

IEEE Region 4 Bylaws

1.0 Preface

These Bylaws are to govern Region 4 of the IEEE. They augment the IEEE Constitution, Bylaws, and Policies and Procedures.

2.0 Name

The name of the organization is IEEE Region 4 and is referred to as Region 4.

3.0 Territory

The territory of Region 4 will be that designated by the IEEE and shall contain those Sections and Subsections specified by the IEEE.

3.1 Region Geographic Areas

Region 4 shall be divided into four Areas, designated as West Small, East Small, Medium and Large.

3.1.1 Sections in Region 4 are assigned to the Areas as follows:

West Small Sections (**under 500 members**): Arrowhead, Cedar Rapids, Central Iowa, Iowa-Illinois, Missouri Slope, Red River Valley, Siouxland, Southern Minnesota, Coulee Subsection

East Small Sections (**under 500 members**): Fort Wayne, Northeastern Michigan, Rock River Valley, Toledo, **West Michigan**

Medium Sections (**501-1,500 members**): Calumet, Madison, **Milwaukee**, Nebraska, Northeastern Wisconsin, ~~West Michigan~~

Large Sections (**over 1,500 members**): Central Illinois, Central Indiana, Chicago, Fox Valley Subsection, Northwest Subsection, ~~Milwaukee~~, Southeastern Michigan, Twin Cities

4.0 Management

The affairs of Region 4 shall be managed by the Region 4 Committee consisting of:

- Thirty (30) voting members designated by the IEEE MGA Operations Manual and
- Eight (8) voting members appointed by the Regional Director.

Although a voting member may hold more than one voting office, he/she shall have only one vote.

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4.1 Voting Members Designated by the IEEE MGA (30)

The Region 4 Director shall serve as the Region 4 Committee Chairperson. The Region Director may vote only to break a tie or when a secret ballot is taken.

- Director-Elect/Vice Chairperson
- Immediate Past Region 4 Director
- Secretary
- Treasurer
- Chairperson Professional Activities Committee
- Chairperson Student Activities Committee
- All 23 Section Chairpersons in Region 4

4.2 Voting Members Appointed by the Region 4 Director (8)

- Area Chairpersons (4)
- Chairperson Educational Activities Committee
- Chairperson Membership Development Committee
- Chairperson Conference Committee
- Chairperson Industry Engagement Committee

4.3 Non Voting Members Appointed by the Region 4 Director

- Sections Congress Coordinator
- Regional Student Representative
- Chairperson Women in Engineering Committee
- Chairperson Young Professionals Committee
- Chairperson Life Members Committee
- Chairperson History Committee
- Chairperson Communications Committee
- Chairperson Awards and Recognition Committee
- Regional Vitality Coordinator
- Regional Chapter Coordinator
- Chairperson Science Kits for Public Libraries Committee (SKPL)
- Region Advisor(s)
- Others as required to assist in the administration of the Region.

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4.4 Executive Committee

Between meetings of the Region 4 Committee, the management of the Region will be entrusted to the Region 4 Executive Committee consisting of the following voting members:

- Region 4 Director as Chairperson
- Immediate Past Region 4 Director
- Vice Chairperson/Director-Elect
- Secretary
- Treasurer
- Chairperson Membership Development Committee
- Chairperson Awards and Recognition Committee
- Chairperson Communications Committee
- Chairperson Professional Activities Committee
- Chairperson Student Activities Committee
- Chairperson Educational Activities Committee
- Chairperson Industry Engagement Committee
- Chairperson Conference Committee
- Area Chairpersons (4)

Other non-voting members appointed by the Region 4 Director, as required, to assist in the administration of the Region's activities:

The Region 4 Executive Committee assumes duties of management as directed by the Region 4 Committee subject to the following limitations:

4.4.1 Overrule

The Region 4 Committee may at any meeting overrule any act or decision of the Region 4 Executive Committee.

4.4.2 Suspend

The Region 4 Committee may suspend at any meeting any power conferred upon the Region 4 Executive Committee.

