

REGION 3

OPERATIONS MANUAL

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I. ORGANIZATION

General

The Region 3 Operations Manual is a living document and the Region 3 Delegate/Director may approve an exception to any of the guidelines stated herein. Each exception will be reported to the Region 3 Executive Committee. In all instances, the IEEE Bylaws, Constitution, IEEE Policy and Procedure, MGA Operations Manual, and Region 3 Bylaws will prevail when there is a conflict between these documents and the Region 3 Operations Manual.

All changes to this document require the endorsement of the Region 3 Executive Committee (R3 ExCom.) The proposed changes shall be made available for R3 ExCom review at least 7 days prior to the meeting called to endorse them.

Region 3 is organized and operated in accordance with the IEEE Bylaws (Revisions through February 2009) I-402 series, Geographical Organization of Members, the IEEE Policy and Procedures Manual (Revisions through February 2009), Section 1, Regional Activities, Member and Geographic Activities (MGA) Operations Manual (Revisions through 1 March 2009) and the Region 3 Bylaws. The following provisions are unique to Region 3:

Geographical Areas (IEEE Bylaw I-402.2 Region Boundaries)

Region 3 is comprised of nine geographical Areas, eight Areas in the Southeastern U.S.A. and the island of Jamaica as part of its territory.

- Area 1, Virginia Council
- Area 2, North Carolina Council
- Area 3, Georgia
- Area 4, Florida Council
- Area 5, Tennessee Council, Arkansas (partial)
- Area 6, Alabama, Mississippi
- Area 7, South Carolina Council
- Area 8, Kentucky, Indiana (partial), Illinois (partial)
- Area 9, Jamaica

An Area Chair represents the Region in each Area. It is permissible to substitute a Council Chair in the event the Council boundaries encompass the geographic Area. There can be one or more Councils in an Area. The Area Chairs are appointed by the Region 3 Delegate/Director for a one or two year term in accordance with MGA Operations Manual, Section 9.2.A.1. The Council Chair is popularly elected by the members of the respective Council (IEEE Bylaw I-402.3) as defined in the MGA Operations Manual, Section 9.3.E.4. Council organization and operation is outlined in IEEE Bylaw I-402.3. Areas function under the direction and management of the Delegate/Director as specified in IEEE Bylaw I-402.2, and the MGA Operations Manual, Section 9.2.A.2.

Responsibilities of Region Executive Officers

The IEEE Region 3 Executive Officers are the Region Delegate/Director, the Delegate/Director-Elect, the Secretary, the Treasurer, and the Region Past Delegate/Director. At the discretion of the Region 3 Delegate/Director the position of Secretary and the position of the Treasurer can be combined into a single position of Secretary/Treasurer.

The Region 3 Bylaws specifically address the responsibilities of Region executive officers, but at the discretion of the Region 3 Delegate/Director additional responsibilities may be assigned in order to facilitate a more effective Region management and to complement the Region 3

Delegate/Director's management style.

Delegate/Director. The Region 3 Delegate/Director is the chief financial and management officer of the Region. The term "Delegate" applies to the duties the officer performs when a member of the IEEE Assembly and MGA Assembly. The term "Director" applies to the duties the officer performs when a member of the IEEE Board of Directors (BoD) and other Institute major boards. Depending on the Region 3 Delegate/Director's level of involvement in Institute affairs, the Region 3 Delegate/Director may at his/her discretion delegate specific areas of Region management to the Region 3 Delegate/Director-Elect.

Delegate/Director-Elect. At the discretion of the Region 3 Delegate/Director, the Delegate/Director-Elect may be assigned partial or total internal management responsibility for the Region. The Delegate/Director-Elect serves as a member of the Region's management team and is an ex-officio member of the Finance and Strategic Planning committees.

Secretary. The Secretary is normally Chair of the Region 3 Tellers Committee (refer to Section V.) and provides support as required to the Region 3 Nominations and Appointments (N & A) Committee. The Secretary shall send out meeting notices in sufficient time to allow attendees to make travel arrangements that take full advantage of available airline discounts. Accompanying the meeting notice should be a copy of the current Region Professional Travel Policy and, where appropriate, the Region Student Travel Policy. The Secretary shall record and publish minutes of Region 3 Committee and Region 3 Executive Committee meetings.

Treasurer. The Treasurer is Chair of the Region 3 Finance Committee (refer to Section V.6) which is responsible for formulating financial policies and procedures for the Region 3 Delegate/Director and Executive Committee. The Treasurer shall be responsible for receiving funds, keeping proper records, and making accurate reports as required and disbursing funds only as approved by the Delegate/Director or the Executive Committee.

Past Director. The Region Past Director shall be the most recent Past Region Director residing within the Region. The Past Director will normally chair the N&A Committee and assist the Director as requested.

Vacancies in Region Executive Offices

Delegate/Director. In the event of a vacancy in the office of Region 3 Delegate/Director the vacancy shall be filled in accordance with I-301.10.(6). Region 3 elects by popular vote a Delegate-Director and a vacancy in the Region Delegate/Director office results in an absence of voting representation for Region 3 on Institute Boards. If temporarily unable to fulfill his duties as Delegate/Director, the Region 3 Delegate/Director may designate the Delegate/Director-Elect to act in his/her place by notifying the Region 3 Executive Committee and the IEEE major boards in writing.

Delegate/Director-Elect. In the event of a vacancy in the position of Delegate/Director-Elect. The Region 3 Delegate/Director shall appoint a Vice Chairman from the Institute's previous Region 3 slate for Delegate /Director-Elect, normally the candidate that came in second in the Region 3 election. The Region 3 Delegate/ Director's appointment requires the approval, with simple majority vote, of the Region 3 Executive Committee.

Secretary. The Secretary is appointed by the Region 3 Delegate/Director with concurrence of the Region 3 Executive Committee. A vacancy in the office of Secretary, will be filled by the Region 3 Delegate/Director.

Treasurer. The Treasurer is appointed by the Region 3 Delegate/Director with concurrence of the Region 3 Executive Committee. A vacancy in the office of Treasurer, will be filled by the Region 3

Delegate/Director.

Past Director. A vacancy in the office of the Region Past Director shall be filled with the most recent Past Region Director residing within the Region available to serve.

Region Committee and Executive Committee

Region Committee. The composition of the Region Committee is specified in MGA Operations Manual 9.1.F. The Region 3 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, Areas/Area Councils within the Region. The Region 3 Delegate/Director serves as Chair of the Region Committee. The Region Committee consists of the following voting members:

Officers: Region 3 Delegate/Director, Delegate/Director-Elect, Secretary, Treasurer or Secretary/Treasurer, and immediate past Region 3 Delegate/Director.

Selected Appointments: The Section Chairs, the Area/Area-Council Chairs, the Student Activities Committee (SAC) Chair, the Professional Activities Committee Chair, the Member Activities Committee Chair, the Strategic Operations and Support Committee Chair, and the Section Support Committee Chair.

The Region Committee will meet at least once each year, at an appropriate time and place within the Region. A quorum for a Region Committee meeting shall consist of a majority of the members (or alternates) of the Committee and include representation from at least 50% of the Region's Sections. The Region 3 Delegate/Director or in the event of his/her unavailability, the Region 3 Delegate/Director-Elect shall be responsible for calling the Region 3 Committee Meetings and designating the location of the Meeting. Region 3 historically has its Annual (Committee) Meeting in conjunction with its annual Region 3 Conference, SoutheastCon.

Executive Committee. The Region 3 Committee has established an Executive Committee (ExCom) to act on its behalf between meetings of the Region 3 Committee. All actions of the Region 3 Executive Committee are subject to ratification by the Region 3 Committee. The composition of the Region 3 Executive Committee (ExCom) is determined by the Region 3 Delegate/Director and normally will include the following voting members and non-voting members:

Officers (voting): Region 3 Delegate/Director, Delegate/Director-Elect, Secretary, Treasurer or Secretary/Treasurer, and immediate past Region 3 Delegate/Director.

Selected Appointments (voting): The Area/Area Council Chairs, and the Region 3 Standing Committee Chairs. (See Section V for the composition and duties of the Region 3 Standing Committees and related Subcommittees.)

Other Selected Appointments (non-voting): Subcommittee and Ad Hoc Committee Chairs are non-voting members of the Region 3 Executive Committee. Ad Hoc Committee Chairs shall be appointed as necessary by the Region 3 Delegate/Director to address specific issues, deal with special situations as deemed appropriate and to ensure effective management of the Region. Ad Hoc Committee Chairs assignments are on a year-to-year basis.

