



OPERATIONS MANUAL

July 26, 2010

Table of Contents

Chapter	Page
ORGANIZATION	3
A. Name, Territory, and Purpose.....	3
B. Management.....	4
C. Officers.....	5
D. Finances.....	6
E. Committees.....	7
F. Nomination and Election.....	8
G. Standard Operating Procedure.....	9
DUTIES OF OFFICERS	11
H. Duties of the Section Chair.....	11
I. Duties of the Vice-Chair for the Pocatello Area.....	12
J. Duties of the Vice-Chair for the Idaho Falls Area.....	13
K. Duties of the Secretary.....	14
L. Duties of the Treasurer.....	15
M. Duties of the Immediate Past Section Chair.....	16
N. Duties of the Chair for Publicity, Pocatello Area.....	17
O. Duties of the Chair for Publicity, Idaho Falls Area.....	18
P. Duties of the Chair for Professional Activities for Engineers (PACE).....	19
Q. Duties of the Chair for Membership Development.....	20
R. Duties of the Chair for Awards.....	21
S. Duties of the ISU Student Branch Counselor.....	22
T. Duties of the BYU-I Student Branch Counselor.....	23
U. Duties of the Chair for Graduates of the Last Decade (GOLD).....	24
V. Duties of the Newsletter Editor/Webmaster.....	25
W. Duties of the EIEC Liaison.....	26

ORGANIZATION

A. Name, Territory, and Purpose

1. This organization shall be known as the Eastern Idaho Section of The Institute of Electrical and Electronics Engineers, Inc. (IEEE).
2. The territory of the Eastern Idaho Section, as approved by the Regional Activities Board, includes the following counties, all of which are in Idaho:

Bannock, Bear Lake, Bingham, Bonneville, Butte, Caribou, Clark, Custer, Franklin, Fremont, Jefferson, Lemhi, Madison, Oneida, Power and Teton.
3. The purpose of the Eastern Idaho Section is to further the aims and ideals of the Institute, to strive for the advancement of the theory and practice of Electrical and Electronics Engineering and the allied arts and sciences, and to maintain high professional standing among its members, all in harmony with the Constitution and Bylaws of the IEEE.
4. The Section shall aid in promoting cooperation and fellowship among its members, in addition to professional development, through regular business meetings, presentation of papers and technical speeches, and by planning and holding field trips of interest and value to the membership.

B. Management

1. The management of the Section shall be conducted by the Executive Committee (ExCom) which shall consist of the elected Officers as listed in Chapter 3, the Chairs of the Standing Committees as listed in Chapter 5, and the Immediate Past Section Chair.
2. A majority of the ExCom shall constitute a quorum.
3. Approval of actions shall be by majority vote. Each member present will have only one vote regardless of the number of committees he/she may hold.
4. Scheduled meetings of the ExCom shall be conducted in Blackfoot.
5. Special meetings of the ExCom shall be called by the Section Chair, or at the request of any three (3) members of the ExCom. They shall state the time and location.
6. The fiscal year of the Section shall continue from January 1 to December 31.
7. Any ExCom member who is unable to attend a meeting shall submit a written report to the ExCom in advance of the meeting.

C. Officers

1. The elected officers of the Section shall be a Chair, Vice-Chair for the Pocatello Area, Vice-Chair for the Idaho Falls Area, Secretary, Treasurer, and Immediate Past Section Chair. The offices of Secretary and Treasurer may be combined.
2. The terms of office of the elected Section Officers shall be for one (1) year.
3. The terms of office shall begin on the first day of January succeeding the election; but in any case, the outgoing officers will continue until their successors are duly elected and take office.
4. The section Chair may declare an office vacant and appoint a member to fill the vacancy for the unexpired term.
5. The duties of the elected officers shall be as described in the IEEE Bylaws and elsewhere in this Operations Manual.

D. Finances

1. The Treasurer and the Section Chair, as necessary for the normal conduct of Section business, must approve all expenditures of Section funds. Special expenditures, made in accordance with IEEE Bylaws, shall be authorized by a majority vote of the members of the ExCom.
2. Without prior authorization of the ExCom, Section funds can be used only for normal operations of the Section.
3. The Chair and/or the Treasurer shall be authorized to draw funds as approved by the ExCom.
4. All funds of the Section shall be kept in one or more depositories, which depositories shall be subject to the approval of the ExCom, and all receipts shall be deposited therein.
5. All receipts, expenditures, and balances of funds of the Section shall be recorded by the Treasurer and reported to the ExCom and membership at Section meetings, or as requested.
6. The Treasurer shall submit a Financial Report of the Section business for each fiscal year to the IEEE.
7. The Treasurer shall submit the financial records to the Audit committee during January of each year.
8. The Section Chair, Vice-Chairs, and Immediate Past Section Chair shall audit the financial records at the first ExCom meeting of the year.
9. The Treasurer shall conduct the IEEE Geographic Asset Protection Plan.
10. Reimbursement for expenses of guest speakers shall consist of travel expenses based on the current IRS mileage rate, and meal expenses. Additional reimbursements shall be considered by a majority vote of the ExCom.