4.4.3 Budget Approval

The Region 4 Committee is responsible for approving a budget for the Region. An annual budget is prepared and presented to the committee by the Region 4 Treasurer at the annual meeting. The Executive Committee will be involved in the preparation and review prior to presentation to the Region Committee.

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5.0 Election, Appointment and Tenure of the Region 4 Committee, Standing Committees, Ad hoc Committees, Region Advisors and Area Chairpersons

5.1 Elected Members of the Region 4 Committee

The Region 4 Director and the Delegate-Elect/Director-Elect shall be elected in accordance with IEEE Bylaws and as specified in Region 4 Bylaw 8.1. The Delegate-Elect/Director-Elect shall serve as the Region 4 Vice Chairperson during his/her term of office.

The Section Chairpersons shall be elected in accordance with the MGA Operations Manual.

5.2 Appointed Members of the Region 4 Committee, Standing Committees and ad hoc Committees; Region Advisor(s); and Area Chairpersons

Upon succeeding to office, or in case of vacancy, the Region 4 Director shall appoint all non-elected members of the Region 4 Committee, Standing Committees and ad hoc Committees. All appointments by the Region 4 Director terminate at his/her pleasure or term of office.

Chairpersons of all the Standing Committees and designated members shall be appointed by the Region 4 Director except as noted below:

- The Region Director-Elect shall chair the Strategic Planning Committee.
- The Immediate Past Director shall chair the Audit Committee, the Nominations and Appointments Committee and the Bylaws Committee.

The Region Director may appoint ad hoc committees as needed. The terms of all end as defined or at the end of the term of the Region Director that appointed them.

The Region Director may appoint one or more Region Advisors. The terms of all terminate at his/her pleasure or term of office.

The Region Director shall appoint Area Chairpersons. The terms of all terminate at his/her pleasure or term of office.

6.0 Region 4 Committee Meetings

The Region 4 Committee shall meet at least once a year.

The Region 4 Director shall chair all meetings of the Region 4 Committee. In the absence of the Region 4 Director, the Region 4 Director-Elect shall serve as chairperson. In the absence of both, the committee shall select someone from their ranks to chair the meeting.

Region 4 Committee meetings may be conducted face to face, electronically or by conference call. For electronic or conference call meetings, all votes must be by acclamation or roll call. The normal requirements for majority or two-thirds are maintained.

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6.1 Region 4 Executive Committee Meetings

Region 4 Executive Committee meetings shall be conducted at locations determined by the Region 4 Executive Committee.

The Region 4 Executive Committee will meet at the discretion of the Region 4 Director or by a petition signed by five (5) of its voting members. An electronic petition is acceptable.

The current Region 4 Director shall chair all meetings of the Region 4 Executive Committee. In the absence of the Region 4 Director, the Region 4 Director-Elect shall serve as chairperson. In the absence of both, the committee shall select someone from their ranks to chair the meeting.

Region 4 Executive Committee meetings may be face to face, electronically, or by conference call. For electronic or conference call meetings, all votes must be by acclamation or roll call.

7.0 Quorum

7.1 Proxy

Section Chairpersons may vote in person or designate an alternate with power to vote. All other voting members must cast their vote in person.

7.2 Region 4 Committee Quorum

A majority of voting members of the Region Committee and at least one-half of the Sections must be represented at Region 4 Committee meetings to constitute a quorum. In the absence of a Section Chairperson or approved Section Representative, the Region 4 Director may declare a voting member of the Region 4 Executive Committee from that Section to represent that Section.

7.3 Region 4 Executive Committee Quorum

A majority of the voting members of the Region 4 Executive Committee shall constitute a quorum for a Region 4 Executive Committee meeting.

