

IEEE Region 5 Bylaws
As approved by RAB - 23 June 2006

BYLAWS - IEEE REGION 5

1.0 Preface

These Bylaws are to govern Region 5 of the Institute of Electrical and Electronics Engineers, also referred to as the Institute. They augment the Institute Constitution, Bylaws, and Policies and Procedures.

2.0 Name

The name of the organization is Region 5 of the Institute of Electrical and Electronics Engineers and is referred to as Region 5.

3.0 Territory

The territory of Region 5 will be that designated by the Institute and shall contain those Sections, Subsections, Student Branches and Society Chapters specified by the Institute.

3.1 Region Geographic Areas

Region 5 shall be divided into four Areas, designated as North, East, South and West.

3.1.1 The Sections in Region 5 are assigned to the Areas as follows:

North	East	South	West
Kansas City	Arkansas	Central Texas	Denver
Oklahoma City	Baton Rouge	Corpus Christi	El Paso
St. Louis	Beaumont	Dallas	Panhandle
Tulsa	Lafayette	Fort Worth	Pikes Peak
Wichita	New Orleans	Galveston Bay	South Plains
	Ozark	Houston	
	Shreveport		
	Arkansas-River Valley		

4.0 Management

The affairs of Region 5 shall be managed by the Region 5 Committee consisting of:

The thirty-one (31) voting members designated by the Institute Bylaws 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 Institute (31)

The Region 5 Director shall serve as the Region 5 Committee Chairperson (may vote only to break a tie or when a secret ballot is taken).

- Vice Chairperson/Director Elect
- Immediate Past Region 5 Director
- Secretary
- Treasurer
- Chairperson, Professional Activities Committee
- Chairperson, Student Activities Committee
- All 24 Section Chairpersons in Region 5

4.2 Voting Members Appointed by the Region 5 Director (8)

- Area Chairpersons (4)
- Chairperson, Educational Activities Committee
- Chairperson, Membership Development Committee
- Chairperson, Awards and Recognition Committee
- Chairperson, Strategic Planning Committee

4.3 Nonvoting Members Appointed by the Region 5 Director

- Chairperson, Nominations and Appointments Committee
- Chairperson, Audit Committee
- Chairperson, Conference Committee
- Chairperson, Bylaws Committee
- Chairperson, History Committee
- Chairperson, Women in Engineering Committee
- Chairperson, Graduates of the Last Decade Committee
- Society Liaison
- Director Emeritus
- Others as required to assist in the administration of the Region.

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4.4 Executive Committee

Between meetings of the Region 5 Committee, the management of the Region will be entrusted to the Region 5 Executive Committee consisting of the following voting members:

- Region 5 Director as Chairperson
- Immediate Past Region 5 Director
- Vice Chairperson/Director-Elect
- Secretary
- Treasurer
- Chairperson, Membership Development Committee
- Chairperson, Awards and Recognition Committee
- Chairperson, Strategic Planning Committee
- Chairperson, Professional Activities Committee
- Chairperson, Student Activities Committee
- Chairperson, Educational Activities Committee
- Area Chairpersons (4)

Other non-voting members appointed by the Region 5 Director as required to assist in the administration of the Region's activities:

The Region 5 Executive Committee assumes duties of management as directed by the Region 5 Committee subject to the following limitations:

4.4.1 Overrule

The Region 5 Committee may at any meeting overrule any act or decision of the Region 5 Executive Committee.

4.4.2 Suspend

The Region 5 Committee may suspend at any meeting any power conferred upon the Region 5 Executive Committee.

4.4.3

The Region 5 Committee is responsible for approving a budget for the Region. An annual budget is prepared and presented to the committee by the Region 5 Treasurer at the annual meeting.

5.0 Appointment and Tenure of Region 5 Committee Chairpersons

Individuals appointed by the Region 5 Director to chair the regional committees shall be

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confirmed by a two-thirds majority of all votes cast by the Region 5 Committee at a properly constituted meeting.

Upon succeeding to office, or in case of vacancy, the Region 5 Director may appoint members for an interim period until the next regular meeting of the Region 5 Committee, at which time they must be formally approved. All appointments by the Region 5 Director terminate at his/her pleasure or term of office.

5.1 Elected Members of the Region 5 Committee

The Region 5 Director and the Delegate-elect/Director-elect shall be elected in accordance to IEEE Bylaws and as specified in Region 5 Bylaw 8.1.1. The Delegate-elect/Director-elect shall serve as the Region 5 Vice Chairperson during his/her term of office.

The Section Chairpersons are elected in accordance with and serve terms specified in their Section Bylaws.