E. Committees

1. The Section Chair shall form such Standing and Special Committees, with approval of the ExCom, as necessary or desirable for the successful operation of the Section.
2. The Standing Committees of this Section will include but not be limited to the following:
 - Programs – Pocatello Area (filled by the Vice-Chair for the Pocatello Area)
 - Programs – Idaho Falls Area (filled by the Vice-Chair for the IF Area)
 - Publicity – Pocatello Area
 - Publicity – Idaho Falls Area
 - Professional Activities for Engineers (PACE)
 - Membership Development
 - Awards
 - ISU Student Branch Counselor
 - BYU-I Student Branch Counselor
 - Graduates of the Last Decade (GOLD)
 - Newsletter/Webmaster
3. The Section Chair shall appoint an Audit Committee to review the financial records of the Treasurer.
4. The Section Chair with the approval of the ExCom will appoint the Chairs of the Section Standing Committees, and their terms will coincide with the terms of the elected Section Officers.
5. Each Committee Chair will appoint his/her committee members with the approval of the ExCom, and their terms will coincide with the Committee Chair.

F. Nomination and Election

1. The Immediate Past Section Chair shall serve as the Chair of the Nomination Committee.
2. The Committee Chair with approval of the ExCom shall appoint members to the Committee.
3. The Committee will seek nominations for office and standing committees.
4. The nominations of the Nominating Committee will be announced to the Section membership and, following this, a minimum of twenty-eight (28) days allowed for additional nominations by petition. To be valid, the petition must be signed by at least twelve (12) voting Section members or six percent (6%) of the voting membership of the Section, whichever is larger. The nominee(s) by petition shall be included on the regular ballot and shall be designated as nominees by petition.
5. The Committee will prepare the ballot. The ballot will contain the names of the nominees with a space for write-ins.
6. The Committee will distribute the ballots to the membership via Postal Service or electronic means.
7. The last day for voting will be set such that the winners can be announced before the last Excom meeting of the year and allow new members to attend that last meeting.
8. The current Section Chair shall appoint a Tellers Committee to count the ballots.
9. A plurality of the votes cast shall be necessary for election of officers. The nominated chairs shall be presented to the Section Chair-Elect for consideration of appointment.
10. In the event of a tie in the votes for any office, it shall be resolved in favor of one of the candidates so tied by a majority vote of the ExCom at a meeting of the ExCom, to be called immediately after the count of votes by the Tellers Committee. A record of such votes shall be entered into the minutes of said meeting of the ExCom.

G. Standard Operating Procedure

1. The Program Chairs for each area shall receive prospective topics and speakers from ExCom members. Program Chair will maintain a Prospect List. The Prospect List shall be given to the Program Chair's successor at the end of the year for program continuity.
2. The Program Chair shall request ExCom members to contact the prospective speakers, give speakers the available meeting dates, and report back to the Program Chair the dates that speakers will talk.
3. After the initial contact, Program Chair shall contact the prospective speaker and do the following:
 - Schedule the program date, time and place.
 - Request a synopsis of the topic.
 - Request a biography of the speaker.
 - Request the audio-visual needs of the speaker.
 - Determine if speaker needs monetary compensation.
4. The Program Chair shall maintain contact with each speaker and manage changes that may occur.
5. The Program Chair shall maintain a Program Schedule of speakers for the year, which shall be available to the ExCom. The Section Chair shall enter the Program Schedule into the Section Calendar.
6. The Program Chair shall deliver the Program Schedule to the Publicity Chairs for publication in their respective outlets.
7. The Program Chair shall prepare a meeting announcement containing the topic, speaker's name, date, time, location, synopsis, and biography.
8. The Program Chair shall deliver the meeting announcement to both Publicity Chairs, and the Newsletter Editor-Webmaster.
9. Program Chair shall make all meeting arrangements:
 - Schedule the meeting place.
 - Make luncheon arrangements.
 - Obtain audio-visual equipment.
 - Obtain transportation and motel accommodations for the speaker, if required.
 - Display the Section Banner at Section Meetings and EIEC meetings.
10. The Program Chair shall place the "Free Lunch/Dinner" tickets on a table at the entrance to the meeting room.

