

IEEE New York Section Operations and Procedures Manual

IEEE

NEW YORK SECTION

OPERATIONS AND PROCEDURES (O&P) MANUAL
Reference (MGA Operations Manual)

IEEE New York Section Operations and Procedures Manual

REVISION PAGE

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2001 Manual was updated to conform to new IEEE Bylaws by William Coyne

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Added item D to 2.2.1 (Procedures for Amendments and Revisions for the NY Section O&P)
Also added item K to 1.3 (Description of Quorum) Both Items Approved by NYEXCOM at
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E-mail dated March 22, 2014 from Region1 Director, Vincent Socci to William Coyne

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FORWARD

The New York Sections Operations Manual provides the basic guidelines for the activities of the New York Section.

This Operations Manual is designed to acquaint the officers and members of the New York Section Executive Committee, (NYExCom), with guidelines and recommended procedures pertaining to the operation of the Section.

The information in this manual is intended to supplement and elaborate on the basic rules and regulations for Sections in the IEEE Constitution and Bylaws, the instructions and information in the IEEE Policy Manual, MGA Operations Manual and other applicable IEEE Manuals and Guides.

This Operations manual is a living document and should be reviewed annually by each member of the Section Executive Committee. Necessary revisions, amendments or supplements should be submitted to the O&P Committee and approved by NYExCom prior to inclusion.

A calendar of activities has been included to allow the Section Committee members the opportunity to effectively implement the Section's activities in a consistent manner.

SPECIAL NOTE to all Members: All monthly reports are due the Friday preceding the monthly meeting.

See Section 2.2.3 Editor for information required to post announcements in the Monitor.

This Manual is the property of the New York Section, IEEE and is assigned to you. Please insure that your successor receives this manual.

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1.0 GUIDELINES

1.1 General

The Purpose of the IEEE New York Section is to provide opportunities and benefits to its members to enhance their professional careers and to maintain high professional standards with special attention given to such goals within the territory of the New York Section. The following activities are among the responsibilities of the Section.

1. Seek to identify and satisfy the needs of all NY members, Chapters, Affinity Groups, Sub-Sections and Committees. Formulate plans to meet these needs.
2. Identify leadership and encourage the formation of additional Chapters for societies having 12 or more members in the Section and who wish to establish such organization.
3. Recruit and provide training for new leaders of Chapter, Group, Committee and Sub-Section Officers.
4. Help with publicity for Section, Chapter and Affinity Group meetings, including the Section Publication.
5. Assist Chapters to locate hosts and speakers for meetings and provide financial support including reasonable speaker meal costs and meeting place.
6. Support Chapters seeking to host Society meetings

1.2 Executive Committee

The New York Section "Executive Committee", (NYExCom), generally being composed of some thirty to forty members, mostly representing committees and chapters of the Section, is not only an executive committee, but primarily an assembly that advises and consents to the operation of the Section. NYExCom is responsible for assuring that the Section is operated in accordance with the IEEE Constitution, IEEE Bylaws, the IEEE Policy and Procedures Manual, and the MGA Operations Manual

1.3 Recommendations For Conducting Section Meetings

- A. An agenda shall be prepared by the Chair and distributed via e-mail or other means to the other NYExCom Members one week in advance of Executive Committee meetings. Advance distribution should afford time for recipients to identify controversial issues within the agenda. The Agenda should be approved by the Committee at the start of the meeting.

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- B. The seven officers (including the two most recent past chairs) should review any controversial matters to be discussed. Whenever possible, the officers should speak with one voice at the New York Section meetings and guide the assembly with their previously considered recommendations.
- C. A time limit of two hours is the set goal for conducting the meeting. NYExCom meetings can, however, be preceded and followed by other "Working Group" meetings to save time at the Executive Committee meetings. Controversial matters to be discussed should be described in a statement of issues and distributed with the agenda.
- D. The seven officers should keep in close contact between NYExCom meetings, to settle and dispose of as many issues as possible before the assembly meets.
- E. The Secretary should maintain and update the roster of all NYExCom members each month. The roster as submitted and approved by each NYExCom member should include the members' full name, nickname, business; affiliation, addresses and telephone numbers and e-mail addresses. Home addresses, spouses name and telephone numbers may be added.
- F. NYExCom members are required to attend each scheduled meeting, or advise the Chair and Secretary in advance that they will be absent. An alternate should be sent to represent and report progress of their Chapter, Sub-Section, Group or Committee.
- G. Subsection, (Chapter and Committee) reports should be submitted to the Secretary in writing, (preferably e-mail); only the highlights should be presented or discussed verbally.
- H. The Chair should refer questions, which take more than reasonable time to standing or specially formed subcommittees, composed of interested and competent members on the subject.
- I. NY Section-organized functions, besides the Awards Dinner-Dance, should be encouraged to validate the NY Section direction, purpose and stature.
- J. Seminars and meetings, stressing interdisciplinary subjects, covering interests over more than one subsection should be encouraged.
- K. A quorum shall be necessary in order to conduct the business of the Section Executive Committee. There must be at least eight members of the Section Executive Committee or their designated representatives present at a meeting to constitute a quorum, provided the elected voting members are at least one greater in number than the ex-officio voting members

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1.4 Summary

The New York Section meetings should be treated as advisory and approval meetings. Reports and items for discussion should be prepared beforehand in subsections, Chapters, Committees and special groups or simply by prior contact with the appropriate members of the New York Section.

2.0 ORGANIZATION

The Section structure generally follows the IEEE Bylaws format. This O&P Manual identifies the Elected Officers, Ex Officio members of the Section Executive Committee, the Elected Heads of Working Activities, the Standing Committees and the Sub-Section and Chapter Chairs, and it describes their responsibilities. All Committees are appointed with the Section Executive Committee approval.

The Section Organization consists of a Section Executive Committee, which includes the following:

Elected Officers are: Section Chair, Vice Chair Chapter Operations and Vice Chair Section Activities, Secretary, Treasurer. The Junior and Senior Past Chairs are de-facto members of the NYExCom, but are not re-elected every year after serving their term as Section Chair.

Chapter Operations: Chapter Chairs, Affinity Groups Chairs, and Sub-Section Chair.

Elected Section Activity Chairs: O&P, Chapter Organization, Managing Editor (only if a non-paid position), Historian, Long Range Planning, Publications, and Web Master.

Standing Committees: Awards and Recognition, Budget, Education, Members at Large, Membership Development, Nominating, Professional Activities Committee for Engineers (PACE), Publicity and Public Relations, Special Events and Student Activities.

Ad Hoc Committees: Audit, Career Guidance, Ethics Committee Pre-University Committee, and Metropolitan Engineering Society Council, and Metropolitan Sections Activity Council (METSAC) consists of the following metro area IEEE Sections; New York, Connecticut, Long Island, North Jersey, Jersey Coast and Princeton/Central Jersey.

Affinity Groups: Consultants Network, GOLD (Graduates of the Last Decade), Life Members Group and WIE (Women in Engineering)

Each entity is addressed in detail in various sections/paragraphs throughout this manual.

2.1 SECTION OFFICERS

Officers of the Section are defined in the MGA Operations Manual paragraph 9.4. F. Additional detail for each position can be found at [IEEE Center for Leadership Excellence](http://iee-elearning.org/CLE/A) <http://iee-elearning.org/CLE/A> brief overview is as follows:

- A. With the exception of the Student Branch representative, each member of the Section Committee shall be an IEEE Member, Senior Member or Fellow grade. Student and Society Affiliates are not allowed to serve as an IEEE officer.
- B. The Section Chair shall serve as Chair for all meetings of the Section.
- C. The Vice Chairs of Chapter Operations and Section Operations shall assist the Chair in the coordination of all Section activities. At the request of the Section Chair or in the absence of the Section Chair, the Vice Chair of Chapter Operations shall chair meetings of the Section NYExCom.
- D. The duties of the Section Secretary shall include correspondence, the keeping of the minutes of the Committee meetings, mailing notices, and updating the roster, and letterhead as required. The Secretary will insure that all meeting reports have been submitted to the Member and Geographic Activities Department at the end of each year and such other duties as are assigned to him/her by the Chair.
- E. The duties of the Section Treasurer shall include the development of a Section budget for approval by the Section, accounting of all Section funds, keeping financial records including Long Term Investments, checking account and all bank statements, and submitting the Financial Operations Report of the Section to the IEEE Staff Director, Financial Services.
- F. All officers shall be elected annually as provided in the Section O&P Manual. The term of office for all officers shall normally be one year, but may continue until a successor has been duly elected and takes office. The term of office will date from 1 January through 31 December. The consecutive period of service in any one office shall not exceed two years. There shall be no extensions beyond this two-year term unless otherwise approved by the Region 1 Director.
- G. The names of the newly elected/appointed officers of the Section shall be reported by the Section Chair or Secretary to IEEE MGA within 20 days following election/appointment.

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2.1.1 SECTION CHAIR

The Section Chair is responsible for the overall operation of the New York Section.

The duties and responsibilities of the Section Chair are noted in <http://iee-elearning.org/CLE/course/view.php?Id=17>. However, since the Chair has the basic responsibility for the coordination and supervision of the Section's activities, the entire New York Section Operations Manual, IEEE Policy Manual and MGA Operations Manual should be studied and clearly understood by the Incoming Chair.

Job Description

SECTION CHAIR/VICE CHAIR *

SUMMARY OF DUTIES AND RESPONSIBILITIES

- A. In possession of and familiar with the IEEE Constitution, Bylaws, MGA Operations Manual and the New York Section's O & P Manual.
- B. Presides at meetings of the Section and the Section Executive Committee.
- C. Facilitates activities to maximize value of NY Section membership.
- D. Establishes and supports Chapters for all societies having 12 or more interested volunteer members who reside in the Section Territory.
- E. Supports approved Affinity Groups with interested Volunteer NY Section members.
- F. Invites and presents plans to meet members' needs to the Section Executive Committee for review and approval.
- G. Identifies interested and qualified volunteers and presents their appointments to the Executive Committee for review.
- H. Insures that all Section Officers, Committee Chairs, and Chapter Chairs are properly trained for their jobs.
- I. Insures satisfactory performance from the other Section Officers and the Section Committee Chairs
- J. Signs L-50 financial report and confirms all reporting is accurate and submitted in a timely manner
- K. Appoints a Nominating Committee.
- L. Prepares an annual report of Section Activities for submission to the Region.
- M. Represents the Section at all IEEE gatherings.
- N. Transfers Section records to the new Section Chair at the end of the year.
- O. The Section Chair, with the approval of the Section Executive Committee, will appoint the Chairs of the Standing Committees for one-year terms, which will expire on December 31st.

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- P. After the annual election, the Chair-elect shall appoint an Audit Committee of at least three members to audit the outgoing Treasurer's books. Audit Committee Members should be past Section Treasurers, Section chairs and/or members with outside (corporate or professional) financial experience. The Outgoing Section Chair and the Outgoing Treasurer shall be ineligible to serve on the Audit Committee. The Treasurer however must be in attendance to provide all Treasurer Documents and records and to furnish information on work procedures of the Section in the past year pertaining to fiscal matters.
- Q. In an emergency, the Chair may conduct business between regular meetings of the Executive Committee. Any normal activity of the Executive Committee may be performed in this fashion. However, all actions must follow consultation with the officers and must be acted on at the next regular Executive Committee meeting. Decisions made under this rule by the Chair may not commit the Section in any financial transaction to an amount in excess of 10% of the current Section Net Worth, and one other officer must approve such financial transactions.
- R. The Section Chair, Vice Chairs and Secretary shall be authorized to sign vouchers for payment of disbursements to be issued by the Treasurer.
- S. Attends the Region 1 meetings

Chronological Check List for Chair:

Nov. - Dec. Chair & Chair Elect

The **current Chair** reviews personnel with the Chair Elect. This is to provide the Chair Elect with the effectiveness of the past year appointed Chairs.

Chair Elect establishes new roster of appointed positions for the New Year.

Chair Elect prepares Articles for the Chair's column in the forthcoming year's Monitor.

Dec. Chair Elect

Presides over first Section Executive Committee meeting, following installation of officers by the Outgoing Chair.

Discusses plans for the coming year.

Establishes schedule of Executive Committee meetings for the forthcoming year.

Establishes the following appointed Committees:

- | | |
|--------------------------------------|-------------|
| 1. Nominating Committee | Sect. 2.3.6 |
| 2. Audit Committee | Sect. 2.4.1 |
| 3. Budget Committee | Sect. 2.3.2 |
| 4. Other Standing Committees | Sect. 2.3 |
| 5. Special Committees - as required. | Sect. 2.4 |

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Jan. Chair

Sends names of duly elected officers of the NEW York Section to IEEE Headquarters.
Attends Region 1 meeting as representative of the NEW York Section.

Feb. Chair

Prepares speech and ceremonies at Annual Awards Dinner Dance.
Recognizes elected officers of New York Executive Committee (NYExCom)
Recognize past Chair of Section and others as deemed by the Chair
Recognize other Fellows present (other than those receiving certificates).

Mar. Chair

Contacts Nominating Committee to assure proper announcements and timing of
Nominating Committee responsibilities.
Sends names of candidates for nominations of IEEE Elective offices to IEEE
Headquarters.
Submits names of Nominating Committee and special nomination information to the
Section Newsletter for May issue
Attends the Region 1 Meeting.

Apr. Chair

Receives request from IEEE Headquarters for nominations to IEEE Standing Committees
and Boards.

May Chair

Submits names of candidates for IEEE Standing Committees and Boards to IEEE
Headquarters prior to June first.

Aug. Chair

Attends Region 1 meeting

Oct. Chair

Request annual reports for all Executive Committee members

Nov. Chair

Holds Section's Annual Election Meeting with election of announced officers.
Requests annual reports for all Executive Committee members.
Receives request from IEEE Headquarters for names of candidates for IEEE elective
offices. Biannually, reviews with Section Executive Committee, Section candidates for
Regional Director; transmits name(s) of proposed candidates(s) to the Regional
Nominating and Appointments Committee, together with supporting information.
Requests Budget submittals for next year from all Executive Committee members,
including the newly elected members, for submittal to the Chair of the Budget Committee
at the December meeting
Receives names of newly-elected Fellows from IEEE Headquarters and makes
arrangements for presentation of certificates at the Section Annual Awards Dinner-Dance

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Dec. Chair

Prepares consolidated report of Section activities during his/her term of office, submitting copies to the Regional Director, the IEEE General Manager, the Incoming Chair and the Historian.

Chair Makes arrangement for the installation of incoming officers at suitable ceremony.

2.1.2 VICE CHAIR CHAPTER OPERATIONS (See Section chair job Description) and refer to <http://iee-elearning.org/CLE/course/view.php?id=18>

The Vice Chair, Chapter Operations is the first alternate to the Section Chair and should become familiar with the N.Y. Section O&P, IEEE Operations Policy Manual and the MGA Operations Manual. The Vice Chair is responsible for the effective coordination of the technical activities of the various chapters and groups in the Section.

The Annual Calendar of Section Operations should also be reviewed monthly as a follow up on the Section's progress.

The Vice Chair, Chapter Operations is responsible for seeing that the calendar of chapter activities is continuously maintained.

2.1.3 VICE CHAIR SECTION ACTIVITIES (see Section Chair job description) and refer to <http://iee-elearning.org/CLE/course/view.php?id=18>

The Vice Chair Section Activities is responsible for the effective coordination of activities of Section's various committees. He or she is normally the Chair of the Budget Committee (Section 2.3.2,B). The calendar for Section actions should become a key tool for coordinating Section activities and tasks that fall under the Vice Chair, Section Activities' jurisdiction.