The Region Executive Committee will meet at the pleasure of the Region 3 Delegate/Director, generally three times per year. A quorum for a Region 3 Executive Committee meeting shall consist of a majority of the Committee members.

II. POLICIES and PROCEDURES

Relationship of Region 3 to the Institute and to the Sections

For guidance in activities relating to IEEE organizational units, refer to the IEEE Policy and Procedures (P & P) Manual Section 9, and to the Member and Geographic Activities (MGA) Operations Manual Section 9.0. Activities of particular importance to Region 3 are addressed in the following paragraphs:

Participation in Region and Institute Activities

Executive Committee members are encouraged to:

- Regularly attend IEEE Region, Area/Area Council, Section, and Chapter meetings as well as Region conferences such as SoutheastCon, represent the Region at these meetings, address these meetings on behalf of the Region Delegate/Director and the Region Executive Committee, assure attending members that these meetings have the support of the Region, and seek comments and advice from these organizational units.
- Participate in social events with IEEE Region 3 Area/Area Council, Section, Chapter and Conference leaders and members, and utilize such events and contacts to cement relationships between the Region and members of these major organizational units.

Region 3 Officers and Executive Committee members should encourage their spouses to participate in IEEE activities at all levels without reimbursement from the IEEE, and should encourage officers at all levels to have their spouses participate similarly. All members' spouses are encouraged to join and participate in the social events.

Conflict of Interest

The policy of the Region shall be consistent with that of the Institute. It is the responsibility of all members to be familiar with the IEEE Policy and Procedures Manual, Section 9.9 that states "... conflict of interest is defined as any situation in which a member's decisions or votes could substantially and directly affect the member's professional, personal, financial or business interests". This policy shall also apply to any non-members who are serving the IEEE in some capacity.

Region Executive Committee and Committee Meeting Minutes

The minutes of the Region 3 Executive Committee Meetings shall be distributed to all Region Executive Committee members as specified in the Region 3 Bylaws and the Region 3 Operations Manual, and the MGA Department, attention: MGA Secretary/Managing Director. The Region 3 Secretary shall maintain the archive of past meetings.

The minutes of the Region Committee Meeting shall be distributed to Region 3 Committee members (as specified by the Region 3 Bylaws) and the Member and Geographic Activities Department, attention: MGA Secretary/Managing Director. The Region 3 Secretary shall maintain the archive of past meetings.

The minutes of any individual meeting of the Region Committee or Executive Committee shall be made available to any IEEE member in good standing on written request to the Region 3 Delegate/Director at a charge to be determined by the Region 3 Secretary. The charge shall cover the cost of reproduction, materials, and distribution.

Asynchronous Voting Policy and Procedures

As authorized by IEEE Bylaw I-300.4 (4) sometimes referred to as the email vote bylaw, Region 3 has adopted the following procedure to be used when action is required on time sensitive issues and a face-to-face or synchronous meeting is not practical.

Prior Discussion

Discussion of the issue may occur either by synchronous or asynchronous means but an opportunity for discussion must have existed. This requirement may be satisfied by many means including but not limited to:

- * Face-to-face discussion at an announced meeting
- * IRC at an announced meeting
- * Teleconference at an announced meeting
- * Asynchronous discussion: email, newsgroup, etc.

where the opportunity to be discussed has been announced by email and, if the discussion is asynchronous, the opportunity for discussion lasts at least one week and one day. The ongoing discussion shall be available to all voters of the group.

The purpose of the prior discussion is to expose all relevant sides of an issue and to have informed voters. The discussion should lead to something that can be voted upon that appears to have a good chance of passing.

Voting

The voting materials will include a note as to how prior discussion occurred. At this time, the voting members will be asked to cast their votes. They may vote YES, NO, ABSTAIN for the motion within seven days. They may also add additional commentary as to why they vote the way they do. During this time, any member may change their vote by sending a new vote and disavowing their old vote. This would allow someone to be swayed by an argument by a 'later' voter. It is not possible to offer an amendment during the voting cycle.

Review of Region Standing Committees

The Operational Audit Committee shall review Region Standing Committees as deemed appropriate by the Committee in consultation with the Region 3 Director. See the Section V's description of the Operational Audit Committee for additional information.

Financial Audit of Region 3 and its Organizational Units

The financial audit of Region 3 and its organization units shall be conducted by IEEE's Audit Department with oversight from the the IEEE Audit Committee.

Region 3 Master Schedule

The Region 3 Delegate/Director is responsible for establishing an annual Calendar of Events for Region 3 activities. These activities are scheduled wherever possible not to conflict with Institute major board meetings and other Member and Geographic Board activities. Shown is the "Region 3 Master Schedule". The Master Schedule is based on typical Region 3 activities and should be used for reference only. Seasonal notation for Calendar Year (CY) meetings (i.e., winter, Quarter 1(January, February, March); spring, Quarter 2 (April, May, June) etc.) are at the discretion of the Region 3 Delegate /Director. Region 3 scheduled activities are not shown for the

Delegate/Director-Elect. The Delegate/Director-Elect is the "Executive Assistant" to the Region 3 Delegate/Director in the internal management of the Region; therefore, the Delegate/Director-Elect's responsibilities vary. The first column in the R 3 Master Schedule identifies the person (officer or committee Chair) or committee responsible for performing the activities provided in column two arranged month by month in even and odd years. In the first column sometimes just the name of the committee is provided without the word committee added. In these instances it is assumed that all members of the committee are responsible (with the committee chair providing leadership) for the activities indicated.

Region 3 Master Schedule

ODD YEAR: (election year)

DECEMBER

Outgoing Delegate/Director

- Notify all committee & officers appointments of term completion
- All committee./officer records transferred to incoming chairs/officers
- All committee/officer records copied to Archive Management
- Approve expense vouchers, send approved vouchers to Treasurer

Outgoing Treasurer

- Prepare Annual Report for outgoing Del/Director's signature
- Transfer financial records to incoming Treasurer
- Process expense vouchers per Region travel policy

Incoming Delegate/Director

- Work with N&A to develop list of appointments for next year

Awards & Recognition

- Professional member ARC nominations deadline

EVEN YEAR:

JANUARY

Outgoing Treasurer

- Forward Annual Geo. Unit Financial Rpt. to outgoing Del/Director
- Prepare the IEEE-USA Professional Development Funds Rpt.
- Send Professional Development Funds Rpt. to outgoing PAC Chair for signature

Outgoing Delegate/Director

- Sign Annual Rpt., send to the IEEE Operational Ctr. by Feb. 1st
- Sign Professional Development Funds Rpt., send to Washington Office by Jan. 15th

Outgoing PAC Chair

- Forward signed Professional Development Funds Rpt. to outgoing Del/Director

Delegate/Director

- Confirm Region appointments as defined in the Region 3 Bylaws
- Review financial records
- Define annual Calendar of Events
- Schedule Winter ExCom mtg. & send agenda to Secretary
- Schedule ExCom & Annual Region Committee meetings

Secretary

- Submit Region 3 Roster to the IEEE Operations Center
- Mail winter ExCom meeting notice & agenda
- Provide email alias to ExCom and ad hoc committee members

Treasurer

ExCom Members

- Request total annual Institute Allocation from the Operations Ctr.
- Submit photograph to Newsletter Editor
- Prepare materials for IEEE Audit

Finance Committee

- Prepare preliminary Region budget (see Nov. Odd Year)

Section Support

- Facilitate Region upgrade initiatives

Newsletter Editor

- Publish Newsletter (4-6 weeks prior to winter ExCom mtg.)