8.0 Region Director and Committees

8.1 Region Director Nomination and Election

The Region 4 Director shall be elected as Delegate-Elect/Director-Elect during the even numbered years and shall assume office on the following 1 January. He/she shall serve a two-year term as Delegate-Elect/Director-Elect followed by a two year term as Delegate/Director without further election followed by a two year term as Immediate Past Director, without further election. In accordance with IEEE Bylaw **I-307**, he/she shall be elected from a slate of not fewer than two nor more than three candidates. The petition process defined by the IEEE Bylaws shall apply to the office of Region 4 Delegate-Elect/Director-Elect.

The Region Director is elected by the full voting membership of the Region.

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8.2 Region 4 Standing and ad hoc Committees, Region Advisor(s)

Committees within the Region shall consist of Standing Committees and ad hoc Committees as necessary to conduct the Region's business. The Standing Committees are: (1) Nominations and Appointments Committee, (2) Membership Development Committee, (3) Professional Activities Committee, (4) Educational Activities Committee, (5) Student Activities Committee, (6) Industry Engagement Committee, (7) Communications Committee, (8) Conference Committee, (9) Awards and Recognition Committee, (10) Strategic Planning Committee, (11) Bylaws Committee, (12) Audit Committee, (13) Women in Engineering Committee, (14) Young Professionals Committee, (15) Life Members Committee, (16) History Committee, (17) SKPL, (18) Climate Change & Sustainability, (19) Special Projects, etc.

Unless reinstated by the incoming Director, all ad hoc Committees expire with the term of the outgoing Director.

All Committees meet at the discretion of the Region 4 Director and the Chairpersons of the respective committees.

8.2.1 Nominations and Appointments Committee

The Committee will meet at the discretion of its Chairperson, the Immediate Past Region Director. The Committee shall:

- Solicit candidates for the Region 4 Delegate-Elect/Director-Elect
- Assist the Region 4 Director in his/her appointments
- Maintain a list of Region members eligible for IEEE offices and committees.
- There shall be a minimum of three members on the committee, including the Chair.
- The Region Nominating Committee shall also be responsible for the annual solicitation within the Region of names of 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.
- A broad call for nominations for candidates for Region Director-Elect shall be distributed within the Region at least 90 days prior to the Region Nominating Committee meeting.
- In accordance with IEEE Bylaws, the slate of candidates must be forwarded to the election staff for submission to the IEEE Board of Directors no later than 15 March.

8.2.2 Membership Development (MD) Committee

This committee consists of the membership development chairpersons appointed by Sections in Region 4. It is chaired by a person appointed by the Region 4 Director who also serves as the Region liaison (non-voting) to the IEEE Membership Development Committee.

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The major duty of this committee is to maintain a healthy rate of growth of IEEE membership in the Region and work with the Sections to meet their assigned MD goals. The committee will encourage membership development to the highest attainable grade.

8.2.3 Professional Activities Committee

The committee shall be chaired by a person appointed by the Region 4 Director. The duty of the committee is to promote professional activities and programs for professional development across the Region. The committee also provides career assistance and increases awareness of the need for career development. They help sections to conduct Career & Professional Development events and raise funding.

Each Area Chairperson is the Professional Activities Chairperson for their area. The Region Professional Activities extends through the Area Professional Activities Chairpersons, to all Sections and Subsection Professional Activities Chairpersons.

Through its Chairperson, the Region Professional Activities Committee recommends to the Region 4 Director the annual budget.

8.2.4 Educational Activities Committee

The committee shall be chaired by a person appointed by the Region 4 Director. The duty of the committee is to maintain the professional competence of the members through programs of continuing education. The Chairperson shall be a member and shall serve as the Region 4 Representative to the Educational Activities Board (EAB) Section Educational Outreach Committee.

8.2.5 Student Activities Committee

This committee shall be composed of all Student Branch Counselors, one Regional Student Representative and a Chairperson appointed by the Region 4 Director. The committee shall promote the professional development of those students in the Region engaged in the study of electrical and electronics engineering and allied branches. It shall aid the Student Branches in the Region, encourage formation of additional Student Branches, and aid the Sections in organizing and implementing programs to enhance student understanding of IEEE activities and services. The committee supervises conduct of annual Region 4 Student events.