The Vice Chair of Section Activities is responsible for supervising the Editor of the Monitor's activities when the Monitor's Editor is a paid position,(only when there is no Publications Chair).

(Note that the Vice Chair, Chapter Operations is the 1st alternate in assuming the duties of the Section Chair).

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2.1.4 TREASURER

The Treasurer is responsible for overseeing the financial matters of the Section.

The duties and responsibilities of the Section Treasurer are noted in <http://iee-elearning.org/CLE/course/view.php?id=20> and also below. The IEEE Policy Manual Section 11 provides details on Financial Matters and the MGA Operations Manual Sections 9.4. I & J provides details concerning the use of Section Funds.

All of pertinent documents should be kept in the Treasurer's file and passed on to each succeeding Treasurer. Amendments to Treasurer's procedures should be noted and given to the O&P Chair for reissue and for O&P revision consideration

There are areas of operation which differ enough from the IEEE norm to warrant more detailed expansion: The more detailed Account Records with a special sheet for each account number and the monthly Treasurer's reports are specific details covered in this manual.

Revenue and expense vouchers should be sent to each Chapter, Division, Subsection and Committee at the start of the year with an explanation as to their use. No funds are to be disbursed without a properly executed voucher in hand.

The Calendar for Section actions should be referred to as a reminder of key events that are the Treasurer's responsibility.

Job Description

SECTION TREASURER

SUMMARY OF DUTIES AND RESPONSIBILITIES

- A. Accurately prepares and maintains financial records for Section. Including overseeing Section funds so that a written report of each month's financial status of the Section is available at each Section Executive Committee meeting ; specifically a report of the expenditures status versus budget should be available.
- B. Maintains bank accounts of Section funds. Makes recommendations concerning the investment of non-budget residual funds held by the Section.
- C. Processes bank account signature authority documentation for IEEE Staff Director, Financial Services' signature where local laws and regulations permit.
- D. Reviews the annual budget prepared by the Budget Committee for submission to the Section Executive Committee.
- E. Makes disbursements and accepts funds in accordance with the approved budget and IEEE Policy.
- F. Refers budgetary non-compliance to the Section Chair for action.

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- G. Insures that all Section expenditures and disbursements are made in accordance with IEEE policy.
- H. Is familiar with the relevant governance documents affecting financial operations, including but not limited to the MGA Operations Manual and the IEEE Policy & Procedures Manual in performing the duties of Treasurer.
- I. Prepares financial reports for the Section Chair, Section Executive Committee and Regional Director.
- J. Transfers Section financial records at the beginning and end of each year and submits records and data for the audit. Provides copies of all relevant documents for the audit review meeting.
- K. Submits annual report of financial activity to the IEEE Operations Center and provides follow-up where necessary to confirm that the report has been approved.
- L. Attend appropriate training sessions conducted by IEEE.

Chronological Check List for Treasurers, (Outgoing and Incoming)

Dec. Treas. Elect (Incoming) & Treas. (Outgoing)

Meet with each other in preparation to transfer responsibility of the Treasurer by the first meeting of the NYExCom in January of the New Year. Financial Records should be available to both Incoming and Outgoing Treasurers. This will enable the Incoming Treasurer to work on Expense and Revenue Vouchers for the New Year and the Outgoing Treasurer to complete the prior year activities.

Jan. Treas. Elect (Incoming) and Treas. (Outgoing)

Outgoing Treasurer ensures that the Section's Financial Report (L-50) for the past year ending December 31 is submitted to IEEE Headquarters by the due date usually some time in February. Incoming Treasurer meets with the Outgoing Treasurer and arrange for the transfer of accounts (Authorizing signatures, etc.) before the first NYExCom meeting in January. The financial records should be available to both Treasurers. The Outgoing Treasurer prepares necessary copies of all documents for use at the annual audit and participates in the audit to answer all pertinent questions. The Incoming Treasurer to administer the new year invoices and expenses and the Outgoing Treasurer to complete reports for the prior year activities, including the audit report.

Mar. Treas.

Receives first half of rebate payment from IEEE Headquarters. Checks with Section Secretary on meetings credited.

Sept. Treas.

Receives second half of rebate payment from IEEE Headquarters.

Dec. Treas.

Prepares the annual report on the finances of the Section and has his accounts in proper order for an audit.

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Treasurer's Account Records

The Treasurer shall establish a "System of Accounts" which shall utilize a:

1. "Cash" sheet (tabbed "Operations Record") - a running chronological record of all receipts and disbursements for all accounts. A monthly total and a cumulative total shall be maintained.
2. "Account Record" sheet - a running chronological record of all receipts and disbursements for each individual account. A monthly total and cumulative total shall be maintained.
3. Expense section - where records of all expenses or disbursements are kept in numerical order (EX-Yr.-No., X1, X2....Xn). Each is a complete record of the bill, the Expense Voucher and/or letter justifying the disbursement, and a copy of the disbursed check.
4. Revenues section - where records of all revenues or receipts are kept in numerical order (RV-Yr.-No.R1, R2....Rn). Each is a complete record of the Revenue Statement or latter identifying the source of revenue, the deposit slip and a copy of the received check.
5. Bank Statements - the chronological record of all monthly statements received, with each transaction marked to identify the check number for disbursements and the Revenue Statement (Rn) for each deposit.
6. Financial Statements - the monthly reports issued to establish the financial condition of the New York Section. This record is based only on the receipts and disbursements handled by the Section Treasurer and the Monitor Publications Chair.
7. Audit Report (under "General") - the Auditing Committee's report to the Section Chair should be part of the total record, to identify the financial position at the time the books are turned over.

Treasurer's Sequence of Bill Handling

1. Examine bill for IEEE orientation: mailing, copies speaker expenses, etc.
2. Check against the Expense voucher submitted - or letter.
3. Check the account to make sure this bill does not exceed budgeted amount when added to present total of expenditures.
4. Write check for correct amount.
5. Record reason for check, to whom paid and the account and voucher numbers in check book. Each check written shall reference the appropriate voucher and account numbers.

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6. Record on running account or "Cash" sheet:
 - Date of check
 - Reference number - EX1 EX2, etc whatever next "X" is.
 - Account number of Group Chapter, Division, Committee, etc.
 - Check Number
 - Amount paid out
7. Record on expense voucher:
 - Reference number recorded in (6) - X1, X2
 - Account number of Group Chapter, Division, Committee, etc.
 - Amount paid out
 - Check number and Date of check.
8. If making out a new expense voucher - none submitted, add:
 - To whom paid
 - Amount
 - Reason
 - See #12 below for Procedure for submission of Expense and revenue Vouchers
9. Attach expense voucher to copy of bill, with any other pertinent information(including receipts) and place in record in proper sequential order (X2 follows X1, etc.)
10. Record transaction on respective account sheet for that account - i.e., Account 51 for Student Activities:
 - Show date of check
 - Referenced number X...
 - In "Paid Out" column:
 - Show check number
 - Amount of check
11. When canceled check returns from bank:
 - Record canceled check number on Bank Statement next to recorded amount of check.
 - Staple or otherwise fasten check to X? Date filed when check was written. This puts all data pertaining to that transaction in one place for easier auditing at end of year.

Procedures for Submission of IEEE NY Section Expense and Revenue Vouchers

This section was prepared by a past Treasurer for those who are new to the IEEE NY Section Executive Committee and as a reminder to all.

- a. Before writing a check the treasurer needs an expense voucher signed by an authorized person who is other than the person listed as the payee. The basic rule here is that the person getting the money, the person approving the voucher, and the person

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- signing the check must be three different people.
- b. The initial voucher may be electronic, but eventually the Treasurer must get an original voucher with an ink signature and all the original receipts.
 - c. The approval authorization hierarchy is as follows:
 - For Section expenses: Section Chair, Section Secretary or Vice-Chair(s)
 - For Chapter expenses: Section Officers (Chair, Secretary or Vice Chair) or the Chapter Chair/Vice-Chair
 - For Affinity Group expenses: Section Officers (Chair, Secretary or Vice Chair) or the Affinity Group Chair/Vice-Chair
 - For Committee expenses: Section Officers (Chair, Secretary or Vice Chair) or the Committee Chair/Vice-Chair
 - d. If there was a receipt or invoice for the expense, the original receipt or invoice must be mailed to the Treasurer with the approved (signed in ink) expense voucher. If there isn't a receipt or an invoice available, then an explanation (signed in ink) as to why either of these documents is not available must accompany the voucher. The basic rule here is the Treasurer must receive an original voucher and an original receipt(s) or invoice(s). Please ensure that you retain a copy of the receipt(s) or invoice(s) that you forward to the Treasurer just in case they get lost in the mail on the way.
 - e. If you are buying something directly from the IEEE, the NY Section Chair and the IEEE will want an authorization from the Treasurer. Copy the Treasurer on any e-mail(s) you send to the IEEE for this purpose, as they will accept an e-mail authorization from the Treasurer. Once the item is approved for purchase, follow the approval process noted above and send the Treasurer an approved original voucher for the expense.
 - f. If you are sending the Treasurer revenue, please make sure that the reason for the revenue is clearly identified on the signed revenue voucher. Keep a copy of all checks or at least a list of names, addresses, amounts, and reasons for the revenue, until you are certain that the Treasurer has received your approved voucher and accompanying documentation. Do not send cash. If revenue is submitted in cash then the cash must be presented in front of a witness, whose name shall be recorded on the transaction papers.

Treasurer's Sequence of Handling Revenues

1. Examine check(s) and accompanying Revenue Statement or letter to identify source. Make a copy of check and attach to copy of deposit slip.
2. Prepare deposit slip and endorse or stamp check(s) "For deposit only to account of IEEE New York Section"
3. Deposit at any branch of the Section's current Bank.

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4. Record on running account or "Cash" sheet:
 - Date of deposit
 - Reference number RV-Yr.No.- R1, R2,Rn.whatever next "R" is
 - Account number of Group Chapter, Division, Committee, etc.
 - Amount received
5. Record on Revenue Statement:
 - Reference number recorded in (4) RV-Yr.-No- R1, Rn.
 - Account number of Group Chapter, Division, Committee, etc.
 - Amount received, Date deposited.
6. If making out a new Revenue Statement - none submitted, add: From whom received, the amount, the reason.
7. Attach Revenue Statement and bank deposit slip to copy of forwarding letter or any other pertinent information identifying the revenue source, and place in record in proper sequential order (R2 follows R1, Rn.etc.). All data in one place eases the audit problems. Show date of deposit Reference number RV-Yr.-No...In "Received" column, show amount.

2.1.5 SECRETARY

Responsibilities of the Secretary

The Section Secretary is responsible for the Section records and correspondence, Section Executive Committee meeting minutes, updating Letterhead and rosters, etc. He generates all Section correspondence delegated by the Chair. The duties and responsibilities of the Section Secretary are noted in <http://iee-elearning.org/CLE/course/view.php?id=19> and below:

Job Description

SECTION SECRETARY

SUMMARY OF DUTIES AND RESPONSIBILITIES.

- A. Accurately records minutes of all Section meetings and draft minutes are distributed in a timely fashion. (At least one week in advance of next meeting to ensure adequate time for review). Minutes should be brought to the following NYExCom meeting for review and approval. If minutes are approved with corrections, minutes should be redistributed to the NYEXCOM as Final with all changes incorporated as approved.
- B. Distributes agenda and meeting notices for all Section meetings in a timely fashion. **(At least one week in advance of the meeting.)**

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- C. Insures that all Section, Subsection and Affinity Group reports have been sent electronically to the IEEE Member & Geographical Activities (MGA) Department using the proper forms (L-31). Rebate for meeting reports are based on the meeting record of the preceding calendar year. The Section Secretary is responsible for summarizing all of the meeting activity of the Section, Subsection(s) and Chapter(s) for the calendar year, and submitting this annual report so that it reaches IEEE Headquarters on or before the deadline date for rebate, which is February 1st of the ensuing year.
- D. Maintains all Section records.
- E. Notifies the IEEE Member & Geographical Activities (MGA) Department of all changes in Section and subunit Officers.
- F. Maintains an adequate supply of all forms, stationery, and other materials required by the Section.
- G. Submits Section Operations and Procedures Manual prepared by the Bylaws Committee to the IEEE Member & Geographical Activities Department and reports any revisions to be made to them.
- H. Secretary shall be authorized to sign vouchers for payment of disbursements, to be issued by the Treasurer.
- I. The Section Secretary must prepare a Section Directory or Roster during the period between the election in November and the start of the year, January 1. The Directory will include the names, addresses (postal & e-mail) and telephone numbers of the officers and other members of the Section Executive Committee, the Chairs of the North Jersey, Long Island, Princeton and Connecticut Sections, the Region 1 Director and the IEEE Manager-Member Services. The Directory should be issued to all of the Section Committee members and reissued when updated.
- J. The Secretary is responsible for assuring that all Chapter secretaries are properly trained.
- K. The calendar of Section Operations will be updated as required by the Section Secretary. The IEEE Field Services Department maintains the names, addresses and telephone numbers of the Chair, Vice Chair/s, Secretary and Treasurer of each Section, the Chairs of each established Chapter, Section Newsletter Editors and Chairs of the following Committees: Educational Activities, Membership Development, Professional Activities, and Student Activities. The Section Secretary provides this data to the IEEE
- L. Distribute Section letterheads or electronic format to all Chairs of committees and monitors the usage of such letterheads to assure conformance with IEEE Policies and Procedures. In the event of improper usage, the Secretary immediately notifies the Section Officers.

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- M. Insures that arrangements have been made for the meeting place for all Section Executive Committee meetings, including meals and refreshments.
- N. Handle the correspondence as directed by the Section Chair.
- O. Secretary to include in Section minutes a table listing all Section, Chapter and committee activities. Table must be kept up to date and indicate if proper forms were submitted. This table permits EXCOM to determine if a Section entity is not meeting IEEE requirements.

Chronicle Check List for the Secretary

Dec. Sect

Outgoing Secretary prepares Section Directory/Roster with December Executive Committee minutes. Notifies IEEE Headquarters and the Regional Director of the names, addresses (postal & e-mail) and telephone numbers of all newly-elected Section officers. The Directory/Roster includes the names and addresses of Committee Chair and Group/Society Chapter, Division and Subsection Chairs.

Jan. Sect.

Directory/Roster revisions are issued with NY Section minutes.

Feb. Sect.

Meeting report summaries for the past calendar year must be forwarded to IEEE Headquarters prior to March 1. Rebates for meeting reports are based on meeting records for the preceding calendar year.

Mar. Sect.

Contacts Headquarters if any submitted meeting reports were rejected.

2.1.6 JUNIOR PAST CHAIR

Responsibilities of the Junior Past Chair

Advises, counsels and gives suggestions to the incumbent Section officers, based on experience and understanding of Section affairs. He or she assures continuity in day-to-day operation of the Section after an incoming Chair has assumed office.

Specific duties of the Junior Past Chair

1. Is considered as an elected member of the Section Committee with voting privileges.
2. Chairs the Nominating Committee.
3. Serves as a member of the Financial Planning (Budget) Committee.
4. Fulfills specific assignments as requested by the incumbent Section Chair.
5. Represents Section on METSAC Committee as a METSAC officer.

2.1.7 SENIOR PAST CHAIR

Responsibilities of the Senior Past Chair

The Senior Past Chair serves as an advisor to the Section Officers.

Specific duties of the Senior Past Chair

1. Is considered an elected member of the Section Executive Committee with voting privileges.
2. Member of the Nominating Committee.
3. Shall serve as requested by the Section Chair.
4. Member of the Long Range Planning Committee.

