
IEEE REGION 6 BYLAWS

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Revised 11 August 2017
Approved by MGA 17 February 2018

IEEE REGION 6 BYLAWS

Bylaws of Region 6 of the IEEE

1.0 NAME

The name of this organization is the “Region 6 Committee of the Institute of Electrical and Electronics Engineers, Inc.” (IEEE), and may be referred to herein as “Region 6 Committee”, and the “Region 6 Operating Committee (Opcom)”. These Bylaws shall govern the activities of the Region 6 Committee and sub-committees.

In all instances, the *IEEE Governing Documents (e.g. Bylaws, Constitution, Policies)*, and *Member and Geographic Activities (MGA) Operations Manual* shall prevail when there is a conflict between these documents and the Region Bylaws.

Except as otherwise set forth in these Region 6 Bylaws, the duties and responsibilities of the various Region Standing Committees, Activity Chairs and Liaison Representatives specified in these Bylaws shall be included in a Region 6 Operations Manual (OpsMan).

2.0 TERRITORY

The geographic territory of this organization shall be the one designated as Region 6 by the IEEE. Its territorial area includes all of the States of Alaska, Arizona, California, Hawaii, Idaho, Montana, Nevada, Oregon, Utah, Washington, major portions of New Mexico, and portions of western Wyoming.

3.0 MISSION

The Region 6 Committee is the operating and management body of Region 6. It formulates goals and objectives, and plans and implements programs and activities consistent with the IEEE’s and MGA’s mission in support of local organizational units and in meeting the needs of the IEEE members and volunteers in Region 6. These activities include, but are not restricted to, those activities related to the MGA, Region Area meetings, conferences, conventions, memberships, technical, professional, educational, financial, awards, and any other IEEE activity having common interests throughout Region 6.

4.0 FISCAL AND OPERATING YEAR

The fiscal and operating year of the Region shall begin on the first day of January and end at the close of business on the thirty-first day of December of each year.

5.0 MEMBERSHIP

5.1 REGION 6 COMMITTEE

The Region 6 Committee shall consist of the following Region 6 members, each to have one vote unless otherwise specified:

- 5.1.1 The Region Officers: Region Director (serves as chair; shall cast a vote only when it makes a difference), Region Director-Elect, Region Secretary, Region Treasurer, and Immediate Past- Region Director. The Region Director appoints the Secretary and Treasurer subject to the approval of the Region Committee.
- 5.1.2 Ex-officio members of the Region 6 Committee. The Chair of each Section in Region 6 (or an alternate for a specific meeting with written notification to the Region Director); Professional Activities Chair; and the Student Activities Chair.
- 5.1.3 The Region Director may appoint, subject to confirmation by a majority vote of the Region 6 Committee, and within any limitations set by the IEEE; additional voting members to the Region Committee from the Region membership. Such additional members shall be appointed on a year-to-year basis.

These include Area Chairs and the chairs of the Region standing committees; and may include

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representatives, coordinators and chairs of activities, such as Admissions and Advancement, Educational Activities, Life Members, Student Representative, Young Professionals, Women in Engineering (WIE), etc. as specified in the MGA Operations Manual.

- 5.1.4 Additional non-voting committee members and liaison representatives necessary to ensure the effective functioning of the Region Committee may be appointed on a year-to-year basis by the Region Chair subject to the approval of the Region Committee.

With the exception of the Student Representative, each member of the Region Committee shall be an IEEE member of Graduate Student Member, Member, Senior Member or Fellow grade.

The names of the newly elected/appointed officers of the Region Committee shall be reported to the IEEE MGA department within 20 days following appointment.

Duties and responsibilities of the various Region committees and liaison representatives are specified the Region 6 Operations Manual (OpsMan)

5.2 VOTING MEMBERSHIP

Should any one person hold more than one voting office on the Region 6 Committee, voting membership shall be granted in whichever capacity that person prefers, but shall be limited to a single vote.

5.3 TERM OF OFFICE

5.3.1 Those who are members of the Region 6 Committee by virtue of holding another IEEE office shall be appointed at the time they assume that office and shall serve concurrent with the term of that office.

5.3.2 Any appointed member whose designation is not otherwise provided for in the Bylaws is appointed by the Region 6 Director and serves at his/her pleasure.