5.2 Appointed Members of the Region 5 Committee

The Chairperson of the Student Activities Committee shall be appointed from the membership of the Student Activities Committee by the Region 5 Director for a term of two years.

The Chairperson, of the Professional Activities Committee, for Engineers (PACE), shall be appointed by the Region 5 Director with the recommendation of the IEEE-USA V.P. of Professional Activities

The Secretary and the Treasurer shall be appointed by the Region 5 Director.

All Area Chairpersons shall be appointed by the Region 5 Director. Chairpersons of all the Standing Committees, except the Student Activities Committee, shall be appointed on a year-to-year basis subject to the approval of the Region 5 Committee. Chairpersons of all the Standing Committees shall be appointed by the Region 5 Director except the Nominations and Appointment Committees and the Bylaws Committee.

All appointments shall be made in consultation with the Region 5 Nominations and Appointments Committee and with the consent of the Region 5 Committee.

6.0 Region 5 Committee Meetings

Meetings of the Region 5 Committee shall be conducted within the Region. The Region 5 Committee shall meet at least once a year and the meeting shall normally be held in conjunction with the Region 5 Student Paper Contest. Under exceptional circumstances, the Region 5 Executive Committee may authorize such meeting, for each specific instance, to be held outside the Region.

The current Region 5 Director shall chair all meetings of the Region 5 Committee. In the absence of the Region 5 Director, the Region 5 Vice Chairperson shall serve as chairperson. In the absence of both, the committees shall select someone from their ranks to chair the meeting.

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6.1 Region 5 Executive Committee Meetings

Region 5 Executive Committee meetings shall be conducted at locations determined by the Region 5 Executive Committee.

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

The current Region 5 Director shall chair all meetings of the Region 5 Executive Committee. In the absence of the Region 5 Director, the Region 5 Vice Chairperson shall serve as chairperson. In the absence of both, the committee shall select someone from their ranks to chair the meeting.

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 5 Quorum

At least one-half of the Sections must be represented at Region 5 Committee meetings to constitute a quorum. In the absence of a Section Chairperson or approved Section Representative, the Region 5 Director may declare a voting member of the Region 5 Executive Committee from that Section to represent that Section.

7.3 Region 5 Executive Committee Quorum

Eight (8) voting members of the Region 5 Executive Committee shall constitute a quorum for a Region 5 Executive Committee meeting.

8.0 Region 5 Committees

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) Professional Activities Committee, (2) Membership Development Committee, (3) Educational Activities Committee, (4) Student Activities Committee, (5) Conference Committee, (6) Audit Committee, (7) Nominations and Appointments Committee, (8) Awards and Recognition Committee, (9) History Committee, (10) Strategic Planning Committee, (11) Women in Engineering Committee, (12) Graduates of the Last Decade Committee, (13) Society Liaison, and (14) Bylaws Committee.

Unless reinstated by the incoming Director, all Ad Hoc Committees expire with the term of the outgoing Director.

All but the Nominations and Appointments Committee meet at the discretion of the Region 5 Director and the Chairpersons of the respective committees.

8.1 Nominations and Appointments Committee

A Region 5 Nominating and Appointments Committee shall be appointed by the Region 5 Director and shall include one member from each of the four areas (West, North, East and South) of Region 5. Members are to be appointed for three year staggered terms with appointments rotating by Area in the order of North, East, South and West. The

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appointment of South Area for 1995 shall determine the rotation.

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

- Solicit candidates for the Region 5 Delegate-Elect/Director-Elect (See Bylaw 8.1.1)
- Assist the Region 5 Director in his/her appointments
- Maintain a list of Region members eligible for Institute offices and committees.
- Solicit annually from the Region 5 Sections a list of potential candidates to be considered by the RAB N&A Committee for service on RAB Committees.

8.1.1 Regional Director Nomination

The Region 5 Director shall be elected as Delegate-elect/Director-elect during the odd numbered years and shall assume office on the following 1 January. He/she shall serve a two-year term as Delegate-elect/Director-elect and automatically become Delegate/Director for a two-year term without further election. In accordance to IEEE Bylaw R-703, he/she shall be elected from a slate of not fewer than two nor more than three candidates. Selection of nominees shall rotate between the four areas of Region 5 in the order of North, East, South and West. The petition process defined by the IEEE Bylaws shall apply to the office of Region 5 Delegate-elect/Director-elect.

8.2 Student Activities Committee

This committee shall be composed of all Student Branch Counselors, one Regional Student Representative and a Chairperson appointed by the Region 5 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 5 Student events.