2.1.8. CHAPTER CHAIR

- A. In possession of and familiar with the IEEE Constitution, Bylaws, MGA Operations Manual and the Section O&P Manual (the Chapter is managed according to the administrative parent Section's O&P Manual). More details for this position can be found Under Technical Chapter Chain in <http://iee-elearning.org/CLE/course/view.php?id=21>
- B. Presides at meetings of the NYExCom, Chapter and the Chapter Executive Committee.
- C. Operates the Chapter to maximize satisfaction of Chapter member needs with the resources available.
- D. Develops and presents plans for meeting members' needs to the Chapter Executive Committee for review.
- E. Identifies appropriate volunteers and presents their appointments to the Chapter Executive Committee for review.
- F. Insures that all Chapter Officers and Committee Chairs are properly trained for their jobs.
- G. Signs off on financial report where appropriate and confirms all reporting is accurate and submitted in a timely manner. If the Chapter maintains a separate bank account, insures that audits and reports are completed and submitted in a timely manner.
- H. Insures satisfactory performance from the other Chapter Officers and the Chapter Committee Chairs.
- I. Prepares an annual report of Chapter Activities for submission to the Section Secretary, Region and/or Society Chapter Coordinators.

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- J. Represents the Chapter at all appropriate IEEE gatherings including the New York Section EXCom meeting.
- K. Transfers Chapter records to the new Chapter Chair at the end of the year.

2.2 WORKING ACTIVITIES COMMITTEES

The Chairs of the following Working Activities are elected annually and serve as voting members of the NYExCom.

- Operation and Procedures (O&P)
- Chapter Organization
- Editor (unless it is a paid position)
- Historian
- Long Range Planning
- Publications
- Web Master

2.2.1 O&P COMMITTEE (OPERATIONS AND PROCEDURES)

- A. Operations and Procedures Manual are required for the purpose of governing the operations and administration of the New York Section.
- B. How Appointed and Term

The Chair of the Chapter Organization Committee is elected annually

- C Duties and Objectives

The objectives and duties of the O&P Committee are as follows:

1. The duties and responsible of the Section O&P Committee are covered in the MGA Operation Manual Section 9.4 E.
2. The chair of the Committee is one of the Section's Working Committees
3. The prime responsibility will be to act as the counsel on matters involving O&P Manual at the Section's Executive Committee meetings and to note the areas requiring clarification or modifications.
4. Specific Duties:
 - a. Be knowledgeable about the content of the New York Section O&P Manual, MGA Manual and IEEE Bylaws, and to provide information as needed for the guidance of the Executive Committee.
 - b. Provide guidance for revisions of the New York Section's Operations and Procedures Manual.

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- c. Advise subordinate organizations such as New York Chapters of Societies or Affinity Groups on the structuring of their guidelines.
- d. Provide notice of proposed O&P amendments to all Section Committee members in advance of the meeting at which they are to be introduced
- e. Maintain coordination of New York Section O&P with related activities such as METSAC and Region 1 Southern Area Chair.

D Amendments and Revisions to the O&P

Section 1

Amendments and Revisions to these procedures may be proposed as follows:

- (a) By the Section Executive Committee; or
- (b) By a voting member of the Section with the approval of the Section Executive Committee; or
- (c) By presenting to the Section Executive Committee, in writing, the proposed amendment accompanied by a petition bearing the signatures of at least 25 voting members of the Section. Any amendment proposed in this manner shall be announced to the Section membership by publication in the Section newsletter and web-site or otherwise by mail or E-mail. That proposed bylaw change shall then be presented to the Section membership for vote not sooner than 20 days nor more than 60 days *from* the mailing date of the announcement. If the membership approves the proposed change, no further endorsement by the Section Executive Committee is required.

Section 2

These changes in the O&P shall be adopted, amended or revoked in accordance with the IEEE Bylaws and the MGA Operations Manual at a regular business meeting of the New York Section Executive Committee and approved by at least two-thirds of the votes cast at the meeting. The changes may also be approved by a vote of the membership of the Section by special ballot as described in Section 1c. (In order for proposed O&P changes to be implemented, such changes must be reviewed by IEEE Staff, and approved by the IEEE Region 1 Director.)

2.2.2 CHAPTER ORGANIZATION COMMITTEE

A. Objectives

The Chapter Organization Committee shall develop programs to promote new Society Chapters within the Section and to revitalize dormant chapters. The Committee shall also assist struggling chapters regain their momentum. Additional details for Technical Chapter Chairs can be found in <http://iee-elearning.org/CLE/course/view.php?id=21>

B. How Appointed and Term

The Chair of the Chapter Organization Committee is elected annually.

C. Specific Duties

The committee shall discharge its responsibilities by timely and effective follow-up of the following tasks:

1. Identify society's membership within the Section where new Chapters can be initiated.
2. Provide guidance, assistance, and initiative to contact Chapter membership to encourage interest in starting or revitalizing a Chapter.
3. Provide guidance in Chapter development in servicing the new Chapter for programs, tours, seminars, etc.
4. Assist the new Chapter meet active Chapter status and in meeting its administrative responsibilities.
5. Provide necessary training to newly established Chapters and Chapter Officers.

2.2.3 EDITOR, MANAGING (Applies only if the position is not a paid position) See Appendix D for Details if this position receives compensation

A. Objectives

Provide editorial services for the Section Publication on topics of general or special interest to the members of the Section.

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B. How Appointed and Term

The Managing Editor-is one of the Sections Working Committees and is elected annually.

C. Specific Duties

1. Provide those editorial services requested by the New York Section Chair.
2. As a member of the Publications Committee review the effectiveness of the

2.2.3.1 POSTING EVENTS IN THE MONITOR

The following information is required:

1. Day, date and time (refreshment and networking prior to meeting? If yes, when?)
2. Sponsor(s): chapter, group (any collaboration with outside entities? If yes, spell out its full name.
3. Topic: An approximate 150 word abstract should be provided.
4. Speaker(s): An approximate 150 word biography with workplace (organization, where based), position, affiliations, experience relevant to the topic and education should be provided.
5. Location: Give exact address and, if in New York, the nearest subway station should be included.
6. Contact: name, phone number and e-mail address
7. Is RSVP required? If yes, what is the deadline for the registration?

Post complete fliers of any event of our Section on the IEEE NY Section Web site and also include the event in the VTool list.

The Monitor Newsletter should provide a link to both sites.

2.2.4 HISTORIAN

A. Objectives

1. The position of Historian or History Committee Chairman is described in the IEEE Section Operations Guide (Section V, Part II and exhibit IV-A, pg. 16).

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2. Although the present operation is handled with one person, a Vice Chair should be encouraged.
3. The Section Annual Reports compiled each year by the Section Chair should include: and annual report by each officer, Working Committee Chairs Chapter Chairs and Standing Committee and Subsection Chairs; copies of all Executive Committee minutes; and the fiscal year of The Monitor. A copy of the annual Report must be given to the Historian for review and for the record.
4. The records of each office shall be sent to the Historian for review and processing (stored, excerpted or destroyed when they are no longer of use to that office).
5. Records shall be maintained in accordance with the IEEE Section Operations Guide (Section V, Part 1-13) "Guidelines for Maintaining Section Records"

B. How Appointed and Term

The Chair is one of the Sections Working Committees and is elected annually.

C. Specific Duties:

1. Maintain historical record of Section.
 2. Identify events in advance which may be of importance to the history of the Section.
 3. Recommend historical programs to Section Chairman.
 4. Suggestion: Historian should make chronological record of highlights or special events as they occur, such as: elections (who, when, where) any interesting incidents, oddities, etc.
 5. Maintain a record of all past Section officers.
 6. Contribute articles to the Monitor
- D. Historian will investigate possible historical milestones within the Section and pursue the milestone application.

2.2.5 LONG RANGE PLANNING COMMITTEE

A. Objectives

The Long Range Planning Committee studies the professional, technical, educational and social needs of our membership along with the trends in current technology, economy, politics and member attitudes, then formulates and recommends long range plans for the Section to the Section Chair and the Executive Committee.

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B. How Appointed and Term

The Chair of the Long Range Planning committee is elected annually.

C. Specific Duties

The Committee Chair appoints four to six members to the Committee subject to the approval of the Section Executive Committee. These members should be past-chairs of the Section or long-standing members of equal knowledge of the IEEE and Section operations. The committee chair heads the Long Range Planning Committee, formulating the agenda, planning and arranging for meetings and reporting Committee activities, actions and recommendations to the Section Chair and Executive Committee.

1. Responsible for reviewing the trends of science and technology, education, economics, politics membership needs and social attitudes as they may concern the Section operation. The Committee shall be responsible for recommending changes in the Section's objectives, organization and operations.
2. Shall undertake special studies requested by the Section Chair and/or Executive Committee.
3. Shall review the Section's operations at least once each year.
4. Shall review the Section Manager's activities and appoint a subcommittee of its members to review his performance (When one is hired).

D. Relationships

- 1 The Committee reports to the New York Section Chair and the Executive Committee.
- 2 The Committee should develop a relationship with the "Policy and Planning Committee" of Region I (When one is appointed).

2.2.6 PUBLICATIONS

A. Objectives

The Section Publications Committee Chair manages the Section Publications.

B. How Appointed and Term

The Chair of the Publications Committee is elected annually.

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C. Publications Committee

1. The Publications Committee Chair shall be responsible for appointing a committee to work with the Monitor Editor, subject to the approval of the Section Chair.
2. The Chair is responsible for appointing a Section Publications Vice Chair, subject to Section Chair approval, to perform in his absence.
3. The Chair is responsible for staffing the Committee with an adequate number of members.
4. The Chair shall obtain and distribute to his Committee members copies of the "Section Publications Guide" available from IEEE Headquarters.
5. The Chair is responsible for assuring that the members of the Publications Committee are familiar with the requirements of their job and the Section Publications Guide (Section 11 of the MGA Operations Manual and/or Section 6 of the IEEE Policy Manual).

D. Specific Duties

1. Development and submission of a publications Newsletter plan to the Section Chair soon after being formed.
2. Submission of an annual report and evaluation of activities to the Section Chair for use in the Section annual report.
3. Responsible for the operation and publication of the Section publication.
4. Responsible for assuring that the Section publication adequately communicates information from the Section officers to the Section members.

The duties and responsibilities of the Section Publications Committee are covered in the IEEE Section Manual in the Section Operations Guide (Section V Part 18, Exhibit IV-A page 23) and in the IEEE Section Publications Guide.

E. Finances

1. All Publications Committee expense shall be paid by the Section Treasurer. Therefore, the Publications Committee Chair shall prepare a budget for the forthcoming year and submit it to the Chair of the Section Budget Committee for approval at the appropriate Executive Committee meeting. A typical budget is attached ().
2. All requests for payment shall be submitted to the Section Treasurer via an Expense Voucher signed by the Publications Committee Chair and accompanied by a proper receipt, bill or payment voucher.

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3. In order to reduce the end cost of the Section publication, it shall be the responsibility of the Publications Committee to solicit outside advertisements. All "bills" shall be issued by the Chair. All payments shall be payable to the "New York Section-IEEE". All receipts shall be forwarded to the Section Treasurer accompanied by a Revenue Voucher signed by the Publications Committee Chair.
4. The Publications Committee Chair shall issue monthly reports on the activity of the Publications Committee, including a financial summary. (It should be noted that reports are required for only the months of publication). An annual financial report shall also be prepared by the Publications Committee Chair for submission to the Executive Committee at its final meeting of the year.

F Operating Guidelines

1. In order to have the Section publication reach the membership in a timely fashion, it should be published on-line in established format about a week before the end of the month preceding the month of publication. To meet this commitment it is assumed that the publication will be fully by the 25th of the month preceding the month of issue and that all material for inclusion in an issue shall be received by the Chair no later than the tenth of the month preceding the month of issue.
2. It shall be the practice of the Section publication to include "A Message from the Chair" and a "Calendar of Activities" in each issue. The "Calendar of Activities" shall cover a minimum of two months (the month of issue and the following month) and shall be printed at a highly visible location in the publication. The calendar contents will be based on input from the Executive Committee and the group/society chapters and will include adjacent Section meetings only if space permits. Also to be included on a regular basis, shall be an article on the "Section's History" submitted by the Historian, and an article on "Student Activities" submitted by the Student Activities Chair or his designee.
3. The cover and back page will have color, when economically feasible or deemed necessary by the NYExCom.
4. Photographs will be included when available.
5. All New York Section chapter and joint chapter meeting announcements for adjacent Section chapters will be published as space permits.
6. If the announcement is for a paid affair and the chapter specifically requests a third page or half page, etc. in order to include reservation coupon, etc., then the announcement shall be paid for at the appropriate rates.
7. The rates to be charged for editorial material submitted for inclusion in the Section publication by IEEE organizational units for revenue-producing activities will be charged as follows:

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A. Non-self-supporting New York Section Group/Society Chapters	No charge
B. Self-supporting New York Section Group/Society Chapters	40% of Rate Card
C. Other IEEE Units	50% of Rate Card
D. All other non-profit societies-	60% of Rate Card

8. The Section publication shall normally be issued on a monthly basis, except for the months of June and July.

G. Section Publication Business Manager (optional)

The Publications Committee shall have the authority, subject to approval by the Executive Committee, to hire a Section Publication Business Manger to handle the routine functions associated with the publication of a monthly Section publication. The Business Manager's contract shall be approved by the Executive Committee. The Business Manger shall be responsible for soliciting news from: the Publications Committee, the New York Section Group/Society Chapters, Regional and National IEEE entities, etc.

The Business Manager shall be responsible for editing all material submitted for inclusion in the Section publication and obtaining the approval of the Publications Committee Chair or his designee. He shall subsequently be responsible for "laying out" the publication, printing, distributing and making it available to Section members in electronic format.

1. The Publications Committee shall review all items submitted for inclusion in the Section publication, except for meeting announcements, and judge on the appropriateness' of its inclusion.
2. The Publications Committee will meet with the Business manager prior to the seventh day of the month preceding the month of issue to review the material being included in that issue of the Section publication.

All "bills" for service rendered in conjunction with his duties as Business Manager shall be forwarded to the Publications Committee Chair. All funds received by him shall also be forwarded to the Publications Committee Chair.

The Section Publication Business Manager, in conjunction with the Publications Committee Chair, shall develop a rate to be used for quoting space in the Section publication.

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2.2.7 WEB MASTER

A. Objectives

The Section Webmaster Committee Chair manages the Section Electronic website.

B. How Appointed and Term

The Chair of the Webmaster Committee is elected annually.

C. Specific Duties

1. Is knowledgeable of IEEE governance documents as they relate to electronic communications, including but not limited to IEEE Policy & Procedures.
2. Maintains or coordinates the maintenance of Section webpage.
3. Communicate regularly with Regional Electronic Communications Coordinator.
- 4 Provide monthly or quarterly update to Section Executive Committee on status of Section's electronic communications activity.
5. Passes on to successor all relevant records of office at the end of term.

2.3 STANDING COMMITTEES

The Standing Committee Chairs and other appointed Committee Chairs shall be appointed by the Section Chair.

The New York Section has the following Standing Committees:

- Awards and Recognition
- Budget
- Educational
- Member at Large
- Membership Development
- Nominating
- Professional Activities Committee for Engineers (PACE)
- Publicity and Public Relations
- Special Events
- Student Activities
- Student Representative

The duties and responsibilities of the various Standing Committees are identified in the following pages.

2.3.1 AWARDS AND RECOGNITION COMMITTEE

- A. Objective to service, coordinate and manage the Section Awards Program.