6.0 COMMITTEES

6.1 STANDING COMMITTEES

Chairs of standing committees are members of the Region Committee and appointed by the Region Chair with consent of the Region Committee for a term of one or two years, concurrent with that of the Region Chair. They may be voting or nonvoting members as indicated.

The Region Standing Committees are:

Committee

Awards

Conferences and Events

Membership Development

Nominations & Appointments

Professional Activities

Student Activities

IEEE linkage

Awards and Recognition Committee

MGA Conferences Ad-Hoc Committee

MGA Membership Recruitment and Recovery Committee

N/A

IEEE-USA PACE Committee

MGA Student Activities Committee

6.1.1 AWARDS COMMITTEE

The Awards Committee shall consist of the Region Awards Chair and up to five members of the Region at large appointed by the Awards Chair with the concurrence of the Region Director.

- a) The Awards Chair recommends, catalogs and communicates available awards, identifies candidates, solicits nominations and endorsements, and guides timely submissions of nominations and produces reports as specified in the OpsMan.
- b) The Awards Chair serves as a corresponding (non-voting) member of the MGA Awards and Recognition Committee.

6.1.2 REGION 6 CONFERENCES and EVENTS CHAIR

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The Region Director shall appoint a Conferences and Events Chair whose term shall run concurrent with the Directors term. The Chair shall have had prior experience in the management and operation of conferences or conventions, and may hold another office on the Region 6 Committee. Responsibilities and duties are specified in the OpsMan.

6.1.3 MEMBERSHIP DEVELOPMENT (MD) COMMITTEE

- a) The Region 6 Membership Development (MD) Chair is appointed by the Region Director and serves as the Region 6 Representative on the MGA Membership Recruitment and Recovery (MRR) Committee.
- b) It shall be the Committee's function to coordinate MD activities in the Region, and to assist the Section, Council and Chapter MD Chairs.
- c) The MD Committee membership and duties are specified in the OpsMan.

6.1.4 NOMINATIONS AND APPOINTMENTS COMMITTEE (N & A)

- a) The Most Recent Past Director shall be the Chair of the Region 6 N&A Committee. The Region 6 Director shall appoint not less than three, nor more than six additional committee members, appointed from Region 6 members of Senior Member grade or above. If the Most Recent Past Director is unable to serve, then the prior Past Director or earlier who is able to serve shall be appointed.
- b) The N & A Committee shall recommend to the Region 6 Committee, in the second year of the Director's term, nominees for the position of Region 6 Director-Elect for a two year term concurrent with the next Director's term. A minimum of two and a maximum of three persons shall be selected by the Region 6 Committee from the nominees. Nominations will be accepted from the floor. A vacancy in the elected Director-Elect's position must be filled by a special region-wide election under similar procedures as outlined above.
- c) The N & A Committee will follow the Region Nominations procedures as outlined in the MGA Operations Manual and in the OpsMan.
- d) The N & A Committee will serve a term concurrent with the Region Director's term.

6.1.5 PROFESSIONAL ACTIVITIES COMMITTEE for ENGINEERS (PACE)

- a) The Region Director shall appoint a Professional Activities Committee for Engineers (PACE) Coordinator whose term shall run concurrent with the Directors term. The PACE Coordinator shall have had prior experience in PACE activities. The PACE Coordinator is responsible to:
 - i. Chairs Region 6 PACE meetings and workshops and is the Chair of the Region 6 PACE committee. Provides activity and project guidance to Areas and Sections, and serves as a conduit for information from IEEE-USA.
 - ii. Manages the IEEE-USA PACE funds allocated to the Region and prepares and submits for approval following procedures outlined by IEEE-USA to the Director all Region 6 PACE projects which are financially supported by the Region.
 - iii. Approves all PACE activity requests for reimbursement and expense advances.
 - iv. Submits all PACE reports to IEEE-USA in a timely manner in accordance with requests from IEEE-USA.
 - v. Serves as the Region 6 representative on the IEEE-USA PACE Committee.

