

IEEE VICTORIAN SECTION

*Reference Notes*  
*for*  
*Section Officers & Volunteers*



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Welcome to IEEE Victorian Section!

As a new or recent IEEE volunteer you may need a source of ready reference on various aspects of the Section operations and corporate responsibilities. These notes are designed for that purpose.

Please note that this publication gives an overview only and does not purport to be comprehensive. Other sources that may need to be consulted in particular situations are listed under REFERENCES.

Please do not hesitate to ask advice from the Section Officers and other experienced members of the Section team, who are always willing to assist. Also, you are always at liberty to seek guidance from the full Section Committee, in which case you should request the Section Secretary to have the matter listed as an Agenda item at a regular meeting of the Committee.

***"If in doubt - ask" should be your invariant motto!***

We hope you will derive much satisfaction from your ongoing contribution to IEEE Victorian Section activities.

THE IEEE VICTORIAN SECTION TEAM

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# I - Introductory and General

## 1. Who are we?

The IEEE was formed from the merger in 1963 of The American Institute of Electrical Engineers (AIEE) and The Institute of Radio Engineers (IRE). The founding societies date from 1884 and 1912 respectively. Our full legal name is The Institute of Electrical & Electronics Engineers, Incorporated, but for all but formal purposes the Institute is widely known by its abbreviation IEEE ("I-triple-E"). IEEE Victorian Section is a wholly-owned subsidiary of IEEE Inc. and one of seven (7) such Sections in Australia.

## 2. How many members are there?

The IEEE is generally recognised as the largest technical-professional society in the world. The global membership is over 400,000 and there are members in over 100 countries. In Australia, we have about 7000 members..

## 3. How are we organised?

The IEEE can be viewed as a matrix organisation where the rows of the matrix represent geographic dispersion and the columns of the matrix represent technical specialities. The main *geographic* units are Regions, Councils, and Sections. We are part of IEEE Region 10, which extends from Pakistan in the northwest to New Zealand in the southeast. The main *technical* designations are Divisions, Societies and Chapters. Chapters are the technical subunits of Sections. We have eleven (11) chapters in Victorian Section, each covering a particular field or speciality in electrical and electronics engineering. Further details are given in Appendix A.

## 4. Where is the Headquarters I frequently hear about?

The term "headquarters" is actually a misnomer - the correct designation is the IEEE Service Center and it is located in Piscataway, NJ, USA. This is the main administrative centre that enables and supports all IEEE activities. Note that this entity is in no sense a "command headquarters" - it has only a "staff" relationship with the Regions, Councils and Sections - the operating elements of the IEEE. Minor administrative facilities are maintained in Singapore (Asia-Pacific Office).

## 5. Who are the Section Officers?

The Officers of IEEE Victorian Section are the Chair, Vice-Chair, Secretary, Treasurer and Assistant Treasurer. All officers are volunteers who have been elected to their respective positions by the total Section membership. Other members of the Section Committee are similarly elected or appointed for this purpose. Elections are held annually.

## 6. But who is in charge, really?

Subject to complete compliance with all IEEE Bylaws, Statements of Policy and Procedure, and the IEEE Code of Ethics, the Section Committee controls all IEEE activities within the section geographic boundaries. Routine reports are made to the IEEE Service Center and IEEE Region 10 - usually on an annual basis. The Regional Director has limited discretionary powers in regard to the formation and disbandment of operating units, and certain other matters detailed in the Region 10 Bylaws.

## 7. What types of activities does the Section have?

The activities are many and varied and reflect the diverse interests of IEEE members. The main categories are: technical lecture, technical visit of inspection, seminars, workshops and

seminars, and social events. In addition, national and international conferences are hosted whenever there is a demonstrated need and opportunity for a major event of this type.

#### **8. How frequently do such activities take place?**

In 2008, a total of 35 events were run in IEEE Victorian Section. The majority of these were organised by chapters and other subunits, but there were also special events such as the VIC25 celebrations organised centrally by the Section.

#### **9. How much does this cost?**

In 2009 our expenditure on program activities will be about \$11,000, which is about 50% of the total section outlays for the year. The balance will be spent on prizes and grants, travel and accommodation, and administrative expenses.