Additional information on the MGA Awards and Recognition Program may be found on the following website.

http://www.ieee.org/societies_communities/geo_activities/awards/index.html

- B The Chair of the Awards and Recognition Committee is appointed by the Section Chair for a one-year term. The Chair of Awards and Appointments, reports directly to the Section Chair and the timetable of functions varies as per the instructions of the IEEE Awards Guide. Additional details can be found at <http://iee-elearning.org/CLE/course/view.php?id=133>

- C Specific Duties

These provide the basic ground rules for carrying out the prime responsibilities of the Committee. The Annual Calendar of Section Operations notes the most important dates involving these responsibilities.

1. Encourage New York Section nominations for the Fellow Grade through articles in the Section Newsletter and distribution of Fellow Nomination kits to appropriate parties.
2. Responsible for an annual review of the Section membership for identification of members eligible for the Fellow Award and the submittal of same to the Executive Committee for approval.
3. Review Fellow Grade applications and forward New York Section endorsements, where appropriate, to the IEEE Fellows Committee.
4. Determine what awards are available from the Institute, from Region I, from the IEEE-USA and from the various Societies within IEEE and select and nominate New York Section personnel for these awards.
5. Responsible for the selection of probable candidates from the membership for awards listed in the IEEE Awards Guide and presentation of the candidates' qualifications for Executive Committee approval.
6. Responsible for determining members deserving of special recognition and submitting recommendations to the Executive Committee.
7. Responsible for submission of all Section Award nomination paperwork to IEEE Headquarters.
8. Nominate New York Section personnel for IEEE leadership and service positions on Institute Committees and Boards.

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9. Maintain communications with the IEEE Staff Secretary of the Institute's Nominations and Appointments Committee.
10. Maintain updated resumes of selected New York Section personnel.
11. Responsible for preparation of certificates as required by the Executive Committee.
12. Responsible for the preparation of an Annual Report to the Chair of the Section.
13. Note that all N&A, as well as Awards Committee reports, contract negotiations, etc., are considered confidential as they need to be received and discussed in executive session and /not/ reported other than a mention that "... 'n' candidates for 'x' award were nominated by the Section NYExCom ..." unless the Section is the final authority. Even then, specifics of who was nominated for what remains confidential until after the nominee is notified, contracts are not released, awards nominations to other IEEE and/or non-IEEE OUs are not released until after that OU makes its decision, and notifies the member...
- 14 The Chair of the A&R committee shall solicit the help and recommendations of past NY Section Chairs to determine prospective and eligible candidates for each award being considered.
 - a. In addition to the above Headquarters IEEE has published the following Job description for this Position: Is knowledgeable of IEEE governance documents as they relate to Awards & Recognition, including IEEE Bylaws, Policy & Procedures, and MGA Operations Manual.
 - b. Maintains historical records of Section Awards distributed.
 - c. Submits any new Section award to MGA Awards & Recognition Committee for approval.
 - d. Is knowledgeable of IEEE recognition products, including pins, plaques, certificates, etc., and process for ordering.
 - e. Drafts letter for recognition of newly elevated Senior members and Fellows for signature of Section Chair, and distribution by Section Secretary.
 - f. Presides at meetings of A&R Committee. Forwards recommendations to Section Executive Committee for approval.
 - g. Provides regular report, including recommendations, to Section Executive Committee for information and, where appropriate, action.
 - h. Passes on to successor all relevant records of office at the end of term.

2.3.2 BUDGET COMMITTEE

- A. The Budget Committee shall be responsible for periodically reviewing the fiscal affairs of the Section concerning which it shall take the initiative for making recommendations to the Executive Committee when warranted. It shall plan the annual budget based on submissions by the Chapters, Committees and Officers.
- B. The Chair of the Budget Committee is usually the Vice Chair of Section Activities and is appointed by the Section Chair. The members of the Committee shall include but not be restricted to the Section Treasurer, the Chair of the Audit Committee and the Vice Chairs of Section Activities and Chapter Operations.
- C. The Budget Committee shall perform the following duties:
 - 1. At the November meeting request that all committees, chapters' subsections submit their Budget Requests for the following year at the December meeting.
 - 2. Obtain and review budget requests from all Section entities by the December meeting.
 - 3. With the Treasurer, prepare a balanced annual budget before the January Meeting.
 - 4. Review the final budget proposal prior to submittal for approval by the Section Executive Committee which shall be at the first Section Executive Committee meeting in the activity year, usually the Jan)
 - 5. Review and propose budget revisions as needed throughout the year.
 - 6. Review and establish fiscal guidelines for the Section's operations.
 - 7. Advise the Treasurer and the Section Committee on the investment of funds not immediately necessary for the operations of the Section.
 - 8. Assure compliance with the IEEE Bylaw provisions.

Where no budget has been submitted, and the Chapter (etc.) is not self-supporting, sufficient funds will be allocated to cover the average costs of the two meetings required by statute. Such delinquent Chapters (etc.) will have to submit a request in writing to the Budget Committee Chair to seek a change in budget.

No budget requests will be accepted at a meeting of the Section unless it has been previously approved by the Budget Committee. The Budget Committee has the responsibility to review and plan all Budget items and has the authority to establish and prepare for Section Approval on all Section Budget items.

2.3.3 EDUCATION COMMITTEE

A. Objectives

The objectives and responsibilities of the Education Committee is to develop, promote and implement the continuing education procedures required to maintain technical expertise and enhance the members' professional development in Electrical Engineering and related Engineering fields. This education must fully reflect members' educational needs by being technically responsive in subject and content, cost effective, and time efficient. It must furthermore provide, if possible, course credit credentials that are recognized and fully acceptable to peers and employers.

B. How Appointed and Term

The Chair of the Education Committee is appointed by the Section Chair for a one-year term.

C. Specific Duties

The Education Chair is responsible for all activities related to continuing education activities within the Section. Specifically, it includes, but is not limited by, the following:

1. Act as the New York Section's representative for all Section educational related activities on other IEEE entities.
2. Serve as a member, or maintain communications with the Region I Educational Activities Committee.
3. Carry out the duties and responsibilities of Section Educational Activities Committee Chair as described in <http://iee-elearning.org/CLE/course/view.php?id=254>.
4. Know members educational needs/concerns.
5. Keep informed regarding new approaches and/or techniques, in continuing education.
6. Provide guidance and direct assistance, if requested, to Chapters and Committees of the Section.
7. Be aware of Section's demographics with relation to membership employed by academia, industry, and government.
8. With the approval of the Section Executive Committee, plan and execute training programs to address the technical and professional development of the membership

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9. Maintain information about Educational Activities through http://www.ieee.org/education_careers/index.html
10. Where appropriate, maintain information about national societies and their educational activities.
11. Maintain information about area educational and training opportunities and promote these programs to the IEEE membership.
12. Provide a regular report to the Section Executive Committee about status of Educational Activities programs in the Section and in the geographic area.
13. Maintain communications with Regional Educational Activities contact.
14. Passes on to successor all relevant records of office at the end of term.

2.3.4 MEMBERS AT LARGE

A. Objectives

The objective and responsibilities of the Members-At-Large are to act as a resource in general for Section activities and at the request of the Section Chair, to undertake specific projects not usually within the portfolios of other NYExCom members.

B. How Appointed and Term

The Member-At-Large is appointed annually by the Section Chair. There is no limit to the number of reappointments one may have as Member-At-Large. There is no limit to the number of Member-At-Large appointments that may be made in any given year.

C. Specific Duties

1. Act as a resource for IEEE activities via e-mail review of NYExCom minutes, and participation in Section Meetings and other activities.
2. Additional duties of the Member-At-Large are defined by the Section Chair on an as needed basis.

2.3.5 MEMBERSHIP DEVELOPMENT COMMITTEE

A. Objectives

The objective and responsibilities of the Membership Development Committee are to pursue, plan and implement effective programs aimed towards achieving growth in Section membership. This involves attracting individuals to join IEEE as members and pursue present IEEE members to upgrade. Additional details can be found at <http://iee-elearning.org/CLE/course/view.php?id=62>

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B. How Appointed and Term

The Chair of the Membership Development Committee is appointed by the Section Chair for a one-year term.

C. Specific Duties

1. Develop fertile mailing lists for membership solicitation and periodically conduct an e-mail campaign aimed at specific potential markets.
2. Make membership enrollment appeals at major conferences and meetings and in publications appropriate to reach potential members. Organize a membership booth at these conferences. (See IEEE Guidelines for Operating a Membership Desk at Conferences)
3. Stimulate IEEE Chapter and Section membership campaigns with information about the IEEE and the benefits of membership.
4. Adding membership is of universal interest, as is recovery of those who are delinquent and may consider dropping their membership.
5. Maintain contact with IEEE Headquarters to obtain ideas, statistics, philosophies, and other inputs pertinent to the means of attracting new members, and retaining existing members and exploit such assistance for the Section.
6. Maintain Section access to membership data (SAMIEEE)
7. Actively publicize Section membership activities in the Section Newsletter.
8. Periodically review member data and communicate concerns to IEEE Operations Center.

Membership Cycle:

- September – start membership enrollment
- December- renewal period ends
- Jan. & Feb. – grace period to renew
- End of February –“Terminator Program” runs
- March – membership de-activated if not paid
- April through August – recruitment starts

Membership Initiatives include the following:

- a. First Year Member Welcome Webinar (Monthly)
- b. New “Getting Started” guide to all new members
- c. Website for new members: ieee.org/start

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In addition to the above Headquarters IEEE has published the following Job description for this Position:

- a. Receives monthly mailings of Section membership statistics from IEEE Operations Center.
- b. Maintains a current record of Section membership & provides member contact data to Section officers and Chapter Chairs.
- c. Analyzes Section membership information and identifies membership problems and opportunities.
- d. Submits requests as needed for membership development materials, including posters and applications, to IEEE Operations Center staff.
- e. Communicates regularly with Regional Membership Development officer.
- f. Coordinates membership exhibits for local conferences, including but not limited to use of IEEE Cooperative Display program, soliciting materials for exhibits, identifying volunteers to staff booth.
- g. Maybe asked to manage Section membership database (SAMIEEE).
- h. Serves as resource to members seeking information on senior member elevations.
- i. Communicates regularly with GOLD and Student representatives as well as Chapter Chairs about membership recruitment and development opportunities within those groupings.
- j. Identifies opportunities for recruitment and elevation within the Section.
- k. Provides regular membership status report with recommendations to Section Executive Committee.
- l. Passes on to successor all relevant records of office at the end of term.

2.3.6 NOMINATING COMMITTEE

Additional details can be found at <http://iee-elearning.org/CLE/course/view.php?id=132>

ALSO SEE Section 3.0 Election Process.

2.3.6.1

A Nominating Committee consisting of three members, not then one of the elected officers of the Section, nor intending to stand as candidates for elected office, shall be appointed by the Section Chair with the approval of the Section Executive Committee. The Nominating Committee shall normally be the three most recent New York Section's Past Chairs residing in the Metropolitan Area with the Most Recent Past Chair serving as the Chair of the Nominating Committee.

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- a. The duties of the Section Nominating Committee shall include the preparation of a slate of candidates recommended for the offices of Section Chair, and other officer positions of the Section elected at-large including other members of Working Committees, in accordance with these Operations & Procedures, to be submitted to the NYExCom for approval.
- b. The names of the Nominating Committee members and a “Call for Nominations,” shall be published in the May issue (& therefore information to the Editor by April 10th) of the Section publication and web-site.
- c. Section members shall submit nominations within one month of the “Call for nominations” (by June 30).
- d. The Nominating Committee Chair shall solicit potential candidates for officer position from members of the Section NYExCom including Chapters, Subsection, Affinity Groups and Committee Chairs.
- e. The Section nominating Committee shall verify the candidate’s eligibility and willingness to serve. The Section Nominating Committee shall also gather position statements and biographies of the potential candidates as appropriate.
- f. The “Call for Nominations” announcements in May shall also state that nominations, in addition to those made by the Nominating Committee, will be accepted when made by petition only after prospective candidates have submitted their request to run for Executive Committee position by June 15th and have been vetted by the Nominating Committee. Section members who do not submit their name as a prospective candidate by the June 15th deadline will not be considered for any officer position for the coming year. Prospective candidates for officer position not endorsed by the Nominating Committee will be notified by July 10th to submit their petitions by “Priority Mail with Tracking” or “Registered Mail” and sent separately to the NY Section Chair and Secretary and received by them postmarked no later than August 10th (in order to be announced in the September Monitor). The “Call for Nominations” announcement notice should also include provisions stating, “in order for such petition to be valid it shall carry the signatures of at least one percent of the voting members of the New York Section except in no case shall more than 25 members be required. NOTE: “Petition Candidates are limited to choosing only one NY Executive Committee Officer Position.”
- g. The Nominating Committee shall meet in June and shall nominate a complete slate of Executive Committee Officers and Elected Members for the New York Section, IEEE. The slate shall include not less than 2 not more than 3 candidates for each office when possible.
- h. “After soliciting Section membership for possible eligible and qualified candidates, there may be only one candidate willing to run for a particular position. If that occurs, then the candidate will run un-opposed.”
- i. Petition Candidates: The Nominating Committee will review the qualifications and eligibility of all petition candidates.

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2.3.6.2

- A. The nominees selected by the Nominating Committee shall be announced in the October issue (& therefore required by September 10) of the Section publication. In addition the announcement may be posted on the web-site and sent via E-mail to the New York Section membership no later than October 15.
- B. The Section membership shall be notified of the date of the election and the nominees through an announcement, no later than October 15th (& therefore required by September 10th) *via* Section publication and posted on the web-site or sent by E-mail to the New York Section Membership
- C. When there are several candidates running for each position, the Election process shall be by secret ballot in accordance with MGA Section 9.4 G & H. The Section membership will be notified of the Election meeting and the vote counted by a Tellers Committee appointed by the Section Chair. The ballots will clearly identify the slate of candidates approved & ratified by the NYExCom and the candidates submitted by petition.

2.3.6.3 A candidate for office must be of Graduate Student Member or higher grade.

2.3.6.4 The election will be held at the Annual Meeting, which is usually held in November. If only one nomination is made for each office the election will be by acclamation.

2.3.6.5 The timetable for this procedure is as follows:

Appointment of Nominating Committee by:	Feb.1
Announcement of Nomination Committee members	March 1
Call for Nominations to make the May Publication)	May 15 (required by April 10
Responses by Section Members within 30 days publication):	June 15 (After the May
Nominating Committee to meet:	June 30
Candidates not endorsed by the Nominating Committee notified to submit petition request:	July 10
Close Nominations by Petition (Postmarked by)	August 10
Announce all Nominees & Petition Candidates at the September NYExCom meeting September	
Determine the date for Elections by	September 10
In order to meet publication deadlines Publish Nominees & Petition Candidates	Oct 15
Announce Date of Elections in October publication:	Oct. 15
Hold elections	November

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2.3.6.6 A plurality of the votes cast shall be necessary for election.

2.3.6.7 The Section Nominating Committee shall respond on behalf of the Section to calls for elected positions for Councils, and Regions as appropriate. Nominations for such positions shall be submitted to the Section Committee or NYExCom, as appropriate, for ratification.

2.3.7 PROFESSIONAL ACTIVITIES COMMITTEE FOR ENGINEERS (PACE)

Additional information can be found at
<http://iee-elearning.org/CLE/course/view.php?id=120>

A. Objectives

Promote PACE goals and objectives as follows:

1. Inform the membership of Professional Activities within the Institute and Encourage member participation in Professional Activities
2. Strive to promote and improve the professional well being of the membership of the New York Section and engineers at large
3. Raise the social conscience of engineers "to enhance the quality of life of all people throughout the world through the constructive application of technology"
4. Encourage Government action at the local, state, and national levels wherein technological background and problem solving expertise is made available to the legislator and executive process and/or influence legislation affecting professional careers.