6.1.6 STUDENT ACTIVITIES COMMITTEE (RSAC) and STUDENT REPRESENTATIVE

- a) This committee shall be composed of all Student Branch Counselors, Student Branch Chairs, Section Student Activities Chairs, Area Student Activities Chairs, Region IEEE-USA SPA-X Coordinator(s), chairs of any ad hoc committee of RSAC, and any Student Activities Committee members, ex-officio non-voting, residing in the region. The RSAC makes policy and procedures

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recommendations regarding student activities in the region and is responsible to the Region 6 Committee. The charge given to the RSAC is:

- i. To encourage and oversee student activities in the region including student membership, branch operations, area meetings and regional student contests, and the student activities at any region meeting.
 - ii. To supervise student activities and meetings when held on a Region basis.
 - iii. To facilitate intercommunication between the student branches and IEEE MGA Staff.
 - iv. To facilitate leadership training for Student Branch leaders and Student Activities Chairs within the region.
- b) The Chair of the RSAC shall be appointed by the Region 6 Director for a two-year term of office that corresponds with or overlaps that of the Regional Director. The RSAC Chair shall have had prior experience as a Branch Counselor, Student Activities Chair, or other recognized role in support of student activities within the IEEE. The RSAC Chair shall be a member of the MGA Student Activities Committee and its Region Student Activities Chair (RSAC) Steering Subcommittee.
- c) The Region 6 Director shall appoint a Student Representative to the MGA Student Activities Committee with the advice and consent of the RSAC Chair for a two-year term of office that corresponds with or overlaps that of the Regional Director. The Student Representative will represent the region on the Region Student Representative (RSR) Steering Subcommittee and work with the RSAC Chair in planning student workshops and coordinating other activities with student branch chairs. The RSR shall have had prior experience as any Student Officer and be of Student or Graduate Student Grade.
- d) Other duties and responsibilities of the RSAC are specified in the OpsMan.

6.2 AD HOC COMMITTEES

6.2.1 Committee Appointments

The Region Director shall designate such Ad Hoc Committees as deemed necessary for the management of Region 6. Any such Committees appointed by the Region Director shall be represented on the Region Committee by its Chair, who shall be non-voting.

6.2.2 Membership and Terms of Office

The Director may appoint members of such Committees from the active membership of Region 6. The term of office of Ad Hoc Committee members, as well as the term of existence of the Committee itself, shall be at the Region Director's discretion. In no event shall an Ad Hoc Committee remain in existence beyond the term of office of the appointing Region Director.

7.0 AREAS

7.1 AREA DEFINITIONS

The Region may define up to a maximum of six Areas. The boundaries of each area are specified in the OpsMan.

7.2 AREA CHAIRS

7.2.1 A Region 6 Area Chair is appointed by the incoming Director to a two-year term of office concurrent with the Director's, and confirmed by the Region 6 Executive and Operating Committees. Prior to each appointment the Director shall request recommendations from, and consult with, the Sections comprising the areas served.

7.2.2 All Area Chairs are members of the Region 6 Committee and serve on the Region 6 Executive Committee. The Area Chair acts as the Region 6 Director's representative in the Area and provides an informal and direct communication link between the Region Director, the Sections, Society Chapters and

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members in their areas. The Area Chair chairs the Area Committee which assists with the management and administrative missions of the Region in their Areas.

7.3 AREA COMMITTEES

7.3.1 Area Chairs shall appoint members of their Area Committee as required to carry out the responsibilities and activities specified in the Bylaws and OpsMan.

8.0 MANAGEMENT

The day to day management of Region 6 Committee shall be delegated to the Region 6 Executive Committee.

8.1 REGION 6 EXECUTIVE COMMITTEE

8.1.1 The Region 6 Executive Committee (Excom) is composed of the following:

Director	Treasurer	PACE Chair
Past Director	Secretary	RSAC
Director-Elect	Area Chairs	RSR

8.1.2 The Region Director, during their term of office, may specify additional Standing Committee chairs, activity chairs, or liaison representation as members of the Excom, with confirmation of the Region Committee.

8.1.3 All actions of the Excom are subject to ratification by the Region Committee. The Region Committee may, by majority vote of members present at its next following meeting, overrule any act or decision of the Region Excom.