#### **10. Where does the money come from?**

Our main ongoing source of income is the annual Section Rebate received from the IEEE Service Center. This is called a "rebate" because it is in fact a return of portion of the annual membership dues paid by IEEE members resident within the Section geographic boundaries. The rebate is reckoned from a simple formula that accounts for the size and activity levels in the section. A typical rebate breakdown for Victorian Section is shown in Appendix C.

#### **11. Where is the money kept?**

All IEEE monies (apart from approved petty cash funds) must be kept in properly designated IEEE bank accounts. This is a mandatory requirement of IEEE financial administration. Details are given in the Victorian Section Financial Operations Manual (VicFINOPS) and other reference documents.

#### **12. Who approves expenditure?**

The Section Committee is responsible for all aspects of the financial planning, management and control within the Section. This includes the overview and guidance of all subunits as to their financial operations.

#### **13. Who does the planning for the Chapters?**

Chapters and other subunits are required to do their own planning and prepare an annual Unit Budget for presentation to the Section Committee. When approved, this budget forms the basis of operations for the calendar year ahead and the subunit is then free to operate generally in accordance with this budget. Subunits that fail to present plans and budgets by the nominated deadline may be subject to the withholding or limitation of Section funds, or other penalties.

#### **14. Are the Section Accounts audited?**

Yes - there is an Audit Committee which is a standing committee of the Section Committee. In addition, external audits are conducted for major conferences in accordance with the applicable IEEE rules and financial policies.

#### **15. Is there an ethical code in the IEEE?**

There certainly is - Ethical behaviour underscores all our activities and strategies. The current issue of the IEEE Code of Ethics is attached to this document as Appendix D.

#### **16. What happens if this Code is violated?**

We hope this doesn't happen! But in the event of a serious breach of the ethical code the member(s) concerned may be subject to a formal investigation. If the charges are found proved, the IEEE Ethics Committee then makes appropriate recommendations to the IEEE Board of

Governors. The ensuing action may include but is not limited to the removal of the offender(s) from IEEE membership.

## II -For Section and Subunit Officers (and aspiring Officers)

### 17. This is my first term as Section Chair - what do I do?

The Section Chair serves as Chair for all meetings of the Section and the Section Committee. The Section Vice-Chair assists the Chair in the coordination of all Section activities. At the request of the Section Chair, or in his/her absence, the Section Vice-Chair chairs meetings of the Section and the Section Committee.

### 18. I have just been elected as Section Secretary - what do I do?

The duties of the Section Secretary include correspondence, the keeping of minutes of Section Committee meetings, circulating notices, the submission of annual meeting and officer reports to the IEEE MGA Department, and such other duties relevant to the position as are assigned to him/her by the Section Chair.

### 19. I am the new Section Treasurer - what do I do?

The duties of the Section Treasurer include the development of an annual section budget for approval by the Section Committee, accounting of all Section funds, routine financial reports to the Section Committee, keeping adequate financial records, and submitting the annual Financial Operations Report of the Section to the IEEE Staff Director, Financial Services.

<p><b>PLEASE NOTE:</b> THE DUTIES OF SUBUNIT CHAIRS, VICE-CHAIRS, SECRETARIES AND TREASURERS GENERALLY FOLLOW THOSE OF THE RESPECTIVE SECTION OFFICERS.</p>
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### 20. We want to form a new Chapter (Affinity Group) - how do we go about it?

We welcome your initiative and willingness to contribute something new to Victorian Section activities. However, experience shows that there are many traps for the unwary.

As a first step you should consult the MGAOM Section 9, which states the formal requirements for Chapter/Affinity Group formation. These procedures may appear to be deceptively simple since there are several **unstated** practical considerations. For example, the Section Committee will naturally want to ensure that there are genuine special interest needs to be addressed, and that such needs can realistically be met from available resources.

We therefore recommend that you should plan carefully and implement your plans in stages in the manner outlined in Appendix D.