Among the areas that can be positively influenced by PACE Activity are the following:

- 1 Career Enhancement
- 2 Employment Assistance
- 3 Student Professional Awareness
- 4 Technical Policy
- 5 Governments
- 6 Pre-college Educations

B How Appointed and Term

The Chair shall be appointed by the Section Chair for a one year term

C. Specific Duties

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1. Professional activities in the technical, economic, social, legislative and ethical areas have been voted in by the national membership.
2. The Professional Activities Chair should request a budget from Region 1, December of the preceding year to be allocated January 1. Confirmations of actual expenses are to be given to the Region Treasurer.
3. The Professional Activities Chair should request a budget from the Section at the December meeting of the preceding year be allocated in January of the term year.
4. Disseminate PACE information on issues of concern via meetings, articles, and newsletters.
5. The Professional Activities Chair to attend Annual Region I and Southern Area Workshops, if invited by Region 1 then Region 1 should provide funding, otherwise funding will be by the Section.
6. Attend National PACE Conference and/or other relevant IEEE-USA meetings.
7. The PACE Committee should promote special seminars or take part in regular Chapter meetings on PACE topics.

In addition to the above Headquarters IEEE has published the following Job description

- A. Is knowledgeable of IEEE governance documents as they relate to professional or career activities, including but not limited to IEEE Policy & Procedures, especially as relating to legal activities such as political advocacy (lobbying).
- B. Be aware of Section's demographics with relation to membership employed by academia, industry, and government.
- C. With the approval of the Section Executive Committee, plan and execute programs to address the career development of the membership
- D. Where appropriate, maintain information about career activities through the IEEE-USA Professional Development programs.
- E. Where appropriate, maintain information about national societies and their career development activities.
- F. Keep abreast of latest IEEE member benefits relating to careers, including monitoring the IEEE Career & Employment Opportunities web page. (<http://www.ieee.org/careers>)
- G. Maintain information about area job fairs and career expositions and promote these to the IEEE membership.
- H. Submit regular report to Section Executive Committee on status of Section's Professional /Career-related activities.
- I. Communicate regularly with Regional Professional/Career Activities contact.
- J. Passes on to successor all relevant records of office at the end of term.

2.3.8 PUBLICITY AND PUBLIC RELATIONS COMMITTEE

A Objectives

Effective two way communications are essential to the successful operation of any organization. It encourages an exchange of views, develops support for common objectives, and promotes understanding and awareness of the organization and its programs. A Public Relations organization is a tool to achieve this communication.

Public Relations for the Section must develop effective communications within the IEEE and between the IEEE and all of the elements of the Organizational Units (Sections, Subsections, Chapters, and Affinity Groups we interface with. It should be a concern of every member.

B How Appointed and Term

1. The Chair shall be appointed by the Section Chair for a one year term.
2. A committee Vice Chair is desirable and should be encouraged for continuity of programs. The Chair of the Publicity and Public Relations Committee shall select the Vice Chair, subject to the approval of the Section Executive Committee.

C Specific Duties

1. Increase awareness by the public and public opinion leaders of IEEE and Section programs and what IEEE and New York Section members and their profession contribute to their community, society, industry and the government.
2. Encourage cooperation with other organizations in support of common objectives.
3. Secure employer cooperation in support of IEEE activities, membership and career needs, and recognition for the accomplishments of the technology, individuals and the industry.
4. Promote a continuing dialogue with our legislators on issues of concern to our members.
5. Formulate Public Relations objectives, policies and procedures.
6. Coordinate effective Public Relations efforts by each of the responsible Section committees.
7. Encourages Public Relations activities by each entity of the Section.
8. Implement IEEE Public Relations programs within the New York Section.
9. Build an active Public Relations organization.

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10. Provide the tools for a Public Relations effort;
 - A. A public relations guide.
 - B. Public relations training and workshops.
 - C. A directory of sources of public relations contacts.
11. Plan and recommend Public Relations programs for each year.
12. Coordinate and/or implement approved plans.
13. Provide the guidance as required for each Public Relations effort to avoid duplication and assure effectiveness.
14. Maintain liaison with other Public Relations units of IEEE staff, MGA and TAB.

D Reference Material

The duties and responsibilities of the Section Publicity and Public Relations Committee are covered in the IEEE Section Operations Guide (Section V, pg. 17, Exhibit IV-A pg. 22) in the IEEE Public Relations Guide, and Publicity and Public Relations Guide, i.e. a "How-To" description, complete with samples is included as Appendix A.

2.3.9 SPECIAL EVENTS COMMITTEE

A. Objectives

The prime responsibility is to arrange for the Annual Award Dinner Dance to honor the newly elected Fellows in the New York Section and various Awardees as determined by the NYExCom. Selecting and arranging for a suitable location with all requisite facilities and personnel is a time consuming year round operation. The objective is "the best there is at the lowest possible cost". Previous success should be studied by looking at the records of the previous Chair.

The intent and policy of the Section is to hold the affair in February in conjunction with National Engineers Week when possible.

Other special events can be proposed for the consideration of the Section Executive Committee. When approved, the Committee will assume the responsibility for carrying it out.

B. How Appointed and Term

The chair of the Special Events Committee is one of the Section's Standing Committees and is appointed annually.

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C. Specific Duties

1. Negotiate contract for Dinner Dance with Hotel and Caterer (choose caterer, if necessary).
2. Negotiate contract for orchestra.
3. Obtain speaker for Dinner Dance,(If required).
4. Obtain names of Fellows from IEEE Headquarters and awardees as selected by the NYExCom and invites them as guests of the Section.
5. Set prices for tickets and budget income and expenses (obtain budget approval from Section).
6. Run publicity in December/January/February New York Section Publication.
7. Solicit industrial sponsors for premium-priced tables.
8. Prepares menus and tickets for printing and mails out tickets to all invited guests.
9. Prepare a list of attendees for door control and admits patrons at the event.
10. Prepare a financial statement after the event.

D. General Operating Guidelines for the Annual Awards Dance are as follows:

1. The New York Section Chairman is permitted to authorize up to four gratis tickets to IEEE dignitaries or others who have worked to make the dinner dance a success. These are not for personal family use.
2. IEEE members are entitled to purchase two tickets only at the special reduced rate. All tickets purchased by IEEE members are for use by that member and one guest only; they cannot be used by another member or non-member.
3. Each year the New York Section Excom votes on how many tickets should be granted gratis to each active NYExCom member.
4. Inactive NYExCom members are not to be issued gratis tickets. The meeting minutes describe what is considered active and inactive.
5. Awardees are granted two gratis tickets and may purchase up to two additional tickets at the IEEE reduced member rate.
6. Acceptance speeches are not encouraged as they are time consuming and could be boring.
6. Each NYExCom Past Chair is granted one gratis ticket.
7. All attendees must have the appropriate registration form returned.
8. NY Section's Chapter Awardees may be honored at the NY Section ADD and the Chapter is responsible for the physical award (plaque) and dinner dance fees.
9. This affair does not necessarily need to generate a profit, but attempts should be made to keep it from incurring large losses.

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10. Gratis tickets shall be issued for one category only (i.e.: Awardees or Excom or Past Chair etc.).
11. Any entity with a budget line on the NY Section financial report may not use that budget for the payment of dinner dance tickets.
12. The NY Section “Outstanding Engineer Award”, Region 1 and any other NY Section Awardees may be honored at the NY Section’s Annual Awards Dinner Dance.

2.3.10 STUDENT ACTIVITIES COMMITTEE

Additional details can be found at:

<http://iee-elearning.org/CLE/course/view.php?id=121>

A. Objective

The Student Activities Committee shall be concerned with the encouragement of Student Activities in IEEE affairs in the New York Section.

B. How Appointed and Term

1. The Chair shall be appointed by the Section Chair for a one year term.
2. To provide effective implementation of the Section's Student Activities Program, a committee structure is recommended with an active Vice Chair, who shall be selected by the Committee Chair subject to the approval of the Section Executive Committee.

C Specific Duties

1. Encourage Student Membership Development.
2. Offer guidance for student meetings and activities.
3. Maintain communication and cooperation with Student Branch Counselors.
4. Maintain close liaison with Region 1 Student Activities Committee and the Southern Area Student Activities Coordinator. Participate in Region 1 Student Activities Programs.
5. Encourage and coordinate Student Activities by the New York Section's Chapters.

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In addition to the above IEEE Headquarters has issued the following Job Description for this position:

- a. Become familiar with IEEE Student Activities-related programs through contact with the Regional Student Activities Chair (RSAC), Regional Student Representative (RSR), the Student Concourse web site at www.ieee.org/students and IEEE Student Services Staff.
- b. With the approval of the Section Executive Committee, plan and execute training programs to address the needs and concerns of Student members and promote active involvement with IEEE after graduation.
- c. Serve as liaison to Student Branch Counselors and Student Branch Chairs in the Section to maintain communication with the Section and to help develop S-PACs (Student Professional Activities Conference).
- d. Provide a regular report to the Section Executive Committee about the status of Student Activities programs in the Section and in the geographic area. Remind the Section that Sections receive a rebate for Student members.
- e. Pass on to successor all relevant records of office at the end of term.

The duties and responsibilities of the Section Student Activities Committee and covered in the IEEE MGA Operations Manual, Section 9. Check references above

D. Reference Material

New York Section - Student Branches

- A listing of the 18 Student Branches follows:
1. Vaughn College
 2. Borough of Manhattan CC
 3. Bronx Community College (Day) (2 year)-College of Aeronautics
 4. Columbia University
 5. Cooper Union
 6. Manhattan College
 7. City College of New York
 8. New York City College of Technology (2 year)
 9. University of N. Y. State - Maritime College
 10. NYU/Polytechnic University
 11. Pratt Institute
 12. Queens College - N. Y.
 13. Queens borough Community College (2 year)
 14. College of Staten Island

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15. Iona College
16. Technical Career Institute (2 year)
17. SUNY Westchester
18. Long Island University/Brooklyn Campus

A listing of the seven Student Branch Chapters is as follows:

Communications Society - COM 14
City College of New York

Microwave Theory & Techniques - MTT-17
City College of New York

Computer Society - Comp - 16

1. College of Aeronautics
2. Columbia University
3. Polytechnic University
4. Queens borough Community College
5. Technical Career Institute

2.3.11 STUDENT REPRESENTATIVE

Additional information can be found at:
<http://iee-elearning.org/CLE/course/view.php?id=131>

- A. The Student Representative is appointed by the Section Chair from one of the student Branches of the Section.
- B. The Student Representative's specific duties are:
 1. Attend New York Section Executive Committee meetings.
 2. Advise the New York Section on student concerns.
 3. Participate with the Student Activities Committee in advancing IEEE objectives in the student Branches.
 4. Enhance communications between the New York Section and the Student Branches.

2.4.0 AD-HOC COMMITTEES

Among the committees that may be established by the NYExCom are the following:

- 2.4.1 Audit
- 2.4.2 Conference Coordination, Meetings, Papers and Program Coordination
- 2.4.3 Ethics Committee (See APPENDIX E)
- 2.4.4 Pre-University Committee

The duties and responsibilities are identified in the following pages.

2.4.1 Audit Committee

A. Objectives

The purpose of the Audit Committee is to provide surveillance of the financial activities of the Section, to approve a new baseline for the bookkeeping system, and to apprise the Chair and the Executive Committee at the first Section meeting following the Audit Completion, of the financial status, of problems or of improvements that can be effected.

B. How Appointed and Term

The Chair of the Audit Committee is appointed for 1 year ending December 31st and is usually the incoming Vice Chair of Chapter Operation and is appointed by the Section Chair. Members of the Committee should be past Treasurers of the Section or have external financial and budgetary experience.

C. Specific Duties

The primary responsibility of the Audit Committee is the audit of financial records of the Section Treasurer at the close of the year. The books shall be closed following the December meeting. The audit of at least the bank balance must be completed by the end of January and the entire audit should be completed before the March meeting.

The following are the basic steps which must be completed:

1. Running account by number, of all outgoing transactions:
 - a. Check that receipts are attached when appropriate.
 - b. Check each item on the voucher for matching check and cross check against the correct account number.

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- c. Verify that expenditure was authorized by the appropriate Chapter or Section Officer.
2. Running account, by number, of all incoming transactions:
Check each item on the voucher for matching deposit and cross check against correct account number.
3. Verify all accounts payable.
4. Verify all accounts receivable.
5. Using last year's audit, establish net worth, Checking account balance, IEEE Concentration Bank balance, and Other investments, such as; Long Term Investments Account, Accounts Payable, Accounts Receivable,
6. Status of Section Publication Account - Start - In & Out - Finish - Verify each cash flow item - Net.
7. Verify Annual cash flow - income - expenses
8. Develop new Net Worth, December 31
9. Check against Section Treasurer's Reports.
10. Make certain account totals conform to Treasurer's totals.
11. Summarize Accounts Receivable and Accounts Payable.
12. Prepare listing of outstanding checks.

Upon completion of the audit, the Audit Chair should prepare a report addressed to the Section Chair, giving the status of the books, a copy of an approved December Treasurer's Report, and any recommendations or counsel.

2.4.2 Conference Coordination Committee

1. How Appointed and Term

The Conference Coordination Committee Chair is appointed by the Section Chair for 1 year ending December 31.

2. Specific Duties

- A. Encourage IEEE entity conferences to be held within the New York Section as jointly sponsored or with New York Section Participation.
- B. Encourage Society Chapters within New York Section to invite their Society's Conferences to be held within the Section's territory and to act as participants.

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- C. Monitor conferences scheduled to be held within the Section and encourage cooperation and participation. Ensure proper formal concurrence procedures have been followed.
- D. Follow-up to ensure conference needs have been adequately addressed within the Section.

2.4.3 Ethics Committee (Also See Appendix E)

(Reference IEEE Policies, Section 7 - Professional Activities [Part A - IEEE Policies] 7.8 IEEE Code of Ethics)

A. How Appointed and Term

The committee would be convened by vote as a result of a motion

Committee members would be composed of members of the NYEXCOM and would be appointed directly by the Chair of the Section.

The duration of the term for the committee would be a fixed time after which the committee would be disbanded.

Through its Ethics and Member Conduct Committee, IEEE aims to:

- Foster awareness on ethical issues;
- Promote ethical behavior amongst those working within IEEE fields of interest;
- Create a world in which engineers and scientists are respected for exemplary ethical behavior.

2.4.4 Pre-University Committee

The mission of pre-university activities throughout the IEEE is to promote and enhance the level of technological literacy and interest of pre-university students and educators globally. The mission of the MGA Pre-University Committee is to engage IEEE members in these activities by providing a strong link from the member to pre-university activities across IEEE operational units. It may also include the development of programs to support pre-university goals.

Functions

- The Committee shall be the MGA pre-university point of coordination:

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- Work with the Region 1 EAB and IEEE-USA Pre-University committees to expand the network of Section pre-university education coordinators.
- Work with the Region 1 EAB and IEEE-USA Pre-University committees on the operational component of the non-member pipeline associated with pre-college students.
- Coordinate all involvement with IEEE Pre-University Clubs.
- Provide support to the educational interfaces at the local levels.