8.2 OFFICER DUTIES

Officers of the Region shall be the: Region Director, Director-Elect, Past-Director, Secretary and Treasurer

8.2.1 Director

8.2.1.1 Represents all Region 6 Committees and Region 6, in general, at the IEEE Assembly, IEEE Board of Directors, IEEE Member and Geographic Activities (MGA) Board and IEEE-USA Board Meetings.

8.2.1.2 Chairs all meetings of the Region 6 and Executive Committees Meetings.

8.2.1.3 Nominates and makes recommendations to the Region 6 Committee for approval of all non-elected Region 6 Officers and Committee Chairs.

8.2.1.4 Represents Region 6 in all other IEEE functions as required throughout Region 6.

8.2.1.5 In the event of a vacancy in the office of Region 6 Director, the Region 6 Director-Elect shall immediately assume that office. He/she shall serve the remaining term of the Director and then shall commence his two year term of office.

8.2.2 Director-Elect

8.2.2.1 The Director-Elect is elected by the Region 6 membership for a two year term concurrent with the Director's term. The Director-Elect is selected in accordance with the MGA Nominations and Appointments process and the IEEE election process as defined in the IEEE Bylaw I-307.4.

8.2.2.2 The Director-Elect carries out all duties and obligations of the Director in the Director's absence.

8.2.2.3 Participates in any Region capacity, at his/her choice, and at the Director's request.

8.2.2.4 Keeps abreast of all Region 6 activities during his/her tenure to assure a smooth transition to the

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Director's position. Chairs any Strategic Planning activities covering his/her future term as Director.

8.2.3 Past Director

8.2.3.1 The immediate past Director serves in an advisory role to the Region Director.

8.2.3.2 Serves at the will of the Region Director on any special ad hoc committee at the Director's request.

8.2.3.3 In the event of a vacancy in the office of Past Director, the next available previous, Past Directors shall be requested to serve in this position.

8.2.4 Region Secretary

8.2.4.1 Records and maintains the minutes of all formal Region 6 meetings chaired by the Director or his/her designate and distributes those minutes to all Region 6 Committee Members.

8.2.4.2 Writes and distributes all Region 6 correspondence at the request of the Director. Copies of all Region 6 Executive and Committee Meeting Minutes shall be forwarded to the MGA Secretary at the IEEE Operations Center.

8.2.4.3 Maintains the current Region 6 Bylaws in concert with the Bylaws Committee, when the Region Director has established this ad hoc committee. Forwards any requested changes to the IEEE for approval as required by the MGA Operations Manual that have been approved by the Region 6 Committee.

8.2.4.4 Assists in coordinating Region 6 meetings.

8.2.5 Region Treasurer

8.2.5.1 Audits all Region 6 disbursement requests and prepares checks for payment.

8.2.5.2 Reviews all Region 6 financial records on a monthly basis, or as required, and presents those records to the Region 6 and the Region committee at all formal meetings and to the Director and Director-Elect in a timely manner when requested.

8.2.5.3 Prepares year-end financial report to IEEE.

8.2.5.4 Prepares meeting travel reimbursement guidelines for approval by the Director.

8.2.5.5 Serves as a corresponding member of the MGA Finance Committee [MGA Ops Man 4.4.D]

9.0 MEETINGS

9.1 REGION 6 COMMITTEE MEETING

There will be at least one formal (Annual) Region 6 Committee meeting per year. Where official Region 6 Committee action is required, at other than a formal meeting, an electronic or hard copy ballot, if appropriate, may be used.

9.1.1 QUORUM

At least a majority of the voting members of the Region 6 Committee, or their alternates where the Bylaws so authorize, including representatives from at least half of the Sections of the Region, shall be present to constitute a quorum at any meeting of the Region 6 Committee called for the transaction of business and requiring a vote to be taken.

9.1.2 BALLOTING

If an electronic or hard copy ballot is used, two-thirds of all eligible voting members of the Regional

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Committee must vote affirmative for a proposal to pass.

9.2 EXCOM MEETINGS

Meetings of the Region 6 Executive Committee may be called by the Region Director or the Director-Elect as required. At least two formal meetings shall be held yearly.

9.3 AREA MEETINGS

Each Area will hold at least two Area meetings per year, chaired by the Area Chair, involving the Region Officers, the Section leaders, and Branch leaders.