Nominations & Appointment

- Draft "Call for Nominations"

Student Activities

- Deadline for Larry K. Wilson Regional Student Activities award

Area/Area-Councils

- Verify Sections have satisfied Institute reporting requirements

FEBRUARY

Delegate/Director

- Winter ExCom mtg.
- Identify Activities for Operational Audit Committee
- Approve expense vouchers, send approved vouchers to Treasurer
- Notify award recipients

Secretary

- ExCom minutes to Member and Geographic Activities Dept. & Region Archive
- Issue N & A "Call for Nominations"
- Issue March/April ExCom & R-3 Committee. mtg. notice and agenda

Treasurer

- Receipt of first half of IEEE-USA Professional Development Funds allotment
- Process expense vouchers per Region travel policy
- Meeting in conjunction with winter ExCom meeting

ExCom Members

- Submit expense vouchers in accordance with travel policy
- Standing committee staffing complete
- Submit newsletter articles for spring (SoutheastCon) edition

Awards & Recognition

- Submit years award recipients to ExCom for approval
- Have award recipients plaques made

Region committees

- Meet prior to winter ExCom meeting

Operational Audit

- Notify Chairs of Region Committees and activities to be reviewed

Student Act. Committee

- Nom. deadline for Outstanding Counselor & Advisor award
- Deadline for Student Paper Contest entries

MARCH

Treasurer

- Receive Institute Allocation

ExCom

- Support Southcon

Newsletter Editor

- Publish Newsletter (3-4 weeks prior to SoutheastCon)

Student Activities

- Nominations deadline for Exemplary Student Branch Award

MARCH OR APRIL BASED ON SOUTHEASTCON DATE

Delegate/Director

- ExCom & Region Committee meetings
- Awards presentation at SoutheastCon
- Approve expense vouchers, send approved vouchers to Treasurer

Secretary

- Mail ExCom & Region Committee meeting minutes

Treasurer

- Process expense vouchers per Region travel policy

ExCom Members

- Submit expense vouchers in accordance with Region travel policy

Region committees

- Plan meetings in conjunction with Region Committee as approved by Region Director

Awards & Recognition

- Awards presentation at SoutheastCon

Conference

- Solicit invitations from sections for Annual Conference (SoutheastCon)
- Information available for next SoutheastCon at current SoutheastCon

Section Support

- Institute member retention and recovery initiatives

Student Activities

- Annual Student Conference
- Draft and distribute next year's rules for student Hardware Contest
- SAC meeting in conjunction with Annual meeting
- Branch Chair Workshop at Annual meeting
- Branch Counselor's Workshop

Area/Area-Council

- Meetings in conjunction with Region Committee Meeting

Region Committee members

- Submit expense forms in accordance with Region travel policy
- Facilitate the Financial Audit of the Region 3 Financial Records.

MAY

Student Activities

- Annual Report on Activities to Operations Center

JUNE

JULY

AUGUST

Delegate/Director

- PAC budget approval (or earlier) for PACE Workshop

SEPTEMBER

Delegate/Director

- Schedule fall ExCom meeting

Secretary

- Mail ExCom meeting notice & agenda

ExCom Members

- Submit articles to Newsletter Editor

Awards & Recognition

- Issue "Call for awards nomination"

Member Activities

- Communicate recruitment programs to membership

OCTOBER

NOVEMBER

Delegate/Director

- ExCom meeting
- Schedule (tentative date & location) winter ExCom meeting
- Approve expense vouchers, send approved vouchers to Treasurer

Secretary

- Mail ExCom meeting minutes

Treasurer

ExCom Members

- Preliminary budget (next calendar year) to Finance Committee.
- Submit expense vouchers in accordance with travel policy

Region committees

- Meeting prior to fall ExCom meeting

Finance Committee

- Submit Preliminary budget to ExCom

Newsletter Editor

- Publish Newsletter prior to fall ExCom meeting

Nominations & Appointments

- Region officer slate to ExCom

Operational Audit

- Final Report on reviewed committee(s) to Del/Director & reviewed entity/activity
- If reviewed by Operational Audit , respond to Final Report at ExCom

DECEMBER

Delegate/Director

- Notify all committee & officers appointments of term completion
- All committee/officer records transferred to incoming chairs/officers
- Committee & officers appointments
- Finalize winter ExCom mtg. & send agenda to Secretary
- Appoint Tellers Committee to support N & A process

Secretary

- Poll Region 3 Committee. For endorsement of approved N & A slate

Treasurer

- Process expense vouchers per Region travel policy
- Prepare the IEEE-USA Professional Development Funds Report

ExCom Members

- Submit articles to Newsletter Editor (third edition is typically optional)

Awards & Recognition

- Professional member ARC nominations deadline

ODD YEAR: (election year)

JANUARY

Delegate/Director

- Sign Annual Geographic Unit Financial Report, forward to the IEEE Operations Center by Feb. 1st
- Sign IEEE-USA Professional Development Funds Report, send to Washington Office by January 15th
- Region appointments as defined in the Region 3 Bylaws

- Define Annual Calendar of Events
- Identify activities for Operational Audit
- Schedule ExCom & Annual Region Committee meetings

Secretary

- Submit Region 3 Roster to the IEEE Operations Center
- Mail winter ExCom meeting notice & agenda

Treasurer

- Prepare Annual Geo. Unit Fin. Rpt. for Delegate/Director signature
- Send IEEE-USA Professional Development Funds Rpt. to PAOC Chair for signature

Member Engagement and Life Cycle

- Facilitate Region upgrade initiatives

Newsletter Editor

- Publish Newsletter (third edition is typically optional)

Professional Act.

- Forward signed IEEE-USA Professional Development Funds Rpt. to Del/Director

Student Activities Committee

- Deadline for Larry K. Wilson Regional Student Activities award

Area/Area-Councils

- Verify Sections have satisfied Institute reporting requirements

FEBRUARY

Delegate/Director

- Winter ExCom meeting
- Approve expense vouchers, send approved vouchers to Treasurer
- Notify award recipients
- Submit Region 3 slate of officer candidates to IEEE Headquarters

Secretary

- ExCom minutes to Member and Geographic Activities Dept. & Archive Mgmt.
- Issue March/April ExCom & R-3 Committee. mtg. notice and agenda

Treasurer

- Receipt of IEEE-USA Professional Development Funds allotment
- Process expense vouchers per Region travel policy

ExCom Members

- Submit expense vouchers in accordance with travel policy
- Submit newsletter articles for spring (SoutheastCon) edition

Awards & Recognition

- Submit years award recipients to ExCom for approval

- Meeting in conjunction with winter ExCom meeting
- Have award recipients plaques made

Region committees

- Meet prior to winter ExCom meeting

Leadership Dev. Training

- Standing committee chair & vice chair training session

Operational Audit Committee

- Notify Chairs of entities and activities to be reviewed

Student Activities

- Nom. deadline for Outstanding Counselor & Advisor awards
- Deadline for Student Paper Contest entries

FEBRUARY

Delegate/Director

- Region Election deadline (IEEE Bylaws)

Treasurer

- Receive Institute Allocation

Newsletter Editor

- Publish Newsletter (3-4 weeks prior to SoutheastCon)

Student Activities

- Nominations deadline for Exemplary Student Branch Award

MARCH OR APRIL BASED ON SOUTHEASTCON DATE

Delegate/Director

- ExCom & Region 3 Committee meetings
- Approve expense vouchers, send approved vouchers to Treasurer
- Awards presentation at SoutheastCon

Secretary

- Mail ExCom & Region Committee meeting minutes

Treasurer

- Process expense vouchers per Region travel policy

ExCom Members

- Submit expense vouchers in accordance with Region travel policy

Awards & Recognition

- Awards presentation at SoutheastCon

Region committees

- Plan meetings in conjunction with Region 3 Committee Meeting as approved by Region Director

Conference

- Solicit invitations from sections for Annual Conference (SoutheastCon)
- Meeting in conjunction with Region 3 Committee Meeting
- Information available for next SoutheastCon at current SoutheastCon

Educational Activities

- Meeting in conjunction with Region 3 Committee Meeting

Leadership Dev. Training

- Region officers training workshop at SoutheastCon

Section Support

- Institute member retention and recovery initiatives

Student Activities

- Annual student conference
- Draft next year's rules for student Hardware Contest
- SAC meeting in conjunction with Annual meeting
- Branch Chair Workshop at Annual meeting

Student Activities (Cont.)

- Branch Counselor's Workshop

Area/Area-Council

- Meetings in conjunction with Region 3 Committee meeting

Region 3 Committee members

Audit Committee

- Submit expense vouchers in accordance with Region travel policy
- Conduct a Financial Audit of the Region 3 Financial Records and prepare a report for the Director

MAY

Student Activities

- Annual Report on Activities to Operations Center

JUNE

JULY

PAOC

- Letter of invitation to PACE Rep's for Professional Activities Conf.