11. The Program Chair shall distribute attendance cards before each meeting, collect them after the meeting, and deliver them to the Membership Development Chair for prospective members. He/she shall record attendance for the monthly meeting report.
12. Program Chair shall prepare a monthly meeting report (Form L-31) and deliver it to the Secretary-Treasurer.
13. The Membership Development Chair shall display IEEE Information all Section Meetings and EIEC events.
14. The Treasurer shall pay the meal bill for the speaker and the holders of free lunch tickets.
15. The Secretary shall prepare a thank you letter to the speaker signed by the Section Chair.
16. Throughout the year, Program Chair shall advise the ExCom about openings in the Program Schedule, and ask ExCom members to make speaker contacts.
17. Section Chair shall merge the two Program Schedules and EIEC meetings into the Section Calendar.

DUTIES OF OFFICERS

H. Duties of the Section Chair

The Section Chair shall perform the following duties:

1. Serve as the Executive Officer of the Section, and shall have the general supervision of the affairs of the Section.
2. Prepare the agenda for and preside at the meetings of the Section and the ExCom.
3. The Chair, or designated representative, shall attend the following meetings:
 - NE Area
 - Region 6
 - Sections Congress
 - EIEC Board (may appoint an alternate).

I. Duties of the Vice-Chair for the Pocatello Area

The Vice-Chair for the Pocatello Area shall perform the following duties:

1. Serve as the chair for Programs for the Pocatello Area.
2. Chair meetings in the absence of the Chair.
3. Make Section Meeting preparations as follows:
 - Obtain a one-paragraph (4 line) synopsis of the speaker's talk and a one-paragraph (4 line) biography.
 - Create a meeting announcement in Microsoft Word and deliver the meeting announcement to the Newsletter Editor and Publicity Chairs.
 - Determine the equipment needs (projector, screen, extension cords, etc.) of the speaker and arrange for their set-up at the meeting room. The restaurant may have some equipment (screen, extension cords, TV and VCR).
 - Reserve the restaurant meeting room. Request service for 12 persons with the ability to expand as needed, a speaker's podium, a projector table and screen, extension cord to the projector table, and a ticket table at the entrance to meeting room/area.
 - Double-check all arrangements on the week of the meeting.
 - Arrive a half-hour before the meeting to check arrangements and set out free lunch/dinner tickets and IEEE information.
 - Meet the speaker and order his lunch early.
 - Take an attendance count.
 - After the meeting, gather the attendance forms.
 - Complete a meeting report, L-31, and deliver it to the Secretary.

J. Duties of the Vice-Chair for the Idaho Falls Area

The Vice-Chair for the Pocatello Area shall perform the following duties:

1. Serve as the chair for Programs for the Idaho Falls Area.
2. Chair meetings in the absence of the Chair.
3. Make Section Meeting preparations as follows:
 - Obtain a one-paragraph (4 lines) synopsis of the speaker's talk and a one-paragraph (4 lines) biography.
 - Create a meeting announcement in Microsoft Word and deliver the meeting announcement to the Newsletter Editor and Publicity Chairs.
 - Determine the equipment needs (projector, screen, extension cords, etc.) of the speaker and arrange for their set-up at the meeting room. The restaurant may have some equipment (screen, extension cords, TV and VCR).
 - Reserve the restaurant meeting room. Request service for 12 persons with the ability to expand as needed, a speaker's podium, a projector table and screen, extension cord to the projector table, and a ticket table at the entrance to meeting room/area.
 - Double-check all arrangements on the week of the meeting.
 - Arrive a half-hour before the meeting to check arrangements and set out free lunch/dinner tickets and IEEE information.
 - Meet the speaker and order his lunch early.
 - Take an attendance count.
 - After the meeting, gather the attendance forms.
 - Complete a meeting reports, L-31, and deliver it to the Secretary.

K. Duties of the Secretary

The Secretary shall perform the following duties:

1. Record and distribute the minutes of all Section and ExCom meetings.
2. Archive all Section minutes, meeting announcements, operating documents and correspondence with entities outside the Section.
3. Insure that Section Meeting Reports (L31's) are filed with IEEE HQ on a timely basis.
4. Maintain and distribute the Section's Executive Committee's Action Item list.
5. Maintain the Section Executive Committee roster and provide IEEE HQ with a current Officer Confirmation Report at the end of each election and at the change of officers or chairs.
6. Receive from the Program Chair the meeting attendance report (L-30).
7. File reports to the Institute as required, including the annual Section Financial Report and the annual Section Meeting Report.
8. Retain all official correspondence in the files of the Section.