9.4 PARLIAMENTARY AUTHORITY

The rules contained in "Roberts Rules of Order, Newly Revised, shall govern the Region 6 Committee in all cases to which they are applicable, and in which they are not inconsistent with the Constitution and Bylaws of IEEE, or Region 6, or the Special Rules of Order of Region 6.

10.0 FINANCAL MATTERS

10.1 MANAGEMENT OF FUNDS

10.1.1 All of the funds of the Region 6 shall be deposited and expended as determined by vote of the Region 6 Committee. The Region Director, Director-Elect, Secretary, Treasurer, and others as may be authorized by the Region 6 Committee, shall serve only as agents of the Committee.

10.1.2 Payments of expenses and withdrawals of funds shall require the approval of any two of the following Region Officers: The Region Director, Director-Elect, Secretary, or Treasurer, and others as may be authorized by the Region 6 Committee.

10.1.3 All expenditures shall be in accordance with the current, approved annual budget, unless they are specifically authorized by a vote of the Region 6 Committee to expend special funds allocated to the Region by the IEEE Board of Directors, by IEEE policy, or received from other than normal Region 6 sources, for specific IEEE approved programs or purposes within the Constitution Bylaws and Policy of the IEEE or MGA Operations Manual. An information report of any special funds and expenditures will be furnished to the Region 6 Committee at the Region 6 Committee Meetings.

10.1.4 The Region 6 Committee may, from time to time, allocate Region 6 funds for support of such Region 6 activities as will promote the objectives of the Institute within the Region.

10.1.5 The Region 6 Committee may authorize either loans or grants of Region 6 funds to individual Sections to meet emergencies or to help finance activities which will promote the objectives of the IEEE within the Section.

10.2 BUDGET

10.2.1 The Region 6 Treasurer shall act as interface and coordinate region budget information with the MGA Finance Committee.

10.2.2 The Region Executive Committee shall prepare and approve a preliminary budget for the following calendar year prior to the Annual Region 6 Meeting. The Region 6 budget shall serve as a guide and authorization for expenditures.

10.2.3 The Region 6 Treasurer shall present the preliminary budget at the Annual Region 6 Meeting for review and approval by the Region 6 Committee. This budget shall be provided to the Region 6 Committee members at least 20 days prior to the Annual Meeting.

10.2.4 Region 6 shall have a Travel and Expense Reimbursement Policy. Reimbursement of actual and necessary expenses, as authorized by the Region Committee, shall be provided to attend Region Committee meetings and other authorized meetings.

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10.3 REPORTING

- 10.3.1 The Treasurer shall prepare a financial statement as of December 31 each year. Copies of this financial statement shall be forwarded to IEEE and to the Region 6 Director by January 31 of the following year. Copies will be submitted to the Region 6 Committee at the first meeting each year.
- 10.3.2 The Treasurer shall be responsible for preparation and submission of other financial reports as may be required by IEEE, the Region 6 Committee, or the Region 6 Director.

10.4 AUDIT COMMITTEE

In the absence of an audit of the Region's books by MGA, an audit committee shall be appointed by the incoming Region Director comprised of at least two members of the Region 6 Committee. The Committee shall complete the audit of the Region 6 books and distribute copies of their report, no later than 60 days after the audit date, to the then-Region 6 Director and Treasurer, and the Immediate Past Director and Treasurer. The Region Treasurer will make copies available to Region 6 Committee members upon request.

11.0 AMENDMENT OF BYLAWS & OPERATIONS MANUAL

The Region 6 Committee may make, amend, or revoke the Bylaws of Region 6. The proposed changes and reasons therefore, shall be provided to all members of the Region 6 Committee at least 20 days before the vote shall be taken. Two-thirds of all votes cast shall be required to approve any new Bylaws, amendment, or revocation unless otherwise provided herein. Modifications to the Bylaws are subject to confirmation by the IEEE Member and Geographic Activities (MGA) Board.

The Region 6 Executive Committee may make, amend, or revoke the Region 6 Operations Manual. A majority of votes cast is required to approve modifications to the Operations Manual. The Operations Manual shall be provided to the Region 6 Committee for their use.