



OPERATIONS MANUAL

Updated March 23, 2015

Preface

“To the extent delegated by the IEEE Board of Directors, the Member & Geographic Activities Board shall interpret relevant policies and shall develop policies relating to the IEEE program of geographic organizational units. Guidelines for the operations, functions and administration of geographic organizational units shall be contained in the MGA Operations Manual.

“The MGA Operations Manual is a living document and the Regional Director may approve an exception to any of the guidelines stated in Section 9, provided the exception does not conflict with IEEE Bylaws/Policies. Each exception approved by the Regional Director will be reported to the Member and Geographic Activities (MGA) Board.

“To the extent delegated by the IEEE Board of Directors, the MGA Board shall recommend policies affecting the management and operation of its geographic organizational units. The MGA Board shall be responsible for developing its plans, schedules, and procedures. The geographic organizational units shall operate in support of their assigned geographic area, as provided in their respective Bylaws. The MGA Board shall apprise IEEE geographic units of MGA policies. The Member and Geographic Activities Board through the VP-Member and Geographic Activities/MGA Chair may bring reports, recommendations, or other actions by the Geographic Organizational Units to the IEEE Board of Directors.

“To the extent delegated by the IEEE Board of Directors, the Member and Geographic Activities Board shall be responsible for monitoring the operations of the IEEE Geographic Organizational Units for adherence to the Not-for-Profit Corporation Law of the State of New York, the IEEE Certificate of Incorporation, IEEE Constitution, IEEE Bylaws, IEEE Policies Manual and the guidelines contained in the MGA Operations Manual.”

(See http://www.ieee.org/documents/section_09_feb_2013.pdf for details.)

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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 chair.
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 portion of the 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 the IEEE Concentration Banking account, 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 ExCom may request a financial audit at any time. A local audit is not required by IEEE HQ. All financial transactions are recorded in the NetSuite on-line financial system. The Section's financial records recorded in NetSuite are reviewed annually by the IEEE Financial Solutions group.
7. 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.
8. Upon request, and if funds are available, the Section will endeavor to provide a cash advance for airfare or automobile mileage, and lodging expenses if an overnight stay is required, to any Section officer (or authorized representative) attending an Area, Region or National meeting on pre-approved Section business. The request must be made in writing, approved by the Section Executive Committee.

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

A. 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).

B. 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. Solicit speakers and tours that would be of interest to the Section members by:
 - a. Asking the Executive Committee and other Section members for ideas
 - b. Assigning someone to make the first contact
 - c. Following up with the contact to arrange a date and location for the speech or tour
4. Make Section Meeting preparations as follows:
 - a. Obtain a one-paragraph (4 line) synopsis of the speaker's talk and a one-paragraph (4 line) biography.
 - b. Create a meeting announcement in Microsoft Word or Adobe PDF and deliver the meeting announcement to the Newsletter Editor and Publicity Chairs.
 - c. Schedule the meeting on vtools at <http://sites.ieee.org/vtools/>
 - d. Determine the equipment needs (projector, screen, extension cords, microphone, etc.) of the speaker and arrange for their set-up at the meeting room.
 - e. Reserve the meeting room, if needed. Request service for 12 persons with the ability to expand as needed.
 - f. Double-check all arrangements on the week of the meeting.
 - g. Arrive a half-hour before the meeting to check arrangements and set out IEEE information.
 - h. Meet the speaker and make sure that all arrangements are in order.
 - i. Take an attendance count, with separate numbers for IEEE members and non-members.
 - j. Complete a meeting report, L-31, using vtools at <http://sites.ieee.org/vtools/>.