L. Duties of the Treasurer

The Treasurer shall perform the following duties:

1. Process, record, and report all monetary transactions of the Section.
2. Pay all Section bills and deposit all Section income from IEEE rebates, regional allocations and donations.
3. Pay all Section grants and student branch support.
4. Maintain the Section's bank accounts – checking with Wachovia Bank (IEEE Concentration Banking Account) and savings and checking with the ISU Federal Credit Union.
5. Present all financial records for audit to the audit committee during January of each year.
6. File the Section's Annual Financial Report (L50) with IEEE HQ by February 20 of each year and provide copies to the Section Executive Committee.

M. Duties of the Immediate Past Section Chair

The Immediate Past Section Chair shall perform the following duties:

1. Perform the duties of Chief Advisor, Parliamentarian, and Chair of the Nomination and Elections Committee.
2. As Chief Advisor:
 - Advise the ExCom on improvements in operation.
 - Counsel Section officers in performing their duties.
 - Monitor the Program Calendar and remind the ExCom of upcoming events.
3. As Parliamentarian, review the Operations Manual for possible changes and submit them to the ExCom for approval. Deliver to each ExCom member the appropriate chapter for review.

N. Duties of the Chair for Publicity, Pocatello Area

The Chair for Publicity for the Pocatello area shall perform the following duties:

?

?

O. Duties of the Chair for Publicity, Idaho Falls Area

The Chair for Publicity for the Idaho Falls Area shall perform the following duties:

1. Deliver a copy of meeting announcements to the Newsletter Editor/Webmaster Gene Stuffle, 282-3950, gene.stuffle@isu.edu, Fax: 282-4538, before the first of the month.
2. Deliver a copy of meeting announcements to the Post Register Business Calendar: Linda Metcalf, Community Calendar Editor, 208 542-6781, lmetcalf@postregister.com. Email or submit online to <http://www.postregister.com/datebook/submitevent.php>. Noon Wednesday deadline to be included online and in Monday's business calendar in "The West".
3. Deliver a copy of meeting announcements to iNotes: inotes@inel.gov in an e-mail message (*not* a Microsoft Word attachment) one or two days before it needs to appear. INL/ICP personnel may submit through Form 141.03.
4. Deliver a copy of meeting announcements to DOE-ID 10 O'Clock News: Sharon Barnes, 526-4995, doenews@id.doe.gov. Send the announcement in an e-mail message (*not* a Microsoft Word attachment) one or two days before it needs to appear.
5. Deliver a copy of meeting announcements to DOE-ID Upcoming Events: Kathy Medellin, 6-8040, medellkj@id.doe.gov. Send announcement in an e-mail message (*not* a Microsoft Word attachment) by Wednesday of week in which the notice is to appear.
6. Deliver a copy of meeting announcements to NRF News Note: submit to Tim Reading readintj@bettis.gov by Thursday to be included in Monday's News.
7. Deliver a copy of meeting announcements to University Place and CAES: email to Milos Manic (misko@uidaho.edu) and Donna.Wuthrich@inl.gov.
8. Deliver a copy of meeting announcements to the following IF Area businesses:
 - Ch2mHill: rmarlow@ch2m.com
 - SAIC: shaltryd@saic.com
 - Jason Assoc.: wlowe@jason.com
 - BNFL: ariedesel@bnflinc.com
 - IF Power: dkimbrow@ifpower.org
 - Scientech: JSiedelmann@scientech.com
 - ANL-W: Christine.Ward@inl.gov
 - Qwest (at INEEL) BarnTA@inel.gov
9. Pursue additional publicity outlets in the Idaho Falls area as appropriate.

P. Duties of the Chair for Professional Activities for Engineers (PACE)

The Chair for the PACE Committee shall perform the following duties:

1. Promote the professional interests of IEEE's US members
2. Provide a mechanism for communication of members' views on professional needs.
3. Develop programs/activities to increase awareness and promote interest in professional areas of interest such as the areas of career enhancement, employment assistance, government relations, member professional activities, pre college education, student professional awareness, and technical policy.
4. Attend all ExCom meetings and Region 6 PACE meetings.
5. Submit project forms to Region 6 PACE Chair for any projects needing funding (currently up to \$500).
6. Conduct at least one PACE related activity to benefit the Eastern Idaho Section Members. This goal has been met in the past by having technical writing and presentation seminars led by Dr. Vivian Schultz.
7. Support the other chairs in the Eastern Idaho Section through acquiring PACE funds for projects that fill a PACE as well as another area. This goal has been met in the past by getting funds to help promote a future cities competition in Eastern Idaho.
8. Develop new ideas to help promote headquarters PACE initiatives.