3.0 ELECTION PROCESS (MGA Operations Manual 9.4 H Election Process is repeated here for convenience)

Section Election Process

1. Six months prior to the date of election, the Section Nominating Committee Chair shall issue a “Call for Nominations” for all positions elected at-large to all voting members of the Section via e-notice, Monitor Newsletter and/or Section Website.
2. Section members shall submit nominations within one month of the “Call for Nominations”.
3. The Section Nominating Committee shall verify the candidates’ eligibility and willingness to serve. The Section Nominating Committee shall also gather position statements and biographies of the potential candidates, as appropriate.
4. The Section Nominating Committee will select from all such submissions at least two but not more than three candidates for each position elected at large, and submit the slate of candidates to the Section Committee for ratification. (This should be at the September NYExCom meeting.)
5. The slate of candidates for elected office shall be communicated to the voting members of the Section not less than six weeks prior to the election date. In addition, provision shall be made in the communication process for petition candidates for these offices.
6. In addition to the candidates nominated by the Section Nominating Committee, individual voting members eligible to vote in such election may nominate candidates by petition. In accordance with IEEE Bylaw I-307.17, “the number of signatures required on a petition shall be determined as follows. For all positions where the electorate is less than 30,000 voting members, signatures shall be required from 2% of the eligible voters. For all positions where the electorate is more than 30,000 voting members, 600 signatures of eligible voters plus 1% of the difference between the number of eligible voters and 30,000 shall be required.” The petition shall be completed at least 28 days before the date of the election.

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7. The entire slate of candidates for office shall be communicated to the voting members of the Section not less than two weeks prior to the election date.
8. The election process shall be by secret ballot.
9. The Section Chair shall submit the names of up to three members of the Section to serve as a Tellers Committee, to the Section for approval. After the tally of votes, the Tellers Committee shall report the results of the election to the Section Chair. The Section Chair shall inform each candidate for office of the results of the election prior to announcing the results to the Section membership.

4.0 CHAPTER, AFFINITY GROUPS AND SUBSECTION OPERATIONS

- A. The purpose of each Chapter, Affinity Groups (AG) and Subsection in the New York Section is to identify and satisfy the needs of its members through technical meetings, symposia, field trips and other media. At the same time, each should abide by the rules and regulations for operation set forth in the IEEE Section Manual and in the New York Section O&P Manual
- B. The New York Section Executive Committee permits one major variant in financing; any Chapter, Affinity Group or Subsection that is self-supporting may hold and dispense its own generated funds, if it so desires, with the advice and consent of the Executive Committee and with the provision that it must submit a budget and provide financial accounting as scheduled. Such funds shall remain the property of the Institute and assignable to the Section on demand.
- C. Highlights of the important rules and regulations to successful operation are:
 1. Each Chapter, AG or Subsection needs to establish an Administrative Committee and the officers required to fulfill the charter, and needs to set up operating procedures; an Annual Calendar (see Appendix B); and hold annual elections. Nominations and proposed elections must be advertised in the Section Publication. Other means of advertising the elections to all members in addition to the Section Publication may be used.
 2. The Chair of each Chapter, Affinity Group or Subsection is a voting member of the Section Executive Committee (NYExCom). He (or she) or their delegate is expected to attend each meeting of the NYExCom. Approval of the Section, where required, for items such as the budget, meeting calendar or unusual expenditures are to be requested through the appropriate Committee or at Executive Committee Meetings.
 3. Each Chapter, AG, and Subsection shall prepare minutes of all its meetings and report to NYExCom's monthly meetings, with copies given to the New York Section's Chairman, Vice Chairman-Operations and Secretary.
 4. Organize and pre-plan activities on an annual basis, preferably in line with the Section's calendar year

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5. Prepare a proposed schedule of activities, by the December meeting, for the coming year and forward to the Section Meetings, Papers and Program Coordination Committee (MP&PC) Chair and the Section Secretary. Tentative dates and subjects will suffice. As changes occur in the plans or as subjects and speakers are firmed up, the MP&PC Chair and Section Secretary should be notified. Conflicts of dates and topics can be avoided if calendar of Section activities can be furnished to Executive Committee members on a timely basis.
6. Sponsor no less than two technical meetings per year (five minimum for Subsections). These must be publicized to the total Section membership in the Section Publication, Monitor.. Special mailings may also be used if within the approved budget.
7. All technical meetings shall be reported to the Section Secretary with a copy to the MP&PC Chair, using the standard reporting form (L-31). Rebates from headquarters depend on this reporting.
8. Prepare and send to the Section Budget Committee Chair and Treasurer, a preliminary budget in December for the coming fiscal year per the Bylaws indicating the anticipated expenses and income in itemized form.
9. Funding by the Section will take place only after the Section Budget Committee has recommended an annual budget and approval by the Section Executive Committee of the proposed budget. Reimbursement for meeting expenses will not be processed prior to receipt of the meeting L-31 report.
10. Financial statements for calendar year end must be submitted by mid-November. These should show the financial condition for the beginning of the calendar year till mid-November on a total cash flow basis (expenses and income) during the year.
11. The Section Treasurer will authorize the expenses and provide payment based on supporting receipts, properly executed expense voucher, and corresponding L31 forms. This voucher will become an integral part of the Section record. Expenses vouchers exceeding the approved budget by the lesser of 10% or \$25 will not be paid without the action of the Executive Committee after explanation by the Chapter,AG,or Subsection at the NYExCom meeting..
12. The Chapter, AG or Subsection Chair shall submit an annual report to the Section Chair by the end of November. It shall include a summary of activities for the past year, including technical meetings, symposia, lectures and Chapter (etc.) Executive Committee meetings. Executive Committee members for the following year should be identified as well as the officers (with addresses). Recommendations for future operations should also be included.

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These are only the most pertinent highlights for quick access. The IEEE Section Manual should be reviewed for understanding of your role in Section, Group and Society operations. They can only be as effective as the pieces they are comprised of. Your compliance with all the ground rules leaves time to seek answers to larger problems affecting IEEE.

4.1 AFFINITY GROUPS

Check out these sites for additional information

<http://iee-elearning.org/CLE/course/view.php?id=129> and

<http://iee-elearning.org/CLE/mod/lesson/view.php?id=370>

4.1.1 CONSULTANTS NETWORK

check out these sites for additional information

<http://www.ieeeusa.org/business/startnetwork.asp> and

<http://iee-elearning.org/CLE/course/view.php?id=129>

The Consultants Network is an Affinity Group of the New York Section.

1. Objectives

- A. To provide a service to the IEEE members who are self-employed consultants or are considering to be self-employed consultants in the near future, and to provide service to related industries by developing and maintaining a database for matching Industry's needs with members' technical specialty.
- B. To provide information and guidance of interest to the IEEE self-employed consultant by disseminating information to prospective consultants of industry requirements.
- C. Hold periodic technical meetings at local venues on subjects that are of interest to consultants. Also, networking among consultants takes place prior to the technical meeting.

2. How Appointed and Term

The consultants Network Chair is appointed by the New York Section Chair for 1 year.

4.1.2 GOLD (Graduates of Last Decade)

Additional information can be found at

http://www.ieee.org/membership_services/membership/gold/index.html and at

<http://iee-elearning.org/CLE/course/view.php?id=81>

4.1.3 LIFE MEMBERS

Additional information can be found at

http://www.ieee.org/societies_communities/geo_activities/life_members/group_management.html#sect4 and at

<http://iee-elearning.org/CLE/course/view.php?id=80>

A General Group Management

Responsibility for Life Members Group management shall rest with the Section/Council, which shall have control of all financial and other aspects of the Group in carrying out its activities.

Reasonable efforts should be made to notify all members of meetings. Methods of communication could be hard copy distributions, e-mail distributions in keeping with IEEE e-mail policies, and Group Web site updates. Not less than once a year, a hard copy mailing should be sent to the active Group membership, including at least the following information: how to remain in the IEEE Life Members Listing and how members may update their contact information in the IEEE master database. The Life Members Group may serve non-members wishing to receive meeting announcements or other Life Members Group publications.

B Group Officers Positions

Officers of the Life Members Group shall be at least a Chair and a Vice Chair.

Each member of the Life Members Group Committee shall have attained IEEE Life member status and be an IEEE member of Member, Senior Member, or Fellow grade.

The Group Chair shall serve as Chair for all meetings. Duties include oversight and/or coordination of the Group activities, submission of brief summary of activities, and submission of reimbursement forms to the Regional Life Members Coordinator.

The Group Vice Chair shall assist the Chair in the coordination of all activities. At the request of the Chair or in the absence of the Chair, the Vice Chair shall chair meetings of the Group.

All Officers shall be elected annually. The term of office for all Officers shall normally be one year, but may continue until a successor has been duly elected and take office. The term of office will date from 1 January through 31 December.

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C. Requirements for Membership, Meetings, and Activity

A Life Members Group shall be required to maintain a membership of not fewer than six (6) members and to hold not less than two programs per year, or to maintain a level of activity acceptable to the Regional Life Members Coordinator.

A Life Members Group shall submit annually a meeting report, a roster of Officers, and a budget proposal for the next year, to the Regional Life Members Coordinator.

4.1.4 WIE (Women in Engineering)

Additional information can be found at

<http://iee-elearning.org/CLE/course/view.php?id=92>

5.0 SECTION MANGER (Optional only when required)

- A. The Section Manager is the General Manager of the New York Section. As such, his responsibility includes all services which will effectively promote Section activities as directed by the New York Section Executive Committee. To the extent of the available time and consistent with the efficient operation of the Section, the Manager shall provide support services to all Section officers, chapter and committee chairs.
- B. The Manger shall, in view of cost containment, strive to reduce the dependence of Section entities on outside services and IEEE Headquarters.
- C. The Manger shall promote the holding of conferences and seminars by IEEE entities within the New York Section territory. The Manager shall provide assistance and services to any IEEE entity desiring help for such conferences and seminars.
- D. The Manager may be he Editor of the New York Section Publication. And as such shall work to improve the appearance and effectiveness of this publication and encourage and promote interest in advertising.
- E. The Manager shall submit regular reports to the New York Section Chairman and Executive Committee. The New York Section manager shall take direction from the Section Chair and Executive Committee and act on recommendations of the Long Range Planning Committee as approved by the Executive Committee and be subject to a performance review by this committee each year.

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6.0 METSAC

- A. The Metropolitan Sections Activities Council or METSAC was formed to provide a common point from which the Council (consisting of the following Southern Area Sections: New York, Connecticut, North Jersey, Long Island, Jersey Coast and Princeton/Central Jersey Sections could discuss problems that crossed section boundaries. Key examples are the possibility of a joint publication, administration of joint Chapters and student activities on a metropolitan basis, and possible united IEEE action.
- B. The Council is comprised of the present Section Chair and Junior Past Chair of each of the Sections with the leadership to rotate among the six Sections. A Chair, Vice Chair, Secretary and Treasurer will be selected each year with assignments given to each in the members of the areas of most concern. Each section has 2 representatives on the Council.
- C. Funding of this operation will be from the METSAC sections as needed.

7.0 REFERENCES

The policies, procedures and Institute regulations are embodied in the following documents:

1. The IEEE Constitution
2. The IEEE Bylaws
3. The IEEE Policy Manual
4. The MGA Operations Manual
5. The IEEE Region I Bylaws (The IEEE Region I Bylaws cover the governing regulations at the regional level.)
6. IEEE Center for Leadership Excellence <http://ieee-elearning.org/CLE/>
7. The Metropolitan Sections Activities Council (METSAC) Bylaws (The METSAC Bylaws cover the governing regulations at the Council level)
8. http://www.ieee.org/about/corporate/governance/governance_index.html WNC April 10, 2012 (Includes numerous comments & suggestions from Robert Pellegrino)

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Approval and Signature Page

IEEE

NEW YORK SECTION

OPERATIONS AND PROCEDURES (O&P) MANUAL
Reference (MGA Operations Manual)

Latest revision dated April 10 2012 was approved by the NYExCOM at the April 2013 NYExCOM meeting and submitted to the Region 1 Director for approval. Subsequently the document was reformatted for appearance and minor grammatical errors corrected.

New York Section O&P Manual Chair, William N. Coyne

Approval Signature  Date Sept 6, 2013

New York Section Executive Committee Chair, Dr. Shu-Ping Chang

Approval Signature  Date Sept. 6, 2013

IEEE Region 1 Director, Peter Eckstein

Approval Signature  Date Oct 15, 2013

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APPENDIX A **PUBLICITY AND PUBLIC RELATIONS GUIDE** **for the** **IEEE NEW YORK SECTION**

INTRODUCTION

This guide is intended to aid the Publicity and Public Relations Committee Chair who has had little or no previous publicity experience. This Chair's job is to get as much coverage as possible in the news media of Section meetings, technical conferences and other activities. The ultimate objective should be to make the New York Section known in the business and professional community as an active, constructive organization that is benefiting industry, technology and the community as a whole.

The basic requirements for a Publicity and Public Relations Committee Chair are common sense and a desire to do a job well. It will also help if he has some writing ability, but enthusiasm and persistence can overcome shortcomings in this area.

Just remember that you will be dealing mostly with editors and reporters. Generally, they are an intelligent and understanding group. They will be receptive and often appreciative of your efforts, even though they might not always use the material you send them. There's no such thing as a publicity man who bats 1,000.

Don't get discouraged or angry if an editor does not print a story that is important to you. They may be faced with a shortage of space, a tight deadline, illness on their staff or any of a number of situations. Keep trying. There are precious few news media in any community, so make sure your relationship with newsmen remains friendly. No publicity is better than bad publicity.

Your term as Publicity and Public Relations Committee Chairman can be an enjoyable experience. Your rewards will be seeing your handiwork in print or on the air and knowing you have done a creditable job for the New York Section and the IEEE.

WHAT SHOULD YOU PUBLICIZE?

In a technical organization such as the IEEE, the opportunities for publicity are generally limited to announcements of meetings and post-meeting stories. If the Section hosts a national conference, you will have more chances for publicity. Occasionally, a member of the section may be guest speaker at a school or other organization. Take advantage of this type of opportunity when it develops, and make sure that the first sentence in your news release states

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that the speaker is an officer or member of the "New York Section IEEE".

The best sources for chapter news are, of course, the Chapter Chair and Program Chair. Keep in frequent contact with these men to find out what is going on that might be newsworthy.

Once a year, the New York Section elects officers. This makes a legitimate news item. Be sure to take advantage of it.

Meeting Announcements

A meeting announcement can be dull or it can be exciting, depending on your skill as Publicity and Public Relations Committee Chair. For example, which of the following would be more likely to hold a reader's attention?

--"There will be a meeting of the New York Section, IEEE, at 7 P.M. on Thursday, October 7, at the Plaza Hotel." or

--"The coming crisis in electrical power supply will be discussed at a meeting of the New York Section, at 7 P.M. on October 7, at the Plaza Hotel."

If you can come up with meeting announcements such as the latter, don't be surprised if a reporter or two shows up to cover the meeting.

Post-Meeting Stories

If the reporters don't show up, it will be up to you to prepare an interesting news release describing what happened or was said. Pick out one dramatic, controversial or startling remark -- if it was that kind of meeting -- and use it in the lead sentence of your news release. You'll be surprised how your batting average improves.

Some meetings will involve routine business of interest only to the Section members. In these cases, it would be just as well to forego a post-meeting story.

The post-meeting story will be one of your more trying experiences because you will be working against a tight deadline. Daily newspapers will want the story on the evening of the meeting or the following morning at latest. After that it is history and they probably won't use it. With weekly newspapers or trade magazines, you will have more time.

If you don't have time to write a story and send it to the newspapers, then jot down the main points you want to cover and then call the editor by phone. The editor may or may not take the story by phone, depending on how busy and how close the deadline is.