Through its Chairperson, the committee recommends to the Region 4 Executive Committee the details of the annual Region 4 budget for Student Activities. The committee also conducts an annual review and updates policy and contest rules for Student Branches/Members related contests sponsored by the Region. The Chairperson and the Regional student representative are members of the Member and Geographic Activities Student Committee.

8.2.6 Industry Engagement Committee

The committee shall be chaired by a person appointed by the Region 4 Director. The

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duty of the committee is to promote and maintain the technical competence of the industry members through technical programs or other events sponsored or endorsed by IEEE, Region 4, Sections, Subsections and Chapters.

8.2.7 Communications Committee

The committee shall be chaired by a person appointed by the Region 4 Director. The duty of the committee is to promote and maintain timely communication of information from IEEE and Region 4 to Sections, Subsections and Members in Region 4. Maintenance of the Region 4 website is one function of this committee.

8.2.8 Conference Committee

This Committee coordinates and assists Sections, Subsections and Society Chapters in promoting and holding symposiums, workshops and conferences throughout Region 4. It is chaired by a person appointed by the Region 4 Director. The committee shall monitor the conferences, symposia, workshops, etc., and request financial support from the Region or elsewhere, for these conferences, symposia or workshops as may be necessary to guarantee the continuance of activities.

8.2.9 Awards and Recognition Committee

This committee consists of the Chairperson, appointed by the Region 4 Director, and the four Area Chairpersons, the Director-Elect and the Immediate Past Director. The Chairperson will serve as a corresponding member of the Member and Geographic Activities - Awards and Recognition Committee and a member of the IEEE-USA Awards and Recognition Committee.

This committee shall identify and nominate worthy candidates from Region 4 for IEEE major annual awards, IEEE Technical Field Awards, and MGA and IEEE-USA Awards. In addition, it is responsible for administering the Region 4 Awards Program.

8.2.10 Strategic Planning Committee (SPC)

The Strategic Planning Committee shall be responsible for developing plans and policies and goals for Region 4 consistent with the IEEE Strategic Plan while taking into account the needs of Region 4 members, internal developments within IEEE, and trends in the external environment. The Committee shall solicit input from the Region 4 officers, and Area Chairs. The Committee shall prepare goals, initiatives, and programs for the consideration of the Region 4 Committee.

The Committee shall consist of the Chairperson (Region Director-Elect), the Director, the Past Directors, the four Area Chairs, Secretary, Treasurer, Member(s) at Large (not a member of the Region 4 Committee).

8.2.11 Bylaws Committee

This committee shall be appointed by the Regional Director. This committee shall

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annually review the Bylaws as well as the Bylaws and related documents for all Sections in Region 4, as applicable. The Immediate Past Director shall serve as Chairperson.

8.2.12 Audit Committee

An Audit Committee shall be appointed by the Region 4 Director. It is chaired by the Immediate Past Director. At the close of each calendar year, the Audit Committee will review the Region 4 financial records for adequacy and correctness. This review includes the Region 4 report to IEEE MGA Department. The committee will meet at the discretion of its Chairperson.

8.2.13 Women in Engineering (WIE) Committee

The Women in Engineering Committee Chair is appointed by the Region 4 Director. This committee consists of 1 representative from each section appointed by their respective section. Additionally, Women in Engineering members appointed by the Region 4 Women in Engineering Committee Chair can be members of the committee. The principal focus of this committee is to promote activities of interest to women engineers and actively encourage young women or female students to pursue a career in engineering. The chair of this committee also serves as a liaison (non-voting) member of the IEEE Women in Engineering Committee.

8.2.14 Young Professionals (YP) Committee

The Region 4 Young Professional Committee Chair is appointed by the Region 4 Director. This committee consists of 1 representative from each section appointed by their respective section. Additionally, Young Professionals appointed by the Region 4 Young Professional Committee Chair can be members of the committee. The principal focus of this committee is to promote activities of interest to young professionals and actively encourage student members to retain their IEEE membership and become involved with volunteer activities following graduation. The chair of this committee also serves as a liaison (non-voting) member of the IEEE Young Professionals Committee.