Q. Duties of the Chair for Membership Development

The Chair for Membership Development shall perform the following duties:

1. Maintain an updated Section Fact Sheet.
2. Monitor new members moving into the Section and deliver the Fact Sheet to them.
3. Display IEEE information at all Section meetings and IEEE events.
4. Help non-members with questions and information in order to become a member.
5. Identify members eligible for grade elevation and assist in the application process.
6. Conduct a Senior Member drive each year as follows:
 - Obtain a membership roster and identify the candidates for elevation to Senior Member.
 - Ask each candidate for a resume.
 - Deliver to the existing Senior Members a copy of the candidate's resume and a request to submit a reference.

R. Duties of the Chair for Awards

The Awards Chair shall perform the following duties:

1. Receive notices from Headquarters regarding nominations for IEEE awards.
2. Every two years submit a nomination for IEEE Fellow.
3. Conduct an Awards Banquet and present Certificates of appreciation to past ExCom members.
4. Present the Immediate Past Section Chair with a Past Chair lapel pin.

S. Duties of the ISU Student Branch Counselor

The ISU Student Branch Counselor shall perform the following duties:

1. Advise and counsel student members, as required
 - When and where meetings occur
 - Special events
2. Accept and submit student membership applications to headquarters
 - Procedure for submittal
 - How students reach you
3. Act as interface with the Section

T. Duties of the BYU-I Student Branch Counselor

The BYU-I Student Branch Counselor shall perform the following duties:

1. Advise and counsel student members, as required
 - When and where meetings occur
 - Special events
2. Accept and submit student membership applications to headquarters
 - Procedure for submittal
 - How students reach you
3. Act as interface with the Section

U. Duties of the Chair for Graduates of the Last Decade (GOLD)

The Chair for the GOLD Committee shall perform the following duties:

1. Encourage active and continual involvement of local members automatically qualified as GOLD members during the transitive years between student membership and professional membership.
2. Provide opportunities towards meeting GOLD objectives: identify with members of the young professional peer group, connect with local and regional colleagues, pursue leadership roles, enhance skills strengthening the professional career, and other GOLD objectives promoted by IEEE headquarters.
3. Organize and/or promote programs and group activities aligning with GOLD objectives, such as local networking meetings, participation in GOLD web-based seminars, or associated programs jointly sponsored with the PACE committee.
4. Conduct periodic physical meetings describing values and benefits of the GOLD program, general activities, organization, and contact information for the local section, and introduction to the GOLD website: www.ieee.org/organizations/rab/gold/
5. Attend local ExCom meetings.
6. Develop and maintain a listing of local members qualifying for GOLD membership, e.g. by accessing the national IEEE SAMIEEE membership database (www.ieee.org/SAMIEEE).
7. Develop new ideas promoting participation in local GOLD activities, enhancing GOLD objectives, and promoting interchange among IEEE GOLD members and members of other levels (professional members *and* members in student organizations).

V. Duties of the Newsletter Editor/Webmaster

The Newsletter Editor/Webmaster shall perform the following duties:

1. Publish the Bulletin and distribute to the Section membership via hard copy, email, website posting or other means as required and/or appropriate.
2. Maintain the Section website.
 - a. Post meeting notices, seminar schedules, lecture announcements, and other information as needed.
 - b. Archive information about past events for historical records and annual reporting to IEEE headquarters.
 - c. Register the URL, and make annual ownership reports as required.
 - d. Ensure that annual renewal fees are paid in a timely manner.
 - e. The website address is <http://www.EasternIdahoIEEE.org>.
 - f. The Section website is currently housed on a 1&1 server (<http://www.1and1.com>) as part of a personal account.
3. Prepare and maintain the Section Officer Directory.
 - a. Issue updated hard-copy versions to members of the Section ExCom as appropriate, especially immediately following elections of new officers.
 - b. Post an abbreviated version on the Section website.
 - c. The directory contains photographs and contact information for all elected and appointed officers.
4. Monitor use and distribution of the Section logo.
 - a. The logo was created by Gene Stuffle in 2002 using CorelDraw.
 - b. An example is shown below:



5. Serve as the owner of record of the Section eNotice account.
 - a. Messages may be sent to Section membership via <http://www.ieee.org/organizations/vols/e-notice/e-notice-submit.html>
 - b. Attachments in PDF or DOC format may be attached to messages.

W. Duties of the EIEC Liaison

The EIEC Liaison shall perform the following duties:

1. Attend EIEC Board of Directors meetings and represent the interests of the Section.
2. Report to the ExCom on EIEC actions and activities.