AUGUST

Delegate/Director

- PAOC budget approval (or earlier) for PACE Workshop

SEPTEMBER

Delegate/Director

- Schedule fall ExCom meeting

Secretary

- Mail fall ExCom meeting notice & agenda

ExCom Members

- Submit articles to Newsletter Editor

Awards & Recognition

- Issue "Call for awards nomination"

Professional Act. Operation

- Support IEEE-USA PACE Workshop

Member Engagement and Life Cycle

- Communicate recruitment programs to membership

OCTOBER

NOVEMBER

Delegate/Director

- ExCom meeting
- Recognize ExCom & ad hoc committee chairs for service rendered
- Approve expense vouchers, send approved vouchers to Treasurer

Secretary

- Mail ExCom meeting minutes

Treasurer

- Preliminary budget (next calendar year) to Finance Committee.

ExCom members

- Submit expense vouchers in accordance with travel policy

Region committees

- Meet prior to fall ExCom meeting

Finance Committee

- Submit Preliminary budget to ExCom

Newsletter Editor

- Publish Newsletter prior to fall ExCom meeting

Nominations & Appointments

- Region officer slate to ExCom

Operational Audit

- Final Report on reviewed committee(s) and activities to Del/Director & ExCom

Activity or Committee

- If reviewed by Operational Audit, respond to Final Report at ExCom

DECEMBER

Outgoing Delegate/Director

- Notify all committee & officers appointments of term completion
- All committee./officer records transferred to incoming chairs/officers

Outgoing Treasurer

- Prepare Annual Report for outgoing Del/Director's signature
- Process expense vouchers per Region travel policy
- Transfer financial records to incoming Treasurer

Incoming Delegate/Director

- Work with N & A to develop list of appointments for next year

Awards & Recognition

- Professional member ARC nominations deadline

III. FINANCE

Responsibility

Region 3 finances are primarily under the management of the Treasurer. The responsibilities of the Treasurer are outlined in the Region 3 Bylaws, Article IV: Finances. The Region 3 Treasurer shall prepare the budget with the assistance of the Finance Committee (see Article IV: Section 2) and shall be responsible for the receipt, deposition and recording of all monies in the name of the Region. The Treasurer shall make only such disbursements as approved by the Region 3 Delegate/Director or the Region 3 Executive Committee. The Treasurer shall make such financial reports as may be required by IEEE Bylaws and/or Federal and State laws.

An indispensable reference for the Treasurer is the "Financial Operations Guide for Geographical Units", published by the Institute. The Treasurer should obtain a current copy for use.

Additional duties are acquired by custom and by delegation from the Region 3 Delegate/Director. The defined and additional duties are elaborated in the following paragraphs:

The Region Budget

Prudent financial management requires a carefully prepared budget and control of financial operations within the approved budget. The Executive Committee will publish an explicit written statement of the disbursement authority of the Treasurer so that clear guidelines are understood by the entire leadership of the Region.

The Region 3 Treasurer, as Chair of the Region 3 Finance Committee, (see Section V Finance Committee) should prepare a budget proposal for the forthcoming year, and present it at the last Region 3 Executive Committee meeting of the year for adoption and "recommendation to the next year's Region 3 Executive Committee". Since there is normally a substantial change in composition of the Region 3 Executive Committee each year, it is appropriate that the "recommended" budget be presented again at the first Region 3 Executive Committee meeting of the next year with any refinements needed due to new or improved data. Adoption by the Region Executive Committee at the first meeting will provide the financial guide for that year's financial operation.

Accounts are set up to closely follow the current IEEE Annual Geographic Unit Financial Report form to make reporting easier.

Region Reserves

Region 3 reserves should be adequate but not excessive. The Region reserves should be sufficient to cover the costs of the next Region 3 Student Conference and Annual Technical Conference (SoutheastCon) in case of cancellation or other unforeseen disaster. Region 3 shall maintain two types of reserve funds, General and Designated.

General Reserves. Uncommitted funds-reserve funds which are reported as a financial asset with "no offsetting" financial liability. Typical General Reserve sources are conference income, and Region allocation. The Region 3 General Reserve should be maintained between thirty-five percent and fifty percent of the average of Region 3 actual expenses in the prior four years or previous two Region 3 Delegate/Director terms. If the General Reserves become disproportionately large, systematic steps should be taken to increase the level of activity to serve the best interests and needs of the members within the Region. Refer to the MGA Operations Manual, Section 9.1.G. for further guidance.

Designated Reserves. Funds set apart for a specific purpose as designated by the Region 3 Delegate /Director, and the Region 3 Executive Committee or the Finance Committee with the concurrence of the Region 3 Delegate/Director. Examples of Designated Reserves are conference reserve, Sections Congress funds, and carried over Special Projects.

The Region 3 conference reserve, part of the Region 3 Conference Committee budget, is funded from surplus funds, which result from sponsorship of Region 3 conferences. This Designated Reserve fund has a cap of \$100,000.00, above which the funds revert to the Region 3 General Reserve.

Region Travel Policy

At the first meeting of each year the Region 3 Executive Committee shall establish a policy for travel and reimbursement for professional members and (separately) for student activities. The Professional Travel Policy should encourage attendance at Region 3 activities without allowing excessive expenditure of Region 3 funds. The Region 3 Student Travel Policy should provide support rather than complete funding of travel and other expenses for student activities.

The travel policies must be thoroughly analyzed by the Treasurer to determine that no provisions will allow an unwarranted or unexpected drain on Region funds. The Region 3 Regional Student Activities Chair (RSAC) shall provide a preliminary budget to the Region 3 Finance Committee based on the approved Student Travel Policy. The Region 3 Student Activities Chair is responsible for budgeting, monitoring student expenses and approving expense vouchers prior to submitting expense vouchers to the Region 3 Delegate/Director. The Region 3 Delegate/Director directly approves all other expenses. Student expenses will be submitted on the Region 3 "Student Expense Voucher", and have the correct approval signatures. The Treasurer is responsible for monitoring all expenses to assure the Student Activities budget is a balanced budget and Region reserves are not depleted.

Establishing Bank Accounts

The primary operating bank account is the IEEE Concentration Banking (CB) Account established by the IEEE Financial Operations staff. New signature cards are necessary when there is a change of personnel in the offices of Region 3 Delegate/Director and Treasurer. Only one signature is required on the Region 3 checks. Both the Delegate/Director and the Treasurer are each authorized to sign checks even though it is expected that the Treasurer will be the usual signature barring incapacity. The IEEE Staff Director of Financial Services is also an approved signature in accordance with the IEEE operating procedure.

It is strongly recommended that all IEEE Units use the IEEE Concentration Banking Accounts for all checking accounts. However, an interest bearing checking account may be established at a bank that is convenient to the Treasurer. The Region Treasurer should investigate available competitive bank accounts, paying special attention to service charges, prevailing interest rates, minimum balances and other account requirements that would reduce Region 3 year-end general and accounting expenses. It would also be advantageous for the selected bank to have local branches where the bank account co-signers are located, which would simplify banking transactions if a vacancy occurred in the office of the Treasurer. It is customary to require only one signature on checks.

In accordance with IEEE Policy 11.3.3, the signature of the Staff Director - Financial Services or his designee is required on all bank account signature cards. It is Region 3 policy to have at least three signatures approved and on file at the bank; the Region 3 Treasurer, the IEEE Staff Director - Financial Services, and the Region 3 Delegate/Director and/or the Region 3 Delegate/ Director-Elect. To obtain the Staff Director - Financial Services signature the bank account signature

card(s) should be sent to: Administrator, Office Operations; Financial Services, IEEE; 445 Hoes Lane, P.O. Box 1331, Piscataway, NJ 08855-1331.

A concentration banking (CB) card is a credit card with debit features that can be used by IEEE units that have a CB account. The card is a MasterCard issued by JPMorganChase and can be used wherever MasterCard is accepted. The purpose of the card is to create a more efficient cost effective solution to the current traditional method of purchasing goods and services. Card will be issued in the name of the individual requesting the card and will also list the IEEE unit name. Expiration of the card account will occur every three years or when the officer's term expires, whichever comes first. To apply for a CB card, contact the Card Program Administrator at pcard-admin@ieee.org for an application.

Banks will require a Taxpayer Identification Number for all interest bearing accounts. The Federal Taxpayer Identification Number for Region 3 is 13-1656633. .

The Region normally has some reserve funds which should be invested in interest bearing accounts. The Region has found it most convenient to deposit these funds with the IEEE Investment Program because professional investment management is provided by the IEEE.

Timely Collection of Funds Due the Region

Prudent financial management requires the timely collection of funds due the Region.