8.2.15 Life Members Committee

This committee consists of the Life Members Coordinators appointed by Sections in Region 4. The committee is chaired by a person appointed by the Region 4 Director. The principal focus of this committee is to promote activities of interest to Life Members. The chair of this committee also serves as a liaison (non-voting) member of the IEEE Life Members Committee.

8.2.16 History Committee

The committee is chaired by a person appointed by the Region 4 Director. The principal focus of this committee is to gather and maintain records/documentation/materials relative to Region 4 history; also to develop and maintain a catalog and archive for the Region.

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The chair of this committee also serves as a liaison (non-voting) to the IEEE History Committee.

8.2.17 Science Kit for Public Libraries (SKPL)

The SKPL Committee Chair is appointed by the Region 4 Director. The purpose of the SKPL Standing Committee will be to fund, operate and sustain the Region's SKPL program to make Grants available to public libraries throughout the Region. The program empowers public libraries to start their own science kit collections that are free and accessible to the public.

This committee shall consist of a majority of IEEE members appointed by the SKPL Committee Chair with the approval of the Region 4 Director. Appointment of a minority of librarians and other experts is permitted.

The Committee membership shall not exceed 15.

The Committee Chair's term shall be three years and may be renewed for another three years – for committee formation only: the initial committee member terms shall be staggered for one, two and three years.

The Committee member terms shall be three years and may be renewed for an additional three years.

Duties of the SKPL Chair:

Has overall responsibility for the Region 4 SKPL program.

Assures that program objectives and strategies are achieved.

Assures that committee leadership vacancies are filled, and volunteers are successful.

Reports quarterly to the Region 4 Executive Committee on SKPL program status.

Coordinates with IEEE entities including IEEE-USA, IEEE Foundation, IEEE preU and IEEE-Try Engineering. Seeks opportunities to collaborate with like-minded organizations.

Seeks and brings about major corporate donations, sponsorships and partnerships.

8.2.18 Climate Change/Sustainability Committee

The committee is chaired by a person appointed by the Region 4 Director. The Region Climate Change/Sustainability Committee is chartered to support and engage Region members to address climate change. Members of the committee will develop recommendations to the Region ExCom on Climate Change activities and report on activities in the Region. The committee will meet at the discretion of its Chairperson.

8.2.19 Region Advisor(s)

Region Advisor(s) is/are appointed by the Region 4 Director in recognition of their past service as Region Director(s). The position(s) are asked to provide advice to the Region based on their experience in the Region and IEEE.

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8.2.20 Area Chairpersons

The Area Chairpersons (4) are appointed by the Region 4 Director. The position(s) are asked to serve as liaisons from the Region to Sections and Subsections in the specific area, to provide advice to the Region and to serve in roles described elsewhere in these Bylaws.

9.0 Distribution of Region 4 Bylaws

A copy of these Bylaws shall be given to each member of the Region 4 Committee at the beginning of his/her term. Every revision shall be promptly furnished to all current members of the Region 4 Committee.

10.0 Amendments

The Region 4 Committee may amend these Region 4 Bylaws by a two-thirds majority of all votes cast at any properly constituted Region 4 Committee meeting. Proposed changes and reasons therefore shall be transmitted (mail or electronic) to all voting members of the Region 4 Committee at least 20 days prior to the meeting at which the vote is to be taken. These bylaws may also be amended by mail or electronic ballot provided approval votes are received from two-thirds of the voting members of the total Region 4 Committee. In accordance with IEEE Bylaws and following endorsement from the Region 4 Committee, the revised Bylaws shall be forwarded to the IEEE Member and Geographic Activities Board for final approval. A copy of all region Bylaws and subsequent revisions shall be on file in the Member and Geographic Activities Department and shall not be effective until approved by MGA Board.