

IEEE Region 5 Bylaws

Approved by MGA Board 23 November 2013

1.0 Preface

These Bylaws are to govern Region 5 of the Institute of Electrical and Electronics Engineers, also referred to as the Institute. They augment the [IEEE Constitution and Bylaws](#) and [IEEE Policies](#) and [IEEE - MGA Operations Manual](#).

2.0 Name

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

3.0 Territory

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

3.1 Region Geographic Areas

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

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

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

4.0 Management

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

The thirty-three (33) voting members designated by the Institute Bylaws and eight (8) voting members appointed by the Regional Director. Although a voting member may hold more than one voting office, he/she shall have only one vote.

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4.1 Voting Members Designated by the Institute (33)

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

- Vice Chairperson/Director Elect
- Immediate Past Region 5 Director
- Secretary
- Treasurer
- Chairperson, Professional Activities Committee
- Chairperson, Student Activities Committee
- All 26 Section Chairpersons in Region 5

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

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

4.3 Nonvoting Members Appointed by the Region 5 Director

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

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4.4 Executive Committee

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

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

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

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

4.4.1 Overrule

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

4.4.2 Suspend

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

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4.4.3 Budget

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

5.0 Appointment and Tenure of Region 5 Committee Chairpersons

Individuals appointed by the Region 5 Director to chair the regional committees shall be confirmed by a two-thirds majority of all votes cast by the Region 5 Committee at a properly constituted meeting.

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

5.1 Elected Members of the Region 5 Committee

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

The Section Chairpersons are elected in accordance with and serve terms specified in the MGA Operations manual.

5.2 Appointed Members of the Region 5 Committee

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

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

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

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

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

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6.0 Region 5 Committee Meetings

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

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

6.1 Region 5 Executive Committee Meetings

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

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

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

7.0 Quorum

7.1 Proxy

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

7.2 Region 5 Quorum

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

7.3 Region 5 Executive Committee Quorum

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

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8.0 Region 5 Committees

Committees within the Region shall consist of Standing Committees and Ad Hoc Committees as necessary to conduct the Region's business. The Standing Committees are: (1) Professional Activities Committee, (2) Membership Development Committee, (3) Educational Activities Committee, (4) Student Activities Committee, (5) Conference Committee, (6) Audit Committee, (7) Nominations and Appointments Committee, (8) Awards and Recognition Committee, (9) History Committee, (10) Strategic Planning Committee, (11) Women in Engineering Committee, (12) Graduates of the Last Decade Committee, (13) Society Liaison, (14) Bylaws Committee, (15) Electronic Communications Committee, (16) Life Members Committee.

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

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

8.1 Nominations and Appointments Committee

A Region 5 Nominating and Appointments Committee shall be appointed by the Region 5 Director and shall include one member from each of the four areas (West, North, East and South) of Region 5. Members are to be appointed for three year staggered terms with appointments rotating by Area in the order of North, East, South and West. The appointment of North Area for 2012 shall determine the rotation.

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

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

8.1.1 Regional Director Nomination

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

8.2 Student Activities Committee

This committee shall be composed of all Student Branch Counselors, one Regional

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Student Representative and a Chairperson appointed by the Region 5 Director. The committee shall promote the professional development of those students in the Region engaged in the study of electrical and electronics engineering and allied branches of IEEE designated fields. It shall aid the Student Branches in the Region, encourage formation of additional Student Branches, and aid the Sections in organizing and implementing programs to enhance student understanding of IEEE activities and services. The committee supervises conduct of annual Region 5 Student events.

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

8.3 Professional Activities Committee

The committee shall be composed of its Chairperson, the Region PACE Chairperson, assisted by a committee of Program Coordinators and Chairpersons in the following areas who keep abreast of IEEE programs in their areas of responsibility and support the Region member units which wish to undertake local professional activities. All Chairs shall be appointed by the Region 5 Director with input from the Region PACE Chairperson.

- Government Activities and Technology Policy
- Employment and Career Services Activities
- Precollege Education Activities
- Professional Education Activities
- Student Professional Awareness Activities

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

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

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8.4 Bylaws Committee

This committee shall annually review the Bylaws - Region 5, Policies and Procedures for Region 5 as well as the Bylaws and related documents for all Sections in Region 5. The Immediate Past Director shall serve as Chairperson. Members are to be appointed by the Region Director as needed.

8.5 Membership Development Committee

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

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

8.6 Educational Activities Committee

This committee shall be composed of one member per Area including-a Chair appointed by the Region 5 Director. One of the important duties of the committee is to maintain the professional competence of the members through programs of continuing education. The Chairperson is a Region liaison (non-voting) member of the IEEE Educational Activities Board.

