committee may be established to deal with or resolve a particular issue. It is formed by and is responsible to the Region 3 Delegate/Director. Unless reinstated by the incoming Delegate/Director, all Ad Hoc Committees expire with the term of the outgoing Delegate/Director. The Chairs of Ad Hoc Committees do not vote in Region 3 ExCom or Region 3 Committee matters.

V.1 AWARDS AND RECOGNITION

The Awards and Recognition Committee (ARC) shall assist the Region in formally recognizing, rewarding, and promoting excellence in all facets of the professional lives of its members. The term of service for the chair and other members of the awards committee shall be one or two years and start one week after SoutheastCon and end one week after the corresponding future SoutheastCon. This term implies that Area Chairs appointed to the committee may have completed their service as Area Chair but will still be members of the Awards Committee until after the next SoutheastCon.

Members

1. The Awards and Recognition Committee Chair shall be a member and represent Region 3 on the IEEE-USA Awards and Recognition Committee. The ARC Chair shall be an interface with the Awards and Recognition Committees of MGA and IEEE. The ARC Chair shall also assist the Region 3 leadership in developing a culture of recognition and acknowledgment.
2. With potential succession planning in mind, the Region 3 Delegate/Director shall appoint a Vice Chair of the committee.
3. The immediate Past Chair shall serve as a non-voting member if available.
4. The Region 3 Professional Activities Committee Chair shall appoint, with the concurrence of the Region 3 Delegate/Director, one member of the ARC. This member should be familiar with the IEEE-USA and Region 3 Professional Activities vision and recent activities.
- 4-5. [The Educational Activities Coordinator shall be a member.](#)
- 5-6. Each Area Chair or their Delegate/Director-approved designee shall be a member.
- 6-7. Region Coordinator of Industry Engagement

~~7-8.~~ One past Region 3 Delegate/Director shall be a Mentor.

Responsibilities

1. Develop and administer the professional award and recognition programs for sponsorship specifically by the Region. Presently available awards are
 - 1.1. Outstanding Engineer Award,
 - 1.2. Outstanding Service Award,
 - 1.3. Joseph M. Biedenbach Outstanding Engineering Educator Award,
 - 1.4. Daniel W. Jackson Award for exemplary service as a Past Region 3 Director,
 - 1.5. Employer Professional Development Award,
 - 1.6. Professional Leadership,
 - 1.7. Director's Award (handled by R3 Director), and
 - ~~1-8.~~ 1.8. Exemplary Section Award.
- ~~1-8.~~ 1.9. [R3 James Graham Scholarship](#)
2. Publicize to the Region 3 Committee, the awards available through the Region and the other IEEE entities. Encourage and, to the extent possible, support the recognition of Region 3 members for non-Region 3 IEEE awards.
- ~~2-3.~~ [Publicize the R3 James Graham Scholarship to additional communities to reach the appropriate candidates.](#)
- ~~3-4.~~ Actively encourage the Sections to nominate members for all appropriate awards and provide such aid as may be necessary for accurate, timely, and professional nominations.
- ~~4-5.~~ Present to the Executive Committee for approval the proposed awards recipients at the Executive Committee at least 45 days before the Awards Ceremony.
- ~~5-6.~~ Provide pertinent and timely information to the Region 3 Delegate/Director so the recipients can be notified promptly.
- ~~6-7.~~ Support the Region 3 Member Communications Committee in maximizing media exposure for award recipients, including the Region 3 Newsletter. Write an article announcing the winners if needed.
- ~~7-8.~~ Provide pertinent information on awards to the SoutheastCon General Chair so the awards program can be printed. In addition, recipient photos, citations, and short bio may be displayed during the Awards Ceremony.
- ~~8-9.~~ Ensure that the Awards Ceremony runs smoothly.
- ~~9-10.~~ Keep current documentation on Region awards and the overall management of the awards program in the Region. Update and maintain the Region 3 Awards and Recognition Program Manual.
- ~~10-11.~~ Manage the budget of the Awards and Recognition Program. Submit a preliminary committee budget to the Region 3 Treasurer prior to the fall Region 3 Executive Committee meeting. Assist the Region 3 Finance Committee in the preparation of the detailed annual budget of the ARC within the bounds of the funds of the Region as well as other funds that may be available.
- ~~11-12.~~ Actively encourage Sections and Chapters to recognize the accomplishments of their members.

Funding

For recipients of Region 3 awards, the honoree's travel to and from the Region Awards Banquet and 1 night's lodging is covered by Region 3 in accordance with the Region's travel policy. Region 3 will also cover the honorees' meals while traveling to, from, and during the 1 night's stay for the recipient. Region 3 will also cover awards banquet expenses for 1 guest of the honoree.

The R3 James Graham Scholarship will be funded by the R3 James Graham Scholarship quasi-endowment held in the IEEE Foundation. The fund endowment may also partially fund other Region 3 expenses related to the award.

Calendar

The calendar for the high-level activities of the Awards Committee is online ([even year](#)) and ([odd year](#)). The committee will generally create a more detailed calendar for internal use.