Through its Chairperson, the committee recommends to the Region 5 Executive Committee the details of the annual Region 5 budget for Student Activities. The committee also conducts an annual review and update of travel policy and contest rules for Student Branches participating in the Annual Region 5 Conference. The Chairperson and the Regional student representative are members of the RAB Student Activities Committee.

8.3 Professional Activities Committee

The committee shall be composed of its Chairperson, the Region PACE Coordinator, assisted by a committee of six Program Coordinators who keep abreast of IEEE programs in their areas of responsibility and support the Region member units which wish to undertake local professional activities. The Program Coordinators shall be appointed by the Region 5 Director with the recommendation of the Region PACE Chairperson. The six PACE Coordinators are responsible for the following programs:

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- State & Local Government Activities
- Career Enhancement and Employment Assistance Activities
- Precollege Education Activities
- Professional Education Activities
- Student Professional Awareness Activities
- Technology Policy Activities

Each Area Chairperson shall designate an Area PACE Chairperson for their area. The Region PACE Network extends through the Area PACE Chairperson to all Sections, Subsection, and Chapter PACE Chairpersons.

The important duties of the Committee are (1) to build a knowledgeable core group of PACE leaders through training programs at the Region, Area, and Section levels and at the National PACE Workshop, (2) to foster, nurture, and coordinate member level PACE activities in the Sections, Subsections, Chapters, and Student Branches, (3) to communicate members' concerns to the National PACE leaders and the IEEE-USA Board and its Councils.

Through its Chairperson, the Region PACE Committee recommends to the Region 5 Director the annual budget and the use of the IEEE-USA Professional Support Funds allocated for support of Region, Area, and Section PACE projects.

8.4 Bylaws Committee

Consists of four members, one from each area, appointed by the Regional Director. This committee shall annually review the Bylaws - Region 5, Policies and Procedures for Region 5 as well as the Bylaws and related documents for all Sections in Region 5. The Immediate Past Director shall serve as Chairperson. Members are to be appointed for four year staggered terms, with appointments rotating by Area in the order South (1995), West, North and East.

8.5 Membership Development Committee

This committee consists of the membership development chairpersons appointed by Sections in Region 5. It is chaired by a person appointed by the Region 5 Director who also serves as the Region liaison (non-voting) of the IEEE Membership Development Committee.

The major duty of this committee is to maintain a healthy rate of growth of IEEE membership in the Region. The committee will encourage membership development to the highest attainable grade.

8.6 Educational Activities Committee

This committee shall be composed of four members including one person designated by each Area Chairperson. The committee shall be chaired by an additional person appointed by the Region 5 Director. One of the important duties of the committee is to maintain the professional competence of the members through programs of continuing

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education. The Chairperson is a Region liaison (non-voting) member of the IEEE Educational Activities Board.

8.7 Conference Committee

This Committee coordinates and assists Sections, Subsections and Society Chapters in promoting and holding symposiums, workshops and conferences throughout Region 5. In order to accomplish this:

- 8.7.1 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.
- 8.7.2 Any Section, Subsection or Society Chapter desiring to obtain financial support will submit their plan to the Conference Committee Chairman, through its Section. The plan is to contain the date, location, project and the support desired along with the project budget.
- 8.7.3 Projects receiving financial support will repay the Region any advance made at the close of the conference.
- 8.7.4 A conference, etc., that has been underwritten by the Region that generates a financial surplus, shall allocate the first \$500.00 to the sponsoring Section, Subsection or Society Chapter, and any additional surplus shall be divided equally with the Region. In the event of a financial loss, normally the loss will be shared equally by the Section and Region 5.
- 8.7.5 A final financial report of the conference, etc., will be presented to the Conference Committee Chairman and the Region Treasurer within ninety days following the event.
- 8.7.6 This committee shall schedule the Region 5 Meeting with the approval of the Region 5 Director and the Chairperson of the Student Activities Committee.
- 8.7.7 This committee shall be composed of five members consisting of one person designated by each Area Chairperson and a chairperson appointed by the Region 5 Director.

8.8 Audit Committee

An Audit Committee shall be appointed by the Region 5 Director and shall include one member from each of the four geographical areas (South, West, North and East) of Region 5. One member shall be appointed each year following the rotation of South (1995), West, North and East. The Chairperson shall be the senior member of the committee. At the close of each calendar year, the Audit Committee will review the Region 5 financial records for adequacy and correctness, and prepares a report of the audit for inclusion in the Region 5 annual report to IEEE Regional Activities. The committee will meet at the discretion of its Chairperson. The Delegate-Director-Elect shall designate his incoming Treasurer during the year he/she serves as Vice chairperson of Region 5. The Treasurer designee shall meet the Audit Committee that year.