Please note that such a multi-step approach in no way disadvantages the promoters and nominees of the proposed new subunit. On the contrary, it enables valuable strategic information to be obtained at an early stage, *before* any formal commitments are made. This introduces a degree of flexibility into the planning that might not otherwise be attainable.

Please do not hesitate to discuss your ideas with Chapter Chairs and other experienced members of the Section Committee.

### III - For Event Organisers

#### 21. I have a good idea for an event, how do I get started?

GOOD PLANNING is of the essence of all good organisation. A checklist of items that may need to be considered in planning your event is attached to these notes as Appendix D.

**PLEASE REMEMBER: "TO FAIL TO PLAN IS TO PLAN TO FAIL"**

#### 22. Do I have to prepare a budget?

If your proposed event is not already covered by an approved expenditure budget - the answer is "yes". A single-event budget should be prepared on the standard Budget Report proforma (refer VicFINOPS Section 08) and presented in ample time for consideration by the Section Committee at a routine scheduled meeting of the committee. Alternatively, a proposal to vary or update an existing Annual Budget for your chapter or subunit should be so endorsed and submitted as above.

#### 23. What else do I have to do?

You should work methodically through the checklist at Appendix D. Good inter-personal communications are always important. Have you sought ideas and opinions from your IEEE colleagues? Have you informed everyone who may need to know of your plans?

#### 24. Are joint meetings allowed?

They certainly are - Chapters and other subunits may collaborate whenever a proposed topic is potentially of interest to more than one group, and are encouraged to do so. The "joint" nature of the event should be emphasised in the ensuing presentation to the Section Committee. Where it is proposed to organise the event jointly with an outside (non-IEEE) organisation, the prior approval of the Section Committee **must** be obtained before proceeding.

#### 25. Can we charge an attendance fee?

In the IEEE, conventional lecture-style presentations of 1-2 h duration are always free of charge and open to the public. An attendance fee may be charged for events of a larger scale and/or aimed at a more limited audience or range of participants. Specialist workshops, seminars and conferences fall into the latter category. All such events require an itemised Event Budget (including details of the proposed attendance fee(s)) and the prior approval of the Section Committee - see VicFINOPS Section 08..

#### 26. Do we have catering at these events?

Yes - for lecture-style events complimentary light refreshments are usually provided before or after the meeting. Other types of event may have catering in keeping with the scale and nature of the activities and the approved budgetary provisions.

#### 27. How much should I allow for catering?

Commercial catering services can vary greatly in the "value for money" offered. Two simple guidelines are offered in this regard. First - always seek two or more competitive quotations. Second - be careful not to over-specify requirements. For example, "light refreshments" preceding an evening lecture means just that - a "light" serving of food and drink to moderate pangs of hunger, not a meal. In all cases of doubt please seek the advice of experienced event organisers.

**28. What happens if we spend too much?**

That depends on the reason(s) for the cost overrun. Honest mistakes and unanticipated expenses outside the control of the event organisers must be accepted as some of the inevitable risks of our operation as an IEEE Section. Sanctions or penalties are never directed at Section volunteers who have acted in good faith. But naturally, this is not an invitation for gross negligence or manifest disregard for IEEE assets and resources! In all cases of doubt, please report the situation to the Section Committee or to the responsible section officer, *well before* it becomes a matter of contention.

**29. What about entertainment?**

Guest speakers are commonly entertained at dinner or otherwise earlier in the day as a courtesy for their services. Clearly, there is a need for restraint in the venue selected and the fare offered to prevent undue escalation of expenses. Guidelines covering such activities are given in VicFINOPS Section 05.

**30. Can we organise social events?**

Yes, social events such as dinners, luncheons, walking tours, BBQs, etc. may be included in the program of activities. Outline details of such proposed events should accompany the Annual Budget submission of the subunit concerned. Chapter officers should realise that non-technical events do not count towards the requisite activity level for their chapter (namely: two (2) or more technical events per annum).

**31. Who are the Distinguished Lecturers?**

Most Technical Societies in the IEEE have a list of members who are deemed, on the basis of a formal selection process, to be eminent technical specialists in their field. Such persons are designated as Distinguished Lecturers (DLs) by their Society. A condition of selection is that the DL agrees, if so invited and when available, to travel worldwide to make presentations at local technical events.