Institute Allocation. The primary source of Region 3 funding is the allocation provided by the Institute. The allocation is budgeted by the Institute, and the amount is accurately known at the time the Region budget is prepared. A prerequisite to issuing the rebate is filing of the prior year's IEEE Annual Geographic Unit Financial Report which is the responsibility of the Treasurer.

Project Funding. The Member and Geographic Activities Board provides funds for approved Special Projects. The amount obtained by Region 3 is determined by the amount requested, by the evaluation of the quality of the project proposals submitted, and by the aggressiveness and timeliness of the Region 3 Delegate/Director in pursuing approval by the Vice President for Member Geographic Activities. Additional project funds are available to Region entities from Region 3 funds derived from conference surplus and/or Region 3 allocations and from other IEEE major boards. Special Projects originating from Region entities should be partially supported (cost shared) by the sponsoring entity and by each entity level having approval authority over the Special Project. For example, a special project originated by a Section should involve Area/Area-Council and Region funding participation.

IEEE-USA Funding. IEEE-USA Professional Development Funds are provided to support all IEEE-USA projects and activities. The IEEE-USA budgets an allocated amount for each Region (1-6), the amount is known at the time the Region 3 budget is prepared, so it is possible to accurately forecast this amount. The Professional Development Funds IEEE-USA Budget allocations are based on 1/3 by population, 1/3 by number of Sections plus 1/3 equally (Regions 1-6). Actual funds are made available upon receipt of acceptable validation of the prior 12 months expenditures in accordance with the IEEE-USA Operations Manual. In previous years, if the Region failed to spend the prior year's IEEE-USA Support (Professional Development) Funds, the under-expenditure would be deducted from the current year's allocation. The Treasurer can provide a valuable service to the Region by ensuring that all expenses that are properly assigned to IEEE-USA are so assigned and by keeping the Professional Activities Committee (PAC) Chair and the Region 3 Delegate/Director apprised of the status of this account. Otherwise, the Region could lose funds since any expenses not properly assigned and paid for with IEEE-USA funds must be paid from other Region 3 funds. None of the Professional Development Funds may be used to support a newsletter unless the total newsletter or that allocated portion for which support is sought is devoted to professional development. Funds cannot be used for travel outside the United States. A maximum of twenty-five percent (25%) of the Regional allocation may be used

for attending the IEEE-USA annual meeting.

Conference Income. Conference income has been highly variable and somewhat unpredictable. SoutheastCon financial outcome can vary from a modest surplus to a modest loss. Conservative budgeting for this item is recommended. A forecast from the Conference Committee Chair or the Conference General Chair should be obtained as a first order estimate of expectations. After the conference, follow-up with the Conference General Chair is recommended to recover first any funds that the Region advanced the conference. The IEEE Policy and Procedures Manual, Policy 10. 1.9, states, "Surplus is to be distributed within 6 months of the conference".

After the closing of the conference financial records, a distribution of the surplus or funding of the conference deficit, should be expected during the fourth quarter of the calendar year.

Southcon can be a major income producer, and an estimate from the Region's two (2) representatives (refer to Section V. Conferences) for the Southcon Board of Directors is a good basis for budgeting this item. Distribution of the surplus is made at the direction of the Southcon Board of Directors.

Interest Income. With sound financial management, some interest income should be earned every year. An interest bearing checking account can produce a modest income, and investment of the Region's reserves can earn more. The current value of the Region 3 investment Account is reported to the Treasurer monthly by the IEEE Financial Operations Center. Any earnings on the investments are automatically reinvested for the benefit of Region 3 members. If the monthly report is not received, the Treasurer should make appropriate inquiries to the Financial Operations Center.

Awards. The Region normally makes cash awards to the top three winners of the Student Paper Contest. Awards of \$800.00, \$500.00, and \$200.00, for a total of \$1,500.00, are standard. The IEEE Operations Center, Member and Geographic Activities Department, Student Activities Manager will refund, from the Life Member Fund, up to this maximum amount upon receipt of a letter request giving the names of the winners, their IEEE membership numbers, social security numbers, and the amount of their awards. The Treasurer should send this letter request immediately after the awards are made.

Contingency Funds. Should a financial crisis develop in the Region, there may be funds available from the Institute to help. Obtaining such funds will depend primarily on the Region 3 Delegate/Director presenting the Region's case to the Vice President, Member and Geographic Activities and on the merits of our case.

Section Support via Region (SSVR) Funds. The Region 3 Delegate/Director has at his/her discretion a MGA annual fund which is used to support Sections having financial difficulties which are significantly impacting or preventing normal Section operation. Region entities requiring financial assistance should send a letter to the Region Delegate/Director requesting such support, specifying the level of financial support (typically \$500), and using the key words, "*cannot continue operation at previous level*". Region 3 set a precedent in 1988 of funding Area/Area-Councils from the SSVR funds, using the same written procedures as for Sections.

Payment of Region Obligations

Disbursements of Region 3 funds are made with the approval of the Region 3 Delegate/Director and within the constraints of the approved budget.

Expense Vouchers. Volunteers who expend their own funds on approved Region business deserve prompt reimbursement of these expenses. The Region 3 Delegate/Director should review all vouchers for consistency with the approved Region 3 Professional Travel Policy and for

proper documentation (with receipts) and approve for payment the reimbursable expenses. The Treasurer should promptly pay these approved vouchers. The Region Delegate/Director may make notations on the vouchers of desired account allocations or the Treasurer may assign accounts based on the purpose of the expenditure. The heaviest workload of the Treasurer will occur in the two months immediately following the annual Region Committee Meeting, and time should be allocated to promptly handle the large number of vouchers that come in at that time. Region 3 policy states expense vouchers should be submitted to the Region 3 Delegate/Director "within 30 days of incurred expenses". The Delegate/Director will forward approved vouchers to the Treasurer for prompt disbursement".

Conferences. The Region may provide advances to conferences from the Conference Committee reserve fund. Careful records should be kept of the amount and the expected repayment time. Since there may be a change in Treasurers between disbursement and collection, the records should be conspicuous enough to allow follow-up by the subsequent Treasurer. Consideration should be given to allowing the Region to share in the surplus of the conferences for which advances are made due to foregoing interest income on the money advanced.

Special Projects. Some projects will require advances because of the size and nature of the expenses to be incurred. The Region requires thorough reports of the use of all funds advanced and the results obtained.

Financial Records and Reports

Accurate records of income and expenses are essential to good management and in preparing the required reports. Although handwritten ledgers are adequate, a MGA Department supplied financial software package, is owned by the Region. The Region 3 Treasurer should utilize the financial software package or an equivalent software program of his choice for both internal reporting and the Institutes external reporting requirements.

Balance Sheet Accounts. Balance sheet accounts should be developed to suit the needs and convenience of the Region 3 Delegate/Director and the Region Finance Committee. The financial software package supplied by the MGA Department can readily produce asset, liabilities, and capital accounts that facilitate the preparation of the IEEE Annual Geographic Unit Financial Report required by the Institute.

Financial Operations Report. The Treasurer should present a "Financial Operations Report" at every meeting of the Region 3 Executive Committee and Region Committee. The same report will be useful to the Region 3 Delegate/Director, Region 3 Delegate/Director-Elect, and the various committee chairs in the monitoring and guiding of the projects and activities of the Region entities. No standard template exists for the Region 3 Financial Operations Report.

Annual Report to the Institute. The Treasurer should submit the IEEE Annual Geographic Unit Financial Report, Form L-50 in a timely manner to both the outgoing and incoming Region 3 Delegate/Directors for review, approval, and signature. The approved L-50 shall be forwarded to the IEEE Operations Center, Staff Director - Financial Services by the established deadline date.

Forms and instructions necessary to complete the financial report are updated and available on the web in December each year. Go to www.ieee.org/scsreports, and select the link for "Financial Report."

IEEE-USA Professional Development Funds Reports. The Treasurer should prepare a year-end report of PAOC expenditures which should be submitted to the Region 3 Delegate/Director, and the Chair of the Region 3 Professional Activities Operation Committee for approval. Once approved it should be sent no later than January 15th annually, to the Manager, Professional

Activities Council for Engineers in the Washington office. The annual Region IEEE-USA Professional Development Funds will not be released until this report is submitted.