The phoned-in story saves time, but it has one major weakness -- a greatly increased chance of error. Misspelled names, wrong dates, and misquotes may appear in print and you, the Publicity and Public Relations Committee Chair, will get the blame. Play it safe. Whenever possible put the news item in writing.

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Technical Conferences and Symposiums

About three weeks prior to the meeting, send a personal letter with a copy of the advance program to the editor of each business publication you think might be interested. Invite the editor and/or the papers associates to attend.

Work thru the publicity department of the hotel where you're holding your meeting. They can be helpful in obtaining coverage of your meeting in special events magazines published in some cities, chamber of commerce magazines and similar publications. They may be able to help you with newspaper publicity, and also make sure your meeting is listed in the paper's "conventions this week" listings.

Don't neglect internal IEEE publicity. Have photos taken at the meeting; forward them to The Monitor for publication. Be sure to send a copy of all conference news releases to IEEE SPECTRUM and Society Newsletters.

Set up a small "Press Room" in which you have a computer, a printer copies of meeting news releases and a copy of the meeting announcements for editors to review.

As Chair you should follow-up promptly on business publication editors' requests for copies of papers and additional information.

During the meeting, issue releases to the newspaper business editor describing briefly any paper presented that might have general interest. Newspaper editors are not interested in a paper on "medium scale integration as applied to computer peripheral equipment" but they might be turned on by one on "new ways to reduce thermal pollution effects of nuclear power plants."

CONTACTING THE NEWS MEDIA

As mentioned previously, your news release, because of the nature of the New York Section, will usually be best suited for the business and industry pages of local newspapers and to the regional business and trade magazines in your area. In the case of local newspapers, it is best to address your envelope to the reporter or editor who handles business news.

Don't expect to get much response from radio or TV. There are a few stations that have community service spots where announcements are made for local civic organizations. Call the program directors of the stations in your area and ask if they can use your material. You will probably be told it's too limited interest, but it's worth a try. Only if you have a well known personality for a guest speaker, or an unusual event of general interest, can you expect TV or radio pickup of your publicity material.

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There is another possible outlet for your publicity, local company employee magazines. Contact the editors of these publications. They will be receptive to items which mention Section members who are employees of their companies. Possibly you can even interest them in a feature story on your Section or technical conference, as the case may be.

Another publicity technique is the editorial interview. Your best bet here is usually the luncheon or dinner speaker scheduled for your meeting. If you know this speaker has something to say of general interest, call or write the business editor of each of your local papers and briefly tell them about the speaker and the subject; invite them or one of their reporters to attend the speech presentation and interview the speaker afterwards.

If the speaker really has something to say, in for example, something that would tie in with ecology or any other of today's "hot" news topics, notify the news editors of your local television and radio stations of the time and place of the speech; also invite them to cover the speech and interview the speaker afterwards.

PHOTOS

A good photo can sometimes carry a fair story into print. If you can't send a good photo, don't send one at all. If you do send one, make sure the digital file will make a good quality 8"X10" print. One word on group pictures; newspapers and top business publications rarely run a photo with more than two or three people; group shots of four to a dozen almost always wind up in that round file.

WRITING A NEWS RELEASE

Five points are important to a good news release: WHO, WHAT, WHEN, WHERE AND WHY. It is important to get all these points in the first sentence or two, whether you're writing for newspapers or broadcasting. Then go into details of your story. Each succeeding paragraph should be of declining importance.

Use short words. Write short sentences, short paragraphs. Two sentences make a good paragraph in a news release.

Opinion should be left out of news stories. Stories should not be overplayed. Superlatives, laudatory adjectives and self-commendation should be studiously avoided.

Be brief. Almost every news release can be written on one or two double-spaced sheets. Two sheets will fill about 12 inches in one newspaper column. This is a lot more space and time than most editors and broadcasters can give one item. Sample releases are attached at the back of this Appendix. You may use them as a guide.

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SUBMITTING A NEWS RELEASE

News releases should be prepared for electronic transmission using conventional software i.e. Word, Word Perfect, Etc.. Use double spacing, leave at least a 1" margin on each side of a page and indent each paragraph at least 5 spaces.

Put the name, address and telephone number of the person who can supply additional information or answer questions at the upper left hand corner of the first page.

Type the release date at the top of the first page. If you want a specific publication date it should read "RELEASE AFTER 4:00 P.M., Thursday, June 10, 20__."

Release dates should not be too far in advance. The editor or broadcaster might forget them. Two or three days is about right for a daily news media; two weeks for a weekly and two months for a monthly publication.

If your story runs more than one page, write "More" at the bottom of each page except the last. Always end each page with a complete sentence and paragraph.

Type a few ### under the final paragraph of the news release.

DEADLINES

A deadline is the day and hour news copy must be in the hands of a newspaper or magazine editor or broadcast news director. Deadlines should be respected to the letter. They vary with all news media. Check your local newspapers, magazines, radio and TV stations for their deadlines. Note them on a calendar or in a note book for constant ready reference.

WHAT CAN REASONABLY BE EXPECTED

Coverage of Section news in the "Coming Events" section of trade publications may be possible.

No coverage on the business pages of major city daily papers, unless there's some aspect of the meeting that has broad general appeal. (Coverage in small city papers may be obtained, however.)

Coverage of Section news in the business publication news section of significant papers; also on what the main luncheon or dinner speaker has to say, if indeed he/she has something to say may be possible.

No radio or television coverage unless the main speaker is of special prominence or talks on a particularly "hot" issue.

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ONE LAST WORD

DO SOME PLANNING! No publicity effort, whether for an organization or a company is likely to succeed unless it's well planned. Set up a schedule for your news releases; distribute them according to that schedule. Make up a check list of publicity chores, i.e. phone call to editors, invitations letters etc. Stick to it.

PR Guide: ATTACHMENT I

Sample News Release - Election of Officers

FROM: New York Section, IEEE

FOR MORE INFORMATION CONTACT:

(your name, address and telephone number)

FOR RELEASE: January 4, 1972

William W. Brown was elected chair of the New York Section, IEEE at a meeting last night at the Plaza Hotel in New York.

Mr. Brown, who is Chief Engineer at XYZ Corporation, succeeds James J. Smith who will assume duties on the executive committee after two years as chair of the New York Section.

Other officers elected were Joseph Doakes, vice chair; William White, treasurer, and H. H. Johnson, secretary.

(Picture suggestion: Photo of Mr. J. J. Smith handing gavel to Mr. W. W. Brown)

PR Guide: ATTACHMENT II

Sample News Release - Meeting Announcement

FROM: New York Section, IEEE

FOR MORE INFORMATION CONTACT:

(your name, address and telephone number)

RELEASE DATE: Nov. 5, 1971

John Jones, deputy director of the Federal Power Commission, will discuss the effects of nuclear power on electric utility rates at a meeting of the New York Section, IEEE at 7 P.M., Tuesday Nov. 10, at the Plaza Hotel, in New York.

Mr. Jones, a former member of the Atomic Energy Commission and a professor of electrical engineering at Purdue University, heads the nuclear power plant regulations division at FPC. Mr. Jones was a member of the Manhattan Project team during World War II and was instrumental in organizing the Atomic Energy Commission's Oak Ridge Laboratory, Oak Ridge, Tenn.

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PR Guide: ATTACHMENT III

Sample News Release - Post - Meeting Story

FROM: New York Section,IEEE
FOR MORE INFORMATION CONTACT:
(your name, address and telephone number)

RELEASE DATE: Nov. 10, 1971

A general decline in electric utility rates during the next 25 years can be anticipated as more nuclear generating stations are built in the U. S.

This was the prediction of John Jones, deputy director, Federal Power Commission, who last night was guest speaker at a meeting of the New York Section, IEEE.

Mr. Jones cited technical improvements in reactor designs as an encouraging sign to the consumer and for the future of industries that rely on electrical energy for their existence.

(MORE)

"Pilot plants now in operation indicate that great economics are possible in production and distribution costs for electrical energy compared to existing systems," Mr. Jones told the New York Section which met at the Plaza Hotel.

The two major objections to nuclear power generation, the fear of radiation accidents and thermal pollution, are essentially eliminated by new reactor designs which encompass fail-safe features and highly efficient cooling tower systems.

Mr. Jones pointed out that a new breeder-reactor design which creates more fuel than it consumes virtually assures unlimited fuel supply and eliminates the problem of depletion of the world's energy resources that are associated with fossil fuel generators and earlier nuclear reactors.

Mr. Jones, a former member of the Atomic Energy Commission and a professor of electrical engineering at Purdue University, heads the nuclear power plant regulation division at FPC.

APENDIX B
IEEE NEW YORK SECTION
ANNUAL CALENDAR

JANUARY

Jan. Chair

Sends names of candidates for nominations of IEEE elective offices to IEEE Headquarters.

Jan. Vice Chair, Chapter Operations

Is responsible for seeing that the calendar of chapter activities is continuously maintained.

Jan. Vice Chair Section Activities

Is responsible for seeing that the calendar of section activities is continuously maintained. As Chair

Jan. Treas. (Incoming) and Treas.(Outgoing)

The Outgoing Treasurer ensures that the Section's Financial Report for the past year ending December 31 is submitted to IEEE Headquarters (the specified date is usually in February but) no later than March 1. Incoming Treasurer meets with the Outgoing Treasurer and arrange for the transfer of accounts (Authorizing signatures, etc.) before the first NYExCom meeting in January. The financial records should be available to both Treasurers. The Incoming Treasurer to administer the new year invoices and expenses and the Outgoing Treasurer to complete reports for the prior year activities, including the audit report.

Jan. Sect.

Directory revisions are issued with NYSEC minutes.

Jan. Audit Committee

The Audit Committee should meet as soon as possible in January or February, and the audit should be worked on and completed by the end of February for submittal to the NYExCom in time for the March meeting.

FEBRUARY

Feb. Chair

Attends Region 1 Winter Meeting (may be scheduled in March)

Speech and ceremonies at Awards Dinner

Recognize elected officers of Executive Committee

Recognize past Chair of Section and others as deemed by the Chair

Recognize other Fellows present (other than those receiving certificates).

Feb. Sect.

Meeting report summaries for the past calendar year must be forwarded to IEEE Headquarters prior to March 1. Rebates for meeting reports are based on meeting records for the preceding calendar year.

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MARCH

Mar. Chair

Contacts Nominating Committee to assure proper announcements and timing of Nominating Committee responsibilities.

Sends names of candidates for nominations of IEEE Elective offices to IEEE Headquarters.

Submits names of Nominating Committee and special nomination information to the Section Newsletter for May issue.

Mar. Treas.

Receives first half of rebate payment from IEEE Headquarters. Checks with Section Secretary on meetings credited.

Mar. Sect.

Contacts Headquarters if any meeting reports submitted were rejected.

Mar. Nomination Committee

Appointment of Nominating Committee by: March 30th

APRIL

Apr. Chair

Receives request from IEEE Headquarters for nominations to IEEE Standing Committees and Boards.

MAY

May Chair

Submits names of candidates for IEEE Standing Committees and Boards to IEEE Headquarters prior to June first.

May Nomination Committee

Announcement of Nomination Committee Members and "Call for Nominations" for Response in 30days May 15th

JUNE

Nomination Committee

Responses due for Nominations by Section Members by June 15

Nominating Committee Meets by June 30

JULY

Nominations Committee

Notifies Members not endorsed to submit petitions July 10

AUGUST

Aug. Chair

Attends Region 1 meeting

Nominations Committee

Close Nominations by Petition (postmarked by) August 10

SEPTEMBER

Sept. Treas.

Receives second half of rebate payment from IEEE Headquarters

Sept. Nominations Committee

Announce all Nominees & Petition Candidates at September NYExCom Meeting

OCTOBER

Oct. Chair

Request annual reports for all Executive Committee members

Oct. Nominations Committee

**Publish Election slates and Election Date October 15
in October Publication**

NOVEMBER

Nov. Chair

Holds Section's Annual Meeting with election of officers by the end of November.

Requests annual reports for all Executive Committee members.

Receives request from IEEE Headquarters for names of candidates for IEEE elective offices.

Biannually, reviews with Section Executive Committee, Section candidates for Regional Director; transmits name(s) of proposed candidates(s) to the Regional Nominating and Appointments Committee, together with supporting information.

Requests Budget submittals for next year from all Executive Committee members, including the newly elected members, for submittal to the new Chair of the Budget Committee by the December NYExCom meeting.

Receives names of newly-elected Fellows from IEEE Headquarters and. makes arrangements for presentation of certificates at the Section Annual Awards Dinner-Dance.

Nov. Chair & Chair Elect

The current Chair reviews personnel with the Chair Elect. This is to provide the Chair Elect with the effectiveness of the past year appointed Chairs.

Chair Elect Establish new roster of appointed positions for the New Year.

Chair Elect prepares Articles for the Chair's column in the forthcoming year's Monitor.

Nov. Treas.

Prepares the annual report on the finances of the Section and has his accounts in proper order for an audit.

Nov Nominations Committee

Hold elections (as soon as possible in November).

DECEMBER

Dec. Chair

Prepares consolidated report of Section activities during his/her term of office, submitting copies to the Regional Director, the IEEE General Manager, the Incoming Chair and the Historian.

Chair Makes arrangement for the installation of incoming officers at suitable ceremony.

Dec. Chair Elect

Presides over his first Section Executive Committee meeting, following installation of officers by the Outgoing Chair.

Discusses plans for the coming year.

Establishes schedule of Executive Committee meetings for the forthcoming year.

Establishes the following appointed Committees:

- | | |
|--------------------------------------|-------------|
| 1. Nominating Committee | Sect. 2.3.6 |
| 2. Audit Committee | Sect. 2.4.1 |
| 3. Budget Committee | Sect. 2.3.2 |
| 4. Other Standing Committees | Sect. 2.3 |
| 5. Special Committees - as required. | Sect. 2.4 |

Dec. Budget Committee Chair (Usually Vice Chair, Section Operations)

Insures that individual budget requests, solicited in November, are received from each NYEXcom Member, are reviewed by the Budget Committee and the Treasurer in order to submit a final budget for approval at the January NYExcom Meeting.

Dec. Treas. Elect (Incoming) & Treas. (Outgoing)

Meet with each other in preparation to transfer responsibility of the Treasurer by the first meeting of the NYEXcom in January of the New Year. Financial Records should be available to both Incoming and Outgoing Treasurers. This will enable the Incoming Treasurer to work on Expense and Revenue Vouchers for the New Year and the Outgoing Treasurer to complete the prior year activities. Work with the Budget Committee to prepare a final budget for approval at the January meeting of the NYEXcom.

Dec. Sect

Outgoing Secretary Prepares Section Directory with December Executive Committee minutes. Notifies IEEE Headquarters and the Regional Director of the names, addresses (postal & e-mail) and telephone numbers of all newly-elected Section officers. The Directory includes the names and addresses of Committee Chair and Group/Society Chapter, Division and Subsection Chairs.