**32. If we want to invite a DL, how do we do it?**

Local approval  
IEEE Society approval  
Advice to IEEE Australian Council  
Plan & Program  
Event Budget  
(this segment to be completed)

**33. Who pays for DL visits?**

Assuming that all necessary approvals have been obtained, as above, the costs of international travel to Australia will be borne by the relevant IEEE Society. The costs of travel and accommodation in Australia must be paid by the participating Sections in accordance with the applicable Budget.

## IV - For Conference Organisers

### 34. We plan to run the world's best-ever technical conference. Where do we start?

Conferences require very careful planning. There are also a number of formalities involved that do not apply to smaller-scale events such as lectures. Please refer at the earliest opportunity to the IEEE Conference Manual to obtain an overview of the applicable procedures.

Assuming that you already have the approval of your Chapter or Affinity Group and the concurrence of the Section Committee, you will need to assemble a team of volunteers to form a Conference Organising Committee. Key leadership functions must be assigned in this committee, including but not limited to Chair, Vice Chair, Secretary, Treasurer, Technical Program Committee Chair, Local Events Chair, and Publicity Chair. The importance of having substantial past conference-organising experience in this group cannot be over emphasised.

Please refer to the IEEE Conference Manual for further information, notably in regard to the Submissions that need to be lodged with the IEEE Conference Department.

## V - For Financial & Business Types

### 35. Is the Section incorporated?

No - this is expressly forbidden by IEEE bylaws. IEEE Inc., as a foreign corporation operating in Australia, has been assigned an Australian Registered Body Number (ARBN). But such registration does not confer corporate status in Australia. .

### 36. Should we be called *non-profit* or *not-for-profit*?

The IEEE is correctly described as a *non-profit organisation* since this is the nature of our corporate purpose and charter. The term "not-for-profit" is ambiguous since it can also refer to the pro bono involvement of a company or commercial entity and the hobby interests of an individual.

### 37. What assets do we have?

The Section assets are almost exclusively cash deposits. Our other minor possessions are of negligible net worth.

### 38. Who owns our assets?

All assets of Victorian Section and its subunits are exclusively the property of IEEE, Inc.

### 38. Do we have an ABN?

Yes, the Section is registered for Goods and Services Tax (GST) and has an Australian Business Number (ABN). Other IEEE sections in Australia are also registered, but quite independently of Victorian Section.

### 40. Does the Section make a profit?

Normally the Section strives for a balanced annual budget, or a close approximation thereto. But even where a conference or other successful activity generates a large surplus, this does not affect our non-profit status provided such earnings are not distributed to or used to materially benefit members. Such actions would, of course, be a breach of our corporate charter.

**41. Do we pay Income Tax?**

No - as a non-profit organisation we do not pay any income tax. However, Victorian Section has been assigned a Tax File Number and the Australian Taxation Office (ATO) reserves the right to review our taxation status at any time.

**42. Do we pay any other taxes?**

We must pay Goods and Services Tax wherever these apply. But like all registered businesses we receive Tax Credits for the GST component of all valid IEEE expenditure (see VicFINOPS Section 06).

**43. Are we a registered Charity?**

No - the IEEE does not meet the applicable requirements under Australian law. This means that financial sponsors of Victorian Section activities do not receive any direct taxation benefit from their sponsorship.

**44. Are IEEE Volunteers liable for third party claims?**

No - Victorian Section volunteers engaged in approved IEEE activities of a routine nature are automatically covered by an international insurance policy maintained by IEEE Inc. Major events such as conferences must be separately registered for insurance purposes with the IEEE Conference Department. In all cases of doubt, the matter should be referred to the Section Treasurer or the Section Committee for evaluation.

**45. Do we have office or meeting space?**

No - at present we meet free of charge at universities and other supportive organisations. We do not have any permanent office facilities.

**46. Does the Section carry insurance of any type?**

No - in our present situation the IEEE comprehensive policy cover is deemed sufficient. Obviously, our Risk exposure would change if at any stage in the future we rented office space, acquired property or employed staff.