Audit. The financial records of the Region shall be reviewed annually by the Region 3 Audit Committee (Section V.) which is appointed by the incoming Region 3 Delegate/Director. Records and accounts should be reviewed for accuracy and thoroughness. Emphasis should be on confirmation that the assets of the Region are known and correctly stated and the disbursements have been made in accordance with the approved procedures. The Audit Committee may recommend changes in the procedures and records to improve the operations of the Region.

IV. ANNUAL COMMUNICATIONS AND REPORTS

Function

The Region must satisfy Institute reporting requirements to be eligible for the Region 3 Allocation and IEEE-USA Professional Development Funds. The Region should submit to the IEEE Member and Geographic Activities Department timely reports for meetings and endeavor to keep current the "IEEE Organizational Roster Part III, Geographical Organization, Region 3-Southeastern USA". The Region 3 Delegate/Director is obligated to submit written reports to the Vice President - MGA in support of MGA Board meetings.

Reports

Financial Report, Form L-50 (IEEE Annual Geographic Unit Financial Report). This report must be filled out in accordance with the IEEE "Financial Operations Guide for Geographical Units", must summarize the prior year's financial activity, and must be submitted no later than the date set by Financial Services,

The IEEE Annual Geographic Unit Financial Report will be acknowledged by the IEEE Finance Department when received by return of the acknowledgment email. The financial software report and accompanying data must contain the signatures of the Region 3 Delegate/Director, Treasurer and the signature of the Staff Director, Financial Services.

Financial Report, IEEE-USA Regional Professional Activities Professional Development Funds. This report must be submitted no later than January 15th of the current year. The Chair of the Region 3 Professional Activities Operation Committee has the principal responsibility for budget administration with concurrence of the Region 3 Delegate/Director. Overruns in the IEEE-USA Support Fund budget are funded by Region 3. Under-runs in budget may result in reduced IEEE-USA Professional Development Funds to the Region in the subsequent year.

Roster of Officers Officer Confirmation Report. This report must be submitted within 20 days following election or appointments. The preferred method of transmitting the roster is via email (scs-officer-report@ieee.org), but at a minimum a red-line of the Region 3 IEEE Organizational Roster Part III, is acceptable if the Officer Confirmation Report is not available or used. Submit Report to IEEE MGA Department, attention: MGA Secretary/Managing Director-Member and Geographic Activities, 445 Hoes Lane, P.O. Box 1331, Piscataway, NJ 08855-1331, USA .

Meeting Minutes. The Secretary shall submit a copy of all Region 3 Executive Committee and Region 3 Committee Meeting reports to the IEEE Member and Geographic Activities Department, attention: MGAB Secretary/ Managing Director-Member and Geographic Activities, 445 Hoes Lane, P.O. Box 1331, Piscataway, NJ 08855-1331, USA.

Delegate/Director's Report. Formal written reports will be submitted or transmitted via email prior to Member and Geographic Activities Board meetings in accordance with the MGA Operations Manual and agenda schedules. MGA Board meeting schedules are issued by the IEEE Member and Geographic Activities Department.

V. COMMITTEES

The Region 3 Standing Committees and 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).

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 other volunteers to help accomplish their responsibilities as well as be a mentor to their replacements.
7. All Committees are encouraged to submit timely articles of interest to IEEE members to the Newsletter Editor.
8. Each Committee is encouraged to recognize the accomplishment of its own members as such accomplishments are made.
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.

Region 3 - Standing Committees

1. Awards and Recognition
2. Member Activities
3. Conference
4. Finance
5. Section Support
6. Nominations and Appointments
7. Operational Audit
8. Professional Activities
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.

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. The Region 3 Professional Activities Committee Chair shall appoint, with concurrence of the Region 3 Delegate/Director, one member of the ARC so long as this member is from an Area different from the ARC Chair.
3. Then the Region Delegate/Director shall recruit five more candidates who are currently serving or have previously served as Section Chairs in Region 3. These members shall be selected such that no two members of the ARC are from the same Area. The slate of five candidates shall be brought before the Region 3 Executive Committee for approval.
4. 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, and
 - 1.8. Exemplary Section Award.
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.
3. 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. Present to the Executive Committee for approval the proposed awards recipients at the Executive Committee at least 45 days before the Awards Ceremony.
5. Provide pertinent and timely information to the Region 3 Delegate/Director so the recipients can be notified promptly.
6. Support the Region 3 Member Activities Committee in maximizing media exposure for award recipients, including the Region 3 Newsletter. Write an article announcing the winners if needed.

7. 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. Ensure that the Awards Ceremony runs smoothly.
9. Keep current documentation on Region awards and the overall management of the awards operation in the Region. Update and maintain the Region 3 Awards and Recognition Program Manual.
10. 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. 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 honoree's 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.

V.2 MEMBER ACTIVITIES

The Member Activities Committee (MAC) shall support and facilitate the effective, seamless and interactive sharing of information and knowledge with members of Region 3 and others. This committee will also support other activities related to individual members of Region 3.

Members

1. The Member Activities Committee Chair shall be a member and serve as the Region 3 representative to the MGA Section/Chapter Support Committee's Electronic Communications Coordinator Subcommittee and serve as the Region 3 member of the EAB Section Educational Outreach committee.
2. The Newsletter Editor shall be a member.
3. The Webmaster shall be a member.
4. The Information Coordinator (social media) shall be a member.
5. The Fellows Coordinator shall be a member.
6. One past Region 3 Delegate/Director shall be a Mentor.

Responsibilities

1. The MAC shall identify and communicate the personal and professional benefits of active engagement with fellow IEEE members.
2. The MAC shall contribute material, and if requested, present communications information and demonstrations to the Region leadership and members.
3. The MAC Chair shall assist the Region 3 Secretary in maintenance of various email lists used by the Region 3 Committee and the Region 3 Executive Committee.
4. The Newsletter Editor shall publish the IEEE Region 3 Newsletter, on a scheduled basis, in paper and electronic format via the Region 3 website. In doing so, he or she shall
 - 4.1. Develop a schedule annually, based on the Region 3 Calendar of events, listing the dates for article submission, the dates for printing/mailing, audience, and the

- expected date of arrival. At least one version shall be distributed to all members to include those who decline electronic communications in conjunction with SoutheastCon and the Region 3 Annual Meeting.
- 4.2. Attend Region 3 Executive Committee Meetings as a participant without any voting rights.
 - 4.3. Collect input from the Region officers, Standing Committee members, and others as appropriate (e.g., candidates for office).
 - 4.4. Edit all inputs as appropriate, for reasons of space, ease of understanding, and suitability for publication. The Editor will maintain an objective and unbiased position.
 - 4.5. Assemble the collected inputs, and other pertinent items (including, but not limited to, the agenda for the upcoming meeting and the Region 3 Officer Directory), into a printable or viewable document.
 - 4.6. Arrange for the Newsletter to be printed, labeled, and mailed.
 5. The Webmaster shall support the creation and maintenance of web content for Region 3 and its entities. He or she shall have access to post this content on the Region 3 Website. The purpose of the Region 3 Website is (a) to inform the members of events in Region 3, (b) to publicize news of Region 3 personalities, appointments, and awards, (c) to display all current Region 3 manuals, and (d) to support the work of the officers and committees in Region 3.
 6. Information Coordinator shall support the creation and maintenance of social media content for Region 3 and its entities. He or she shall have access to various social media vehicles in the name of Region 3 and shall work closely with the Webmaster. The purpose of the Region 3 social media communications is the same as that of the Region 3 Website.
 7. The Fellows Coordinator shall encourage members to seek the membership level of Fellow.

V.3 CONFERENCE

The Conference Committee (CC) shall facilitate effective and timely conference planning and execution in the Region, especially SoutheastCon.

Membership

1. The CC Chair shall be a member.
2. The CC Vice Chair shall be a member.
3. The Delegate/Director-elect shall be a member.
4. The immediate past CC Chair shall be a member.
5. The Student Activities Chair shall be a member.
6. A past Delegate/Director shall be a member and serve as a mentor.
7. The Present, immediate Past and next two Future SoutheastCon General Chairs shall be members.
8. A member of IEEE Staff dealing with conferences may be a non-voting member.

Responsibilities

The CC shall:

1. Encourage Region 3 organizational units to develop conferences to meet the specialized interests of their members.
2. Solicit invitations from Sections in Region 3 to host SoutheastCon and make recommendations to the Executive Committee about the acceptance of these invitations.