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8.9 Awards and Recognition Committee

This committee consists of the Chairperson, appointed by the Region 5 Director, and the four Area Chairmen. The Chairperson will serve as a corresponding member of the RAB Awards and Recognition Committees and the IEEE-USA Awards and Recognition Committee.

This committee shall identify and nominate worthy candidates from Region 5 for IEEE Major Annual medals, IEEE Technical Field Awards, and RAB and IEEE-USA Awards. In addition, it is responsible for administering the Region 5 Awards Program consisting of the following annual awards:

- Outstanding Large Section (1000 or more members)
- Outstanding Small Section (under 1000 members)
- Outstanding Large Student Branch (50 or more members)
- Outstanding Small Student Branch (under 50 members)
- Outstanding Student Branch Counselor
- Outstanding Region 5 Member
- Outstanding Region 5 Student Member
- Outstanding Educator
- Outstanding Graduates of Last Decade (GOLD) member
- Outstanding Small Company (under 500 local employees)
- Outstanding Large Company (500 or more local employees)

8.10 History Committee

This committee shall consist of a Chairperson and other members chosen by the Region 5 Director for their knowledge of and interest in electrotechnical history.

This committee shall be responsible for promoting the programs and activities of the IEEE History Committee and the IEEE History Center within Region 5 and shall serve as a liaison between the IEEE History Committee and the Region 5 Sections. When requested, the Committee will assist the Center in collecting historical data and information regarding museums, libraries, and universities having artifacts and/or archives. The Committee shall actively promote the Electrical Engineering Milestone program and encourage Sections to identify and nominate worthy projects.

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8.11 Strategic Planning Committee

The Strategic Planning Committee shall be responsible for developing plans and policies for Region 5 consistent with the IEEE Strategic Plan while taking into account the needs of Region 5 members, internal developments within IEEE, and trends in the external environment. The Committee shall solicit input from the Region 5 officers and Area Chairmen. The Committee shall prepare goals, initiatives, and programs for the consideration of the Region 5 Committee.

The Committee shall consist of the Chairperson, members selected from the past Region 5 Directors, and at least one member who has not previously served as a Region 5 Director. All are appointed by the Region 5 Director.

8.12 Women in Engineering Committee

This committee consists of Women in Engineering Coordinators appointed by Sections in Region 5. The committee is chaired by a person appointed by the Region 5 Director. The principal focus of this committee is to promote activities of interest to women engineers and actively encourage young girls 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.

8.13 Graduates of the Last Decade Committee

This committee consists of Graduates of the Last Decade Coordinators appointed by Sections in Region 5. The committee is chaired by a person appointed by the Region 5 Director. The principal focus of this committee is to promote activities of interest to young engineers 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 Graduates of the Last Decade Committee.

8.14 Society Liaison

The Society Liaison is a current or recent past Division Director or Division Director-Elect who is appointed by the Region 5 Director with the recommendation of the IEEE Technical Activities Vice President. When no Division Director or Director-Elect resides in Region 5 or if an appropriate person is not able to serve in this capacity, the Region 5 Director may appoint a person who currently holds a leadership position on the Administrative Committee of one of the IEEE Technical Societies. The Society Liaison promotes Society membership and encourages technical activities throughout the Region.

8.15 Director Emeritus

The Director Emeritus title is bestowed on past Region 5 Directors by the Region Executive Committee in recognition of their past service as a Region Director. This position is honorary and is normally reserved for Directors who have distinguished themselves in service to the IEEE, to the Region, and to the profession. Appointment is permanent and does not obligate a Director Emeritus to be an active member of the Region 5 Executive Committee or to attend Region meetings.

9.0 Distribution of Region 5 Bylaws

A copy of these Bylaws shall be given to each member of the Region 5 Committee at the beginning of his/her term. Every revision shall be promptly furnished to all current members of the Region 5 Committee.

10.0 Amendments

The Region 5 Committee may amend these Region 5 Bylaws by a two-thirds majority of all votes cast at any properly constituted Region 5 Committee meeting. Proposed changes and reasons therefore shall be mailed (electronic mail is acceptable) to all voting members of the Region 5 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 ballot provided approval votes are received from two-thirds of the total Region 5 Committee. In accordance to IEEE Bylaws, following endorsement from the Region 5 Committee, the revised Bylaws shall be forwarded to the IEEE Regional Activities Board for final approval. A copy of all region Bylaws and subsequent revisions shall be on file in the Regional Activities Department and shall not be effective until approved by RAB