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## REFERENCES

IEEE Member and Geographic Activities Operations Manual (MGAOM) (downloadable from [www.ieee.org/MGA](http://www.ieee.org/MGA))

IEEE Conference Manual (downloadable from [www.ieee.org/conf](http://www.ieee.org/conf))

IEEE Victorian Section - Financial Operations Manual (VicFINOPS)

## APPENDIX A - IEEE ORGANISATION

### A1 - CORPORATE GOVERNANCE

**IEEE BOARD OF DIRECTORS**  
 IEEE President  
 IEEE President Elect  
 IEEE Past President  
 Presidents and Vice-Presidents of Major Boards  
 Region Directors (10)  
 Division Directors (10)  
 Directors Emeritus

Educational Activities Board	Publications Board	Member & Geographic Activities Board	Standards Board	Technical Activities Board	IEEE-USA Board
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Standing Committees

(IEEE Service Center, NJ, USA)

### A2 - IEEE REGIONS & DIVISIONS

<b>GEOGRAPHIC REGIONS</b>	
R1 - Northeastern US R2 - Eastern US R3 - Southeastern US R4 - Central US R5 - Southwestern US	R6 - Western US R7 - Canada R8 - Europe, Middle East, Africa R9 - South America R10 - Asia and Pacific

<b>TECHNICAL DIVISIONS</b>		
<p><b>Division I</b>                      Circuits &amp; Systems                      Electronic Design Automation Council                      Electron Devices                      Nanotechnology Council                      Solid-State Circuits</p> <p><b>Division II</b>                      Components, Packaging &amp; Manufrg. Technol.                      Dielectrics &amp; Electrical Insulation                      Industry Applications                      Instrumentation &amp; Measurement                      Power Electronics                      Ultrasonics, Ferroelectrics &amp; Freq. Control</p> <p><b>Division III</b>                      Communications</p> <p><b>Division IV</b>                      Antennas &amp; Propagation                      Broadcast Technology                      Consumer Electronics                      Electromagnetic Compatibility</p>	<p>(Division IV cont'd)                      Magnetics                      Microwave Theory &amp; Techniques                      Nuclear &amp; Plasma Sciences                      Superconductivity Council</p> <p><b>Division V</b>                      Computer</p> <p><b>Division VI</b>                      Education                      Industrial Electronics                      Product Safety Engineering                      Professional Communication                      Reliability                      Social Implications of Technology                      Technology Management Council</p> <p><b>Division VII</b>                      Power &amp; Energy</p> <p><b>Division VIII</b>                      Computer</p>	<p><b>Division IX</b>                      Aerospace &amp; Electronic Systems                      Geoscience &amp; Remote Sensing                      Information Theory                      Intelligent Transportation Systems                      Oceanic Engineering                      Signal Processing                      Vehicular Technology</p> <p><b>Division X</b>                      Biometrics Council                      Computational Intelligence                      Control Systems                      Engineering in Medicine &amp; Biology                      Photonics                      Robotics &amp; Automation                      Sensors Council                      Systems, Man &amp; Cybernetics                      Systems Council</p> <p><b>Note:</b> All organisational units in this Table are IEEE Societies except where otherwise shown</p>

Appendix A (cont'd)

**A3 - IEEE REGION 10**

<b>DIRECTOR, REGION 10</b>	R10 Secretariat & Executive Committee
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<p><b>R10 MANAGEMENT COMMITTEE</b>                  Director                  Director Elect                  Past Director                  ExCom members                  Section Chairs</p>
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(R10 National Councils)
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<b>R10 SECTIONS</b>
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**A4 - IEEE VICTORIAN SECTION**