3. Maintain a library of accumulated experience of the Region related to conferences to help ensure the success of future conferences.
4. Periodically review the effectiveness of the conferences sponsored by Region 3 organizational units and make recommendations for improvements.
5. Give assistance in the negotiation of contracts for service. Review, and approve all such contracts where Region 3 might have financial liability over \$5000.00.
6. Maintain the IEEE Region 3 SoutheastCon Manual.

V.4 FINANCE

The Finance Committee (FC) shall assist in the preparation of the Region 3 annual budget and periodically monitor the financial health of Region 3.

Membership

1. The Region 3 Treasurer is the Chair of the Finance Committee.
2. The Region 3 Delegate/Director shall be a member.
3. The immediate past Region 3 Delegate/Director shall be a member. If unable to serve, the Region 3 Delegate/Director shall appoint a past Region 3 Delegate/Director.
4. The Region 3 Delegate/Director-Elect shall be a member.
5. The Region 3 Secretary shall be a member.
6. The Chair of the Region 3 Conference Committee shall be a member.

Responsibilities

The Finance Committee shall:

1. Operate in accordance with the MGA policies and Region 3 Bylaws, Article IV: Finances.
2. Assist the Region 3 Treasurer in preparation of the annual budget.
3. Monitor Region 3 financial performance against budget.
4. Develop short and long range financial projections and plans.
5. Assist Region 3 organizational units in financial matters.
6. Assist the Region 3 Conference Committee in the evaluation of conference budgets.

V.5 SECTION SUPPORT

The Section Support Committee (SSC) shall assist the Sections in as many ways as possible (1) to stimulate the interest of IEEE members, (2) to motivate members to volunteer, (3) to encourage professional and technical growth of all members, (4) to share best practices with other Sections, and (5) to form Engineering Affinity Groups.

Members

1. The SSC Chair shall be a member and shall assist the Region in planning for IEEE Sections Congress and in Section rejuvenation. The chair will also serve as the Region Vitality Coordinator to MGA.
2. The Life Member Coordinator shall be a member.
3. The Young Professional Coordinator shall be a member.
4. The Women in Engineering Coordinator shall be a member.
5. The Senior Member Elevation Coordinator shall be a member.
6. Two Sections Operations Specialists shall be members. (vTools Coordinator. IEEE Systems Support, SAMIEEE, 360 degree, cookbook, etc.)

7. The Project Coordinator shall be a member.
8. The Technical Activities Coordinator shall be a member.
9. One past Region 3 Delegate/Director shall be a Mentor.

Responsibilities

The Section Support Committee shall:

1. Assist in training section volunteers.
2. Provide assistance and support to those Sections and Chapters that are having problems in meeting the requirements to remain active and viable.
3. Assist Sections in the use of collaborative tools and other technologies that support Section and Region activities.
4. Encourage Sections to sponsor member grade elevation programs.
5. Encourage Sections to sponsor programs that support the interest and continued activity of Life Members.
6. Encourage Sections to sponsor projects to facilitate the active involvement of members in IEEE activities.
7. Initiate project experiments with one or more sections to encourage member engagement.
8. Assist sections in developing technical programs for their members and accessing other technical activities in the Institute.

V.6 NOMINATIONS AND APPOINTMENTS

The Nominations and Appointments Committee (N&A) shall solicit nominations and recommend candidates for Region 3 officers, committee chairs, committee members, and IEEE leadership positions.

Members

1. The Nominations and Appointments Committee Chair shall have been a recent Region 3 Delegate/Director.
2. The two most recent past Region 3 Delegate/Directors (not the chair) who are willing to serve shall be members.
3. The Young Professionals Coordinator shall be a member.
4. No potential candidate for Region 3 Delegate/Director Elect can serve on the Nominating Committee.

Responsibilities:

The Nominations and Appointments Committee shall:

1. Produce a list of nominees for the office of Delegate/Director-Elect for submission to the Region 3 Committee in accordance with Article III, Section 5 of the Region 3 Bylaws.
2. Report the approved list of nominees for the office of Delegate/Director-Elect to the IEEE Operations Center by the required deadline.
3. Nominate candidates for all Region 3 Committee Chairs and Members as appropriate and supply these nominations to the Delegate/Director.
4. Solicit potential candidates to be considered by the IEEE Nominations and Appointments Committee and the MGA Nominations and Appointments Committee for service on IEEE Committees and Boards.

Nominations and Appointments Committee Schedule

The N&A Committee Schedule below is provided for committee guidance.

Even Year Schedule

- January: The N&A Committee Chair sends roster, schedule, procedures, applicable bylaws and goals to N&A Committee members.
- February: The N&A Committee Chair issues Call for Nominations for Region Delegate/Director-Elect candidates to Region 3 Committee Members. The description for an IEEE Director, as approved by the IEEE Board of Directors, shall be referenced in the Call for Nominations.
- May: The N&A Committee Chair communicates with N&A members to confirm that the candidates conform to the minimum requirements.
- June: The N&A Committee members engage potential candidates to determine their availability and willingness to serve if elected. Each candidate must submit documents as required by the IEEE Operations Center. These documents are also used by the N&A Committee.
- July: The N&A Committee selects candidates to be submitted to the Region 3 ExCom.
- August: The Region 3 ExCom considers the slate of candidates submitted by the N&A Committee. The ExCom may accept additional nominations from the floor provided that the required documents for each candidate are supplied at that time. The ExCom decides on the number of candidates and the names of those candidates to be submitted to the Region 3 Committee.
- September: The slate of candidates from the ExCom is submitted to the Region 3 Committee for endorsement. If the slate of candidates is rejected, the slate goes back to the N&A Committee and the entire process is repeated.
- December: Turn in final list of candidates to IEEE Operations Center.

Odd Year Schedule (IEEE Election Year for Region 3)

- February: N&A Chair with Delegate/Director's approval submits "Call for Region Volunteers to Serve on the Region 3 ExCom and other Region 3 committees" to the Editor of the Region 3 Newsletter.
- March/April: N&A Chair solicits suggestions from members of the Region 3 ExCom and the Region 3 Committee. N&A will initiate review of candidates for R3 ExCom and standing committees.
- October: Complete the volunteer screening for committee & special assignments.
- November: Recommend appointments to incoming Delegate/Director.

V.7 OPERATIONAL AUDIT

The Operational Audit Committee (OAC) shall determine administrative and management effectiveness by performing operational reviews of other Region 3 Committees.

Members

1. The OAC Chair shall be a member.
2. Four other individuals shall be members. It is suggested that these individuals have experience as Section Chairs, Region 3 Committee Chairs, or Region 3 Officers.
3. No member of the OAC shall be a member of the committee(s) being reviewed.

Responsibilities

The Operational Audit Committee shall:

1. Conduct an operational audit of one or two standing committees each year as designated by the Delegate/Director as described in Section II, Policies and Procedures: Periodic Review of Region Standing Committees.
 - 1.1. The period of time to be considered in the review is the past four to six years.
 - 1.2. The OAC shall delve into the effectiveness, contributions, policies, procedures, actions, composition, budget considerations, and other related aspects of the committee being reviewed.
 - 1.3. The OAC shall provide a written report to the Delegate/Director giving the results of the operational audit of each committee.
2. Conduct an operational audit of another Region 3 entity as designated by the Delegate/Director on an “as required” basis.

Schedule

January: Delegate/Director informs OAC Chair of the committee(s) to be audited.

February: OAC Chair requests information from chair of committee(s) being audited.

May: Chair of committee being audited delivers information to OAC Chair.

August: OAC Chair delivers the preliminary audit report to the chair of the committee(s) being audited.

September: OAC Chair delivers the final audit report to the Delegate/Director.

September: The chair of the committee(s) being audited may deliver a report to the Delegate/Director in response to the audit report.

Review Criteria

Sufficient review criteria flexibility is allowed during the review process to permit focusing on the Charter of the Standing Committee being reviewed. The major sources of information for this review are the Committee minutes and reports that are archived on Region 3 website (<http://ewh.ieee.org/reg/3/excom/meetings/>). Therefore, 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. Sponsorship of Region 3 members for Institute awards and recognition.
6. Special Projects and initiatives.
7. Committee budget with income and expense versus actuals.

Final Report:

The final audit report that is delivered to the Delegate/Director will contain recommendations for the committee being audited. Each recommendation will be action oriented and restricted to one issue. The committee being audited will prepare a response to the review, addressing each recommendation and indicating acceptance, modification, rejection, or need for guidance from the Region 3 Delegate/Director. The report and response will be archived for at least ten years.