WNC April 10, 2012

APPENDIX C

NEW YORK SECTION EXECUTIVE COMMITTEE REPORTS AND DOCUMENTS

CHAIR

Monthly Agenda for Meetings
Chair Column for Monitor Publications

TREASURER

Expense Voucher
Revenue Voucher
Monthly Financial Report (by Account Number)
Monthly Net Work Report

SECRETARY

Letterhead
Executive Committee Roster
Monthly Attendance Roster
Monthly Activity Report Check List
Minutes of Meetings

MEMBERSHIP CHAIR Monthly Report

PUBLICATIONS CHAIR Monthly Report

SPECIAL EVENTS Annual Awards Dinner Dance Report

AUDIT COMMITTEE Annual Audit Report

ANNUAL ACTIVITY REPORTS All Committee Chairs

IEEE Student Branches in the NY Section

IEEE Student Branch Chapters in the NY Section

APPENDIX D*

***Source from Monitor Guidelines Document prepared by Mike Miller, revised by Robert Pellegrino & approved by the NYExCom Nov.14, 2011 further edited by Mel Olken and Mike Miller and on April 11, 2012 by Darlene Rivera**

**The New York Section Newsletter -
The Monitor**

Objective

The Newsletter Editor is responsible for the publication of the Monitor - the IEEE New York Section Newsletter. The Monitor is a significant medium for communicating events, IEEE organizational business, local Section & Chapter activity and improving the identity of the New York Section. It is to be delivered to members in a way that is commensurate with the best available technology.

The objectives of the Section newsletter are:

- a) To inform the members of newsworthy activities in a timely and frequent manner, including schedule and notices for upcoming meetings allowing a means of communication with our members and increasing participation in section events.
- b) To carry news of Section personalities, appointments, and awards creating closer ties with our members.
- c) To report on appropriate Section matters and items of professional interest to our members.
- d) To present statements of Section and Chapter candidates for office.
- e) To present views of members and officers on relevant subjects.
- f) Achieve a distribution frequency of 10 issues per annum.
- g) Inform members of IEEE functions, activities, and resources.
- h) Increase membership of IEEE by reaching out to students who are beginning their careers and entering the GOLD (Graduates of the Last Decade) program.
- i) Create ongoing communication columns for contributing groups, like GOLD, WIE, PES/IAS/, Computer, Life Members, Awards, Student Chapters, PACE, etc.
- j) Attract authors to write short articles and reviews of engineering interest. (Remember that online Monitor is not restricted in space even in the pdf format.) Well edited, displayed, and interesting information will attract more readers and that, in turn will draw commercial advertisers.

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Responsibilities

The Newsletter will be published regularly and timed to take advantage of significant events within the Section like the Annual Awards Dinner Dance and/or Section and Chapter meetings.

The Newsletter Editor will collect inputs from the Executive Committee, Chapter and Affinity Groups, Committee Chairs, and solicit inputs from others, as appropriate.

The Newsletter Editor will assemble and edit the collected inputs, and other pertinent items into a cohesive document. It is the writers responsibility to insure that the submission is properly referenced, not the Editor. Consideration should be given to space, ease of understanding, and suitability for publication. This may be achieved by the Editor with personal/company hardware and software and where necessary with assistance from local service providers.

The Editor will maintain an objective and unbiased position avoiding controversial technical or organizational issues especially those involving politics.

The Newsletter Editor shall set the deadline for inputs for each publication based on the opportunities presented during the particular calendar year and the following is proposed as a guide.

Issue Number	Call for Articles		Editorial		Distribute
	Start	Finish	Start	Finish	
1	Week 1	Week 2	Week 3	Week 4	Week 5
2	Week 5	Week 6	Week 7	Week 8	Week 9
3	Week 10	Week 11	Week 12	Week 13	Week 14
4	Week 15	Week 16	Week 17	Week 18	Week 19

The Editor will arrange for the Newsletter to be distributed and stored electronically.

The circulation of the Newsletter will be to the maximum number of possible IEEE members in the Section, and appropriate IEEE staff. A subscribe /unsubscribe option should be included to provide members with the choice of continued receipt.

**Important items that are submitted to the Newsletter editor that cannot be effectively publicized in the Newsletter cycle should be directed for email distribution.*

**General items that are of interest beyond the newsletter cycle should be copied on to *the Section Web page as reference material.*

Back issues will reside on the Section Web page.

The Newsletter Editor will attend the Section Executive Committee Meetings. A

written report of publication activities shall be presented and recorded.

The Editor's responsibilities includes layout of all of each edition's content (editorial, all of the Section's technical meetings / courses / conferences, and paid advertisements) as per the Section's requirements.

It is preferred that the Editor has some prior experience in preparing, editing, and publishing a periodic newsletters or similar documents for an organization.

The Editor should be able to demonstrate good professional writing skills and the ability to produce an on-line publication.

The Editor should already possess all the equipment necessary to prepare, edit, and publish the NY Section's monitor (this includes computers, printers, scanners, software, cameras, etc.). Purchase of new equipment should be limited to what is essential to maintain a state-of-the-art publication and based upon NY Section budget constraints.

The submission of periodic reports regarding revenue and expenses would include a listing of ads placed in each issue and the status of accounts payable.

The remuneration for issues published and for the split of the revenues should be clearly identified by the Editor.

The Editor shall "report" to the Publications Committee Chair.

The Section shall have the right to terminate the Editor's contract / MOU when necessary and upon approval of the Section Executive Committee.

The Editor or his/her designee shall be responsible for including pictures when available and a write up of the Annual NY Section Dinner Dance in the publication (attendance of the editor or designee will be paid for by the Section).

Term of Appointment

The recommended appointment for this position shall be a one-year term, with additional terms available as long as the Editor is willing and with the approval of the Section Executive Committee. The Monitor is one of the Sections Working Committees and the Editor is appointed annually as determined by the Section Operations & Procedures Manual.

Funding

The Monitor Editor will provide a budget request for the following year's newsletter to the Section Budget Committee during the fourth quarter of the prior year. The Section Budget Committee shall approve financial deviations from the approved Section budget. The Monitor budget should include all the equipment necessary to prepare, edit, and publish the NY Section's newsletter (this includes computers, printers, scanners, software, cameras, etc). The Editor shall try to get revenue in the way of ads.

Operating Guidelines

1. In order to have the Section publication reach the membership in a timely fashion it shall be posted on the New York Monitor website in electronic format no later than the fifth day of the month of publication. In other words the January issue of the Monitor should be posted on January 1st but no later than January 5th. To meet this commitment all material for inclusion in an issue and anyone who wants to have their meeting information or technical articles published must submit them to the Monitor Editor no later than the tenth day of the month preceding the month of issue.
2. It shall be the practice of the Section publication to include "A Message from the Chair" and a "Calendar of Activities" in each issue. The "Calendar of Activities" shall cover a minimum of two months (the month of issue and the following month) and shall be displayed at a highly visible location in the publication. The calendar will be based on input from the Executive Committee and the group/society chapters and will include adjacent Section meetings only if space permits. Also to be included on a regular basis, shall be an article on the "Section's History" submitted by the Historian, and an article on "Student Activities" submitted by the Student Activities Chair.
3. The Monitor will be in electronic format. Therefore the Editor shall attempt to make the newsletter as colorful and attractive as possible.
4. Photographs will be included when available.
5. All New York Section chapter and joint chapter meeting announcements will be published when made available to the Editor. In addition, adjacent IEEE Section announcements will be published when made available to the Editor and as space permits.
6. If the announcement for an adjacent IEEE Section (Conn., LI, North Jersey, etc.) is for a paid affair and the Section / Chapter specifically requests a separate page in order to include reservation coupon, etc., then the announcement shall be paid for at the appropriate rates.

7. The rates to be charged for editorial material submitted for inclusion in the Section publication by IEEE organizational units for revenue-producing activities will be charged as follows:

- Non-self-supporting New York Section Group/Society Chapters - No charge
- Self-supporting New York Section Group/Society Chapters - 40% of Rate Card
- Other IEEE Units - 50% of Rate Card
- All other non-profit societies - 60% of Rate Card.

8. The Section publication shall normally be issued on a monthly basis, except for the months of July and August.

9. Section Publication Business Manager - This is an optional position on the Publications Committee. If this option is utilized, then Monitor editor shall not be compensated for bringing in ad revenue.

The Publications Committee shall have the authority, subject to approval by the Executive Committee, to hire a Publication Business Manager to handle advertising functions associated with the publication of a monthly Section publication. The Business Manager's contract shall be approved by the Executive Committee.

The Business Manager shall be responsible for soliciting news from Regional and National IEEE entities, and for obtaining paid advertising for publication in the Monitor. The Business Manager shall be responsible for searching out ways of reducing the costs associated with publishing The Monitor.

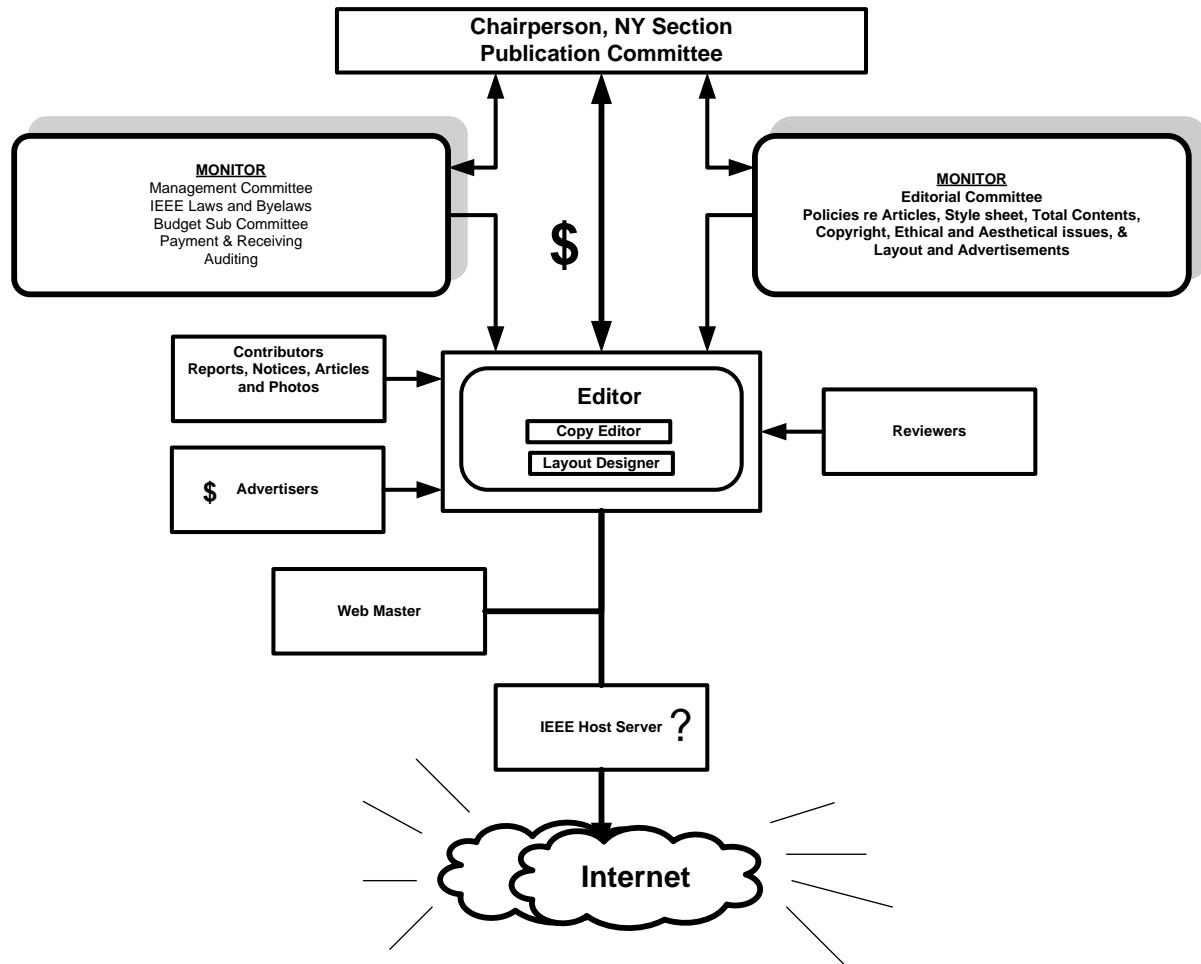
The Business Manager shall be responsible for working with the Monitor Editor to edit all material submitted for inclusion in the Section publication obtaining the approval of the Publications Committee Chair when necessary.

10. Section Publications Committee - The Publications Committee shall receive an advanced copy of the final Section publication three days prior to the issuance of the publication online for final approval. The Publication Committee shall (1) assure the Section publication adequately communicates information from the Section officers to the Section members and (2) that it conforms to all IEEE policies, procedures and guidelines. The Section Publications Committee shall not perform any editing of the Section newsletter as that is the responsibility of the newsletter editor.

All "bills" for service rendered in conjunction with duties as Monitor Editor and Business Manager, if applicable shall be forwarded to the Publications Committee Chair. All funds received by them shall also be forwarded to the Publications Committee Chair.

The Section Publication Business Manager, in conjunction with the Publications Committee Chair, shall develop a rate to be used for quoting space in the Section publication.

Publications Committee Organization chart:



Suggested organizational chart for the Monitor

Amitava Dutta-Roy Jan 2010

NOTE!!!

POSTING EVENTS IN THE MONITOR repeated here for convenience see 2.2.3 Editor

The following information is required:

1. Day, date and time (refreshment and networking prior to meeting? If yes, when?)
2. Sponsor(s): chapter, group (any collaboration with outside entities? If yes,(please spell out its full name)
3. Topic: An approximate 150 word abstract should be provided.)
4. Speaker(s): An approximate 150 word biography with workplace (organization, where based), position, affiliations, experience relevant to the topic and education should be provided.
5. Location: (Give exact address and, if in New York, the nearest subway station)should be included.

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6. Contact: name, phone number and e-mail address
7. Is RSVP required? If yes, what is the deadline for the registration?

Post complete fliers of any event of our Section on the IEEE NY Section Web site and also include the event in the VTool list.

The Monitor Newsletter gives a link to both sites so that the reader can find for more details.

**APENDIX E
IEEE NEW YORK SECTION
ETHICS LETTER**

This letter is to underscore the importance of maintaining the highest standards of ethical and professional conduct in all our business dealings in the N.Y. Section.

Last year, several emails exchanged between members of the section contained statements that would best be described as unprofessional and included accusations and threats. This conduct is not consistent with the IEEE Code of Ethics and will have a detrimental effect on the success of the section.

The section meetings are the forum where the business of the section is conducted and the best decisions can be made with the benefit of the experience and knowledge in the room. The decision making process, where agreements are made by consensus, and or voting, has proven through time to be a sound and fair method and it is in the section meetings where conflicts should be resolved, rather than through direct email exchanges.

All section members should review the IEEE Code of Ethics, reproduced below, and to do their best to abide by them in their business dealings.

Ethics Committee:

Neil Weisenfeld, David K. Horn, David M. Weiss

IEEE Code of Ethics

(Reference IEEE Policies, Section 7 - Professional Activities [Part A - IEEE Policies 7.8])

1. to accept responsibility in making decisions consistent with the safety, health, and welfare of the public, and to disclose promptly factors that might endanger the public or the environment;
2. to avoid real or perceived conflicts of interest whenever possible, and to disclose them to affected parties when they do exist;
3. to be honest and realistic in stating claims or estimates based on available data;
4. to reject bribery in all its forms;
5. to improve the understanding of technology; its appropriate application, and potential consequences;
6. to maintain and improve our technical competence and to undertake technological tasks for others only if qualified by training or experience, or after full disclosure of pertinent limitations;
7. to seek, accept, and offer honest criticism of technical work, to acknowledge and correct errors, and to credit properly the contributions of others;
8. to treat fairly all persons regardless of such factors as race, religion, gender, disability, age, or national origin;
9. to avoid injuring others, their property, reputation, or employment by false or malicious action;

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10. to assist colleagues and co-workers in their professional development and to support them in following this code of ethics.

WNC Revisions of April 11, 2012
Reference added December 10, 2012