<p><b>VICTORIAN SECTION COMMITTEE</b>                  Chair                  Vice-Chair                  Secretary                  Treasurer                  Assistant Treasurer                  Subunit Chairs                  Members-at-Large</p>
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<p><b>SUB-SECTIONS</b>                  -Tasmanian</p>	<p><b>CHAPTERS</b>                  -AP/MTT                  -Circuits &amp; Systems                  -Communications                  -Computational Intelligence                  -Computer                  -Education                  -EMBS                  -EMC                  -Photonics                  -Power &amp; Energy                  -Signal Processing                  -Systems, Man &amp; Cybernetics                  -SSIT                  -Technology Management                  -Vehicular Technology</p>	<p><b>AFFINITY GROUPS</b>                  -Life Members                  -Women in Engineering                  -Young Professionals</p>	<p><b>STUDENT BRANCHES</b>                  -Deakin University                  -La Trobe University                  -Monash University                  -RMIT University                  -Swinburne Univ. of Tech.                  -University of Melbourne                  -Victoria University</p>
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## Appendix A (cont'd)

**A5 OVERVIEW - GEOGRAPHIC ORGANISATION**

In the IEEE there are ten (10) geographic Regions. Victorian Section is part of Region 10 (also known as the Asia - Pacific Region), which extends from Pakistan in the northwest to New Zealand in the southeast. Region 10 has approximately 110,000 members and is the fastest growing region in the IEEE. Our Section membership is approximately 2100 - roughly one-quarter of the Australian total. The Australian membership is growing, but not nearly as strongly as the region-wide growth.

IEEE Australia Council is a loose confederation of Australian IEEE Sections that undertakes certain tasks of planning and coordination on a national basis. The Australia Council acts on behalf of the constituent sections and has the status of a Joint Committee of those sections. The Council has no independent executive authority. A key function is the coordination of Distinguished Lecturer visits and arranging interstate travel and accommodation for these visitors.

At the Section level, there are commonly Subunits catering for members having particular technical interests, grade of membership, or basis of affiliation, and likewise for those resident in particular geographic areas. IEEE Victorian Section currently has twenty-five (26) subunits, including 1 Sub-Section, 15 Chapters, 3 Affinity Groups, and 7 Student Branches.

Subunit designations and functions are summarised in the Table below. For further information, including the requirements and procedures for forming such groups, please refer to the MGA Operations Manual.

TYPE OF SUBUNIT	DEFINITION	NOTES
Sub-Section	A subordinate geographic unit within a Section or Region	<ol style="list-style-type: none"> <li>1. Sub-Sections are named to reflect the applicable geographic boundaries</li> <li>2. Management of the Subsection mirrors that of a Section</li> <li>3. Refer MGAOM Section 9.5</li> </ol>
Chapter	A technical subunit of a Region, one or more Sections, or a Geographic Council	<ol style="list-style-type: none"> <li>4. Chapters bear the name(s) of the associated Technical Society(ies) - see A2 above</li> <li>5. Ultimate responsibility for Chapter management (including all financial aspects) rests with the Section/Council</li> <li>6. Refer MGAOM Section 9.6</li> </ol>
Affinity Group	A "non-technical" subunit of a Region, one or more Sections, or a Geographic Council	<ol style="list-style-type: none"> <li>7. Affinity Groups bear the name of the relevant standing committee*</li> <li>8. Ultimate responsibility for Affinity Group management (including all financial aspects) rests with the Section/Council</li> <li>9. Refer MGAOM Section 9.9</li> </ol>
Student Branch	A basic IEEE organisational unit within a college, university or technical institute.	<ol style="list-style-type: none"> <li>10. Refer MGAOM Section 9.7</li> </ol>

\* The Global organisational units are: IEEE Young Professionals Committee; IEEE Life Members Committee; IEEE Women in Engineering Committee; and IEEE Consultants Network (USA only)..

**APPENDIX B - ANNUAL SECTION REBATE - ANALYSIS FOR 2008**

ITEM	DETAILS	AMOUNT (\$US)	PERCENT OF SUBTOTAL
1	Basic Section Allowance	2000.00	22
2	Member Rebate (1725 total in 2008 - all Grades)	5072.00	55
3	Chapter Rebate (9 compliant chapters in 2008)	1800.00	19
4	Affinity Group Rebate (2 total, both compliant in 2008)	400.00	4
5	Sub-Section Rebate	0.00	0
<b>6</b>	<b>SUB-TOTAL:</b>	<b>9272.00</b>	<b>100</b>
7	10% Bonus (For timely submission of L-50)	927.20	---
8	Chapter Activity Bonus	75.00	---
9	- less deductions (IEEE banners)	(63.50)	---
10	<b>TOTAL AMOUNT RECEIVED:</b>	<b>10,210.70</b>	<b>---</b>