V.8 PROFESSIONAL ACTIVITIES

The Professional Activities Committee (PAC) shall assist the region in planning, organizing, implementing, and monitoring professional activities. It shall also encourage Sections to include professional activities in their programs and coordinate Region 3 professional activities with those of IEEE-USA.

Membership

1. The PAC Chair shall be a member and shall also serve as Regional PACE Coordinator in relation to IEEE-USA and serve as the Region 3 Representative to the IEEE-USA PACE Committee. In addition, this individual shall be a corresponding member of the Region 3 SSC.
2. The past PAC Chair shall be a member.
3. The Employment and Career Services Coordinator shall be a member. This individual shall also serve as the Region 3 Representative to the IEEE-USA Employment and Career Services Committee.
4. The Government Activities Coordinator shall be a member. This individual shall also serve as the Region 3 Representative to the IEEE-USA Government Activities Committee to monitor developments in state capitals within the region that could affect the careers of IEEE members and/or the public interest in areas affected by engineering.
5. The Student Professional Awareness Coordinator shall be a member. This person is recommended by the SAC Chair with the concurrence of the PA chair and the Region Director. This individual shall also serve as the Region 3 Representative to the IEEE-USA Student Professional Awareness Committee (SPAC).
6. The STEM Educational Liaison shall be a member. This individual shall serve as the Region 3 Representative to the IEEE-USA K-12 STEM Literacy Committee.
7. One past Region 3 Delegate/Director shall be a Mentor.

Responsibilities

The Professional Activities Committee shall:

1. Encourage and support the sections in ensuring the professional growth of the members at all levels in Region 3.
2. Work with others in the Region 3 ExCom to encourage, develop, and nurture programs that stimulate interest in science, technology, engineering, and math of pre-college students and encourage their later participation in the IEEE.
3. Submit the Professional Development Financial Report as required by IEEE-USA (In conjunction with the Treasurer).
4. Coordinate the work to optimize the effectiveness of the professional activity interface with Region 3 federal, state and local government entities.
5. Encourage student branches to hold events to promote professional awareness.

V.9 STRATEGIC OPERATIONS AND SUPPORT

The Strategic Operations and Support Committee (SOSC) shall assist in Region 3 Activities of a strategic nature.

Membership

1. The Chair of the SOSC shall be a member and shall have been a Delegate/Director.
2. The Vice Chair of the SOSC shall be a member and shall have been a Delegate/Director.
3. The Chair of the Operational Audit Committee shall be a member.
4. All past Region 3 Delegate/Directors and/or past senior officers of the Institute who are willing to serve shall be members.
5. The Director, Director-Elect, Treasurer, and Secretary shall be ex officio members without vote.

Responsibilities

1. Define long-range Goals and Objectives for the Region.
2. Assist Director in planning, conducting, and follow-ups associated with Director's Annual Strategic Planning Retreat
3. Assist Delegate/Director in development of annual "Consolidated Goals & Objectives List".
4. Provide counsel to the Region 3 Executive Committee to minimize problems in the Region operation.
5. Maintain currency of the Region 3 Bylaws and the Region 3 Operations Manual. Process the proposed changes through the required endorsement and approval stages.
6. Assist the Past Director in updating and maintaining the Region 3 History document.
7. Support the Region 3 Mentor Program, assign past Delegate/Directors as "Mentors" (Members- At-Large) to Region 3 standing committee's.
8. Perform such Ad Hoc tasks as may be assigned by the Region 3 Delegate/Director.

Timeline for Region 3 SOSC

<u>Date</u>	<u>Task Description</u>	<u>Action</u>
Jan	New Committee Create new Mentor Assignments Consolidated Goals & Objectives List Development Update Region 3 History Document	Director SOSC SOSC Past Director
Feb	Determination of strategic support for Spring Meeting SOSC Online Meeting after IEEE OU Series	Dir & SOCS SOCS
Mar/Apr	Spring Region Meeting Face-to-face meeting as part of Region Meeting	Dir & SOCS Dir & SOCS
July	SOSC Online Meeting after IEEE OU Series	
Nov	Complete and report Operational Audit results to ExCom	Op Audit Ch
Dec	Director's Annual Strategic Planning Retreat Support meeting and follow-ups	SOSC, others per Director

V.10 STUDENT ACTIVITIES

The Student Activities Committee (SAC) shall coordinate Region 3 student activities and provide advice and support for student activities to IEEE entities.

Membership

1. The SAC Chair shall be a member.
2. The SAC Vice Chair shall be a member.
3. The immediate past SAC Chair shall be a member.
4. The Counselors of all of the IEEE Student Branches within the Region shall be members.
5. A Regional Student Representative (RSR) appointed by the SAC Chair with concurrence of the Region Delegate/Director shall be a member.
6. A Student Professional Awareness Coordinator who will also serve on the Region 3 Professional Activities Committee shall be appointed by the SAC Chair with concurrence of the PA Chair and the Region 3 Delegate/Director. This person shall be a member.
7. One past Region 3 Delegate/Director shall be a Mentor.

Responsibilities

1. Conduct a Region 3 Student Conference each year in conjunction with SoutheastCon. While the majority of the effort is performed by the host Student Branch, the Region 3 Student Activities Committee (SAC) establishes policy and provides assistance for various activities normally part of the conference, including the Student Paper Contest and a Student Hardware Design Contest.
2. Interact with the IEEE MGA Student Activities Committee.
3. Monitor Student Branch activities within the Region and represent student activities concerns to the IEEE.
4. Ensure compliance to the Region's "Student Travel Policy" and provide a preliminary budget, based on the approved Student Travel Policy, to the Region 3 Finance Committee.
5. Develop and administer the student award and recognition programs for sponsorship specifically by the Region. Presently available awards are:
 - 5.1. Exemplary Student Branch Award,
 - 5.2. Outstanding Student Branch Award,
 - 5.3. Student Professional Activities Service,
 - 5.4. Student Paper awards, and
 - 5.5. All student awards at SoutheastCon.
6. Review and revise as appropriate the SoutheastCon Student Conference Manual.
7. Ensure the Annual Student Conference Hardware Design Contest Rules reflect the desired goals of the Region's contest, and are of appropriate specificity and complexity, and are relatively free of ambiguity. Ensure that all of the rules and contest information for SoutheastCon are readily available on the Region 3 website.

Meetings

The Region 3 Student Activities Committee will meet annually at the Region 3 Student Conference held in conjunction with the Region's SoutheastCon Conference. In conjunction with the annual Region 3 Student Activities Committee meeting, there will be a Student Branch Chairs Workshop conducted by the Region 3 Regional Student Representative.

VI. CONFERENCES

Policy

For guidance in scheduling and conducting Technical Conferences, Symposia, and Expositions, reference should be made to the IEEE Policy and Procedures Manual, Section 10 and Region 3 Bylaws, Article VI.

Approval

In accordance with IEEE Policy and Procedures Manual Section 10.1.4, approval must be obtained from the IEEE Executive Committee for all conferences in which (a) exhibits are planned or (b) there is the intention of drawing substantial attendance from outside the geographical area of a single Section or (c) a cooperating organization is sponsoring a meeting coinciding with the IEEE conference and requiring a security clearance for admission.

In accordance with Region 3 Bylaws Article VI, schedules for all such meeting should be coordinated with the Chair of the Region 3 Conference Committee.

Meetings

Sections, Area/Area-Councils are encouraged to hold technical conferences, symposia, workshops, etc., for the benefit of their members. Schedules for all such meetings should be coordinated with the Region 3 Conference Committee.

SoutheastCon: SoutheastCon Technical Conference & Exhibition is held for the technical and professional development of Region 3 members. The Region 3 Student Conference may be held concurrently. SoutheastCon will be moved around the Region to provide the opportunity for all Region 3 entities to serve as hosts or co-hosts.

Sections wishing to host the conference should submit a bid in writing to the Region 3 Delegate/Director, Delegate/Director-Elect, and Conference Committee Chair at least two months prior to a Region 3 Committee Meeting at which action on the invitation is to take place. At each SoutheastCon, the location of the SoutheastCon for at least the third subsequent conference will be determined. Region 3 Bylaw provisions exist for allowing bids beyond the third subsequent conference.

The hosting Section SoutheastCon committee must prepare and submit an acceptable budget by the date specified in the Region 3 Bylaws, i.e., preliminary budget at least 15 months before the meeting date.