8.7 Conference Committee

This Committee coordinates and assists Sections, Subsections and Society Chapters in promoting and holding symposiums, workshops and conferences throughout Region 5. The committee will maintain a conferences manual outlining procedures for approving, funding, and supporting conferences in Region 5. The Chairperson will be appointed by the Region Director.

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8.8 Audit Committee

An Audit Committee shall be appointed by the Region 5 Director and shall include one member from each of the four geographical areas (South, West, North and East) of Region 5. One member shall be appointed each year following the rotation of North, East, South, West (2012). The Chairperson shall be the senior member of the committee. At the close of each calendar year, the Audit Committee will review the Region 5 financial records for adequacy and correctness, and prepares a report of the audit for inclusion in the Region 5 annual report to IEEE Member and Geographic Activities Department. The committee will meet at the discretion of its Chairperson. The Delegate-Director-Elect shall designate his incoming Treasurer during the year he/she serves as Vice chairperson of Region 5. The Treasurer designee shall meet the Audit Committee that year.

8.9 Awards and Recognition Committee

This committee consists of the Chairperson, appointed by the Region 5 Director, and the four Area Chairs and one additional at-large individual to be recommended by the Committee Chairman and approved by the Region 5 Director.

The Chairperson will also serve as a corresponding member of the Member and Geographic Activities - Awards and Recognition Committees and as a member of the IEEE-USA Awards and Recognition Committee.

This committee shall encourage the nomination of worthy candidates from Region 5 for IEEE Major Annual medals, IEEE Technical Field Awards, MGA and IEEE-USA Awards. In addition, this committee is responsible for administering the Region 5 Awards Program through a Region 5 Awards Manual which is approved by the Region 5 Committee. That manual will contain a list of the various awards, the nomination process and forms and award selection details.

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8.10 History Committee

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

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

8.11 Strategic Planning Committee

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

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

8.12 Women in Engineering Committee

This committee consists of Women in Engineering Coordinators appointed by Sections in Region 5. The committee is chaired by a person appointed by the Region 5 Director. The principal focus of this committee is to promote activities of interest to women engineers and actively encourage young girls to pursue a career in engineering. The chair of this committee also serves as a liaison (non-voting) member of the IEEE Women in Engineering Committee.

8.13 Graduates of the Last Decade Committee

This committee consists of Graduates of the Last Decade Coordinators appointed by Sections in Region 5. The committee is chaired by a person appointed by the Region 5 Director. The principal focus of this committee is to promote activities of interest to young engineers and actively encourage student members to retain their IEEE membership and become involved with volunteer activities following graduation. The chair of this Committee also serves as a liaison (non-voting) member of the IEEE Graduates of the Last Decade Committee.

8.14 Society Liaison

The Society Liaison is a current or recent past Division Director or Division Director-Elect who is appointed by the Region 5 Director with the recommendation of the IEEE Technical Activities Vice President. When no Division Director or Director-Elect resides in Region 5 or if an appropriate person is not able to serve in this capacity, the Region 5

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Director may appoint a person who currently holds a leadership position on the Administrative Committee of one of the IEEE Technical Societies. The Society Liaison promotes Society membership and encourages technical activities throughout the Region.

8.15 Director Emeritus

The Director Emeritus title is bestowed on past Region 5 Directors by the Region Executive Committee in recognition of their past service as a Region Director. This position is honorary and is normally reserved for Directors who have distinguished themselves in service to the IEEE, to the Region, and to the profession. Appointment is permanent and does not obligate a Director Emeritus to be an active member of the Region 5 Executive Committee or to attend Region meetings, nor is this a voting position on the Executive or Region Committees.

8.16 Life Members Committee

The committee consists of Life Member coordinators appointed by Sections in Region 5 and is chaired by the Regional Life Member Coordinator who is appointed by the Region 5 Director. The principal focus of this committee is to promote activities of interest to IEEE Life Members, actively encourage them to retain their IEEE membership, stay involved with volunteer and section activities following their designation as Life Members, and to aid in establishment of Life Member Groups in all sections. The chair of this committee also serves as a liaison (non-voting) member of the IEEE Life Member Committee.

9.0 Distribution of Region 5 Bylaws

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

10.0 Amendments

The Region 5 Committee may amend these Region 5 Bylaws by a two-thirds majority of all votes cast at any properly constituted Region 5 Committee meeting. Proposed changes and reasons therefore shall be mailed (electronic mail is acceptable) to all voting members of the Region 5 Committee at least 20 days prior to the meeting at which the vote is to be taken. These bylaws may also be amended by mail ballot provided approval votes are received from two-thirds of the total Region 5 Committee. In accordance to IEEE Bylaws, following endorsement from the Region 5 Committee, the revised Bylaws shall be forwarded to the IEEE Member and Geographic Activities Board for final approval. A copy of all region Bylaws and subsequent revisions shall be on file in the Member and Geographic Activities Department and shall not be effective until approved by MGA Board.