**MEMBERSHIP COMPOSITION (2008)**

Member Grade	1168	@ \$3.00
Graduate Student Grade	154	@ \$3.00
Student Members	87	@ \$3.00
Associate Member	69	@ \$3.00
Affiliate	140	@ \$1.50
Senior Member Grade	101	@ \$4.00
Fellow Member Grade	6	@ \$4.00
<b>TOTAL:</b>	<b>1725</b>	<b>@ \$2.94 (Av.)</b>

**SECTION SUBUNITS (2008)**

Subsections	0	@ \$500.00
Chapters	9	@ \$200.00
	2	@ 0.00
Affinity Groups	2	@ \$200.00

PLEASE NOTE: All figures are taken from the 2009 Rebate Statement, which is based on Section activities during 2008.

## APPENDIX C - EVENT PLANNING CHECKLIST

### OBJECTIVES

- What are you trying to achieve?
- Who will constitute the target audience?

### RESOURCES

- Where/when will the event be held?
- Is there sufficient time for planning and implementation?
- Do you have the necessary organisational resources?
- Do you have (or can reasonably expect) adequate financial support?

### TASK ASSIGNMENTS

- Do you need to assign particular tasks to others?

### PLANS & BUDGETS

- Do you have a coherent plan?
- Are the plans consistent with an approved Annual Budget?
- Do you need a separate Event Budget?
- Are you fully prepared for a Submission outlining your plans?

### AUTHORITY

Who needs to consider and approve or endorse your plans:

- Chapter/Subunit executive committee?
- Section Committee?
- IEEE Technical Society?
- IEEE MGA & Conference Departments?

### COMMUNICATIONS/COORDINATION

Who else needs to know or should be invited:

- Other chapters, etc.?
- Other professional groups?
- Students?
- News Media?

### PUBLICITY

- Section website
- Subunit or conference website
- Circulars and flyers for display
- Colleague professional societies

### IMPLEMENTATION

- Structured implementation of plans
- Frequent reviews
- Monitor and control expenditure
- Good record-keeping
- Early identification and solution of problems

### REPORTS

Interim and final reports to:

- Section Committee?
- Co-sponsors?
- Attendees/members?
- IEEE Conference Department?

## **APPENDIX D - RECOMMENDED STRATEGIES FOR FORMATION OF NEW CHAPTERS AND AFFINITY GROUPS**

### **PHASE I - CONCEPT AND PROPOSAL**

- Initial investigations and consultations
- Society and general membership statistics
- Informal presentation to Section Committee
- Approval of tentative Event Budget
- Approval to proceed to Phase II

### **PHASE II - PLANNING AND ACTIVE TRIALS**

- Detailed planning of special-interest events (Section sponsored)
- Publicity and preliminary advice of plans to membership
- Convene and hold events
- Assessment of attendances and membership response
- Assessment of volunteer resources, industry and academic involvement, potential for growth, etc.
- Interim report to Section Committee
- Further trials or proceed to Phase III, as appropriate

### **PHASE III - IMPLEMENTATION**

- Prepare and circulate (or complete) formal Petition
- Confirm interim Officers of new subunit
- Obtain Section signatures and submit petition as per MGAOM
- Progress reports to membership and Section Committee
- Await formal approvals from R10 and MGA Board
- Interim technical or special interest activities as per Phase II

## APPENDIX E - IEEE CODE OF ETHICS

WE, THE MEMBERS OF THE IEEE, in recognition of the importance of our technologies in affecting the quality of life throughout the world and in accepting a personal obligation to our profession, its members and the communities we serve, do hereby commit ourselves to the highest ethical and professional conduct and agree:

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 tasks for others only if qualified by training or experience, or after full disclosure of pertinent limitations;
7. To seek, accept, and offer constructive criticism of our work, to acknowledge and correct errors, and to credit properly the contribution 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 actions;
10. To assist colleagues and co-workers in their professional development and to support them in following this code of ethics.

(NOTES)