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

The Vice-Chair for the Idaho Falls 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:
 - a. Obtain a one-paragraph (4 lines) synopsis of the speaker's talk and a one-paragraph (4 lines) biography.
 - b. Create a meeting announcement in Microsoft Word and deliver the meeting announcement to the Newsletter Editor and Publicity Chairs. A lot of coordination may be required to get it taken care of as everyone is busy. Do not leave this until the last minute.
 - c. Schedule the meeting on vTools at <http://sites.ieee.org/vtools/> two weeks in advance or more.
 - d. Brew with the Crew:
 - i. Flyer for Brew with the Crew. Jodi Grgich normally does this (Jodi.grgich@inl.gov)
 - ii. You will also be the person to introduce any speaker/presenter
 - iii. Order the finger foods (IEEE pays for 3 of these each year. You need to keep track. You'll need the checkbook, or you'll have to submit for reimbursement.)
 - iv. You may sometimes have to make up a flyer if Jodi does not get to it.
 - v. Bring a copy of the flyer so guests who attend can take one. Some attendees use the presentations as PDH credits for maintaining a Professional Engineer (PE) license.
 - e. 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, VCR, projector, ...).
 - f. Reserve the restaurant or location 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 the meeting room/area.
 - g. Double-check all arrangements on the week of the meeting.
 - h. Arrive a half-hour before the meeting to check arrangements and set out IEEE information. (Order a membership development kit and have it out.)
 - i. Meet the speaker and order his/her food & drink early.
 - j. Take an attendance count, with separate numbers for IEEE members and non-members.
 - k. Complete a meeting report (L-31) online at the vTools website. (Don't wait until the end of the year.)
4. Other duties that may be delegated to you:
 - a. Attend Region 6 meetings if the Chair cannot. Travel may be required.
 - b. Fill in for any other vacant positions if time and availability permits (e.g., Publicity or PACE).
 - c. Participate in the bi-monthly teleconference with Dan Christenson if needed.
 - i. Every month on the second Friday of the month, from 12:00PM to 1:00PM MST, effective 3/13/2015 until 2/12/2016.

- ii. Call in to 1-405-582-9999 (toll free)
- iii. Use meeting ID 1881# (Wait until the robot picks up and starts giving instructions. Then enter 1881#)

D. 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.

E. 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 checking account in the IEEE Concentration Banking Account.
5. Present all financial records for audit when requested by the ExCom.
6. Record all financial transactions within the NetSuite on-line financial system. The transactions may also be recorded in other formats for presentation to the ExCom.
7. Submit the needed annual Compliance Documents to IEEE HQ.
8. Propose an annual budget for the Section.

F. 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.

G. Duties of the Chair for Publicity, Pocatello Area

The Chair for Publicity for the Pocatello 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.
2. Deliver a copy of meeting announcements to the *Idaho State Journal*:
 - Ian Fennell, Managing Editor, ifennell@journalnet.com
 - Jodiene Albright, Community Editor, jalbright@journalnet.com
 - Michael O'Donnell, Asst. Editor Manager, modonnell@journalnet.com
3. Deliver a copy of meeting announcements to Blackfoot's *Morning News*: mnews@cableone.net.
4. Deliver a copy of meeting announcements to ISU's *News & Notes*: Emily Frandsen at franemil@isu.edu, by noon on Friday.
5. Deliver a copy of meeting announcements to The Idaho Falls *Post Register*: news@postregister.com
6. Deliver a copy of meeting announcements to KPVI News 6 (NBC):
 - newsroom@kpvi.com
 - Todd Blackinton, Manager, tblackinton@kpvi.com
7. Deliver a copy of meeting announcements to KIDK 3 (CBS), KIFI News 8 (ABC) & KXPI 33 (Fox): newsdesk@localnews8.com
8. Pursue additional publicity outlets in the Pocatello area as appropriate.

H. 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.
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.

I. 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 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. Examples of past activities include technical writing and presentation seminars.
7. Support the other chairs in the Eastern Idaho Section through acquiring PACE funds for projects that fill a PACE need as well as that of another area. This goal has been met in the past by acquiring funds to help promote a Future Cities competition in Eastern Idaho.
8. Develop new ideas to help promote headquarters PACE initiatives.

J. 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 needed 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:
 - a. Obtain a current copy of the Eastern Idaho Section membership roster from SAMIEEE (<https://analytics.ieee.org/analytics/saw.dll?answers>) and identify candidates for elevation to Senior Member.
 - b. Ask each candidate for a resume, and ask them to submit an Application Form.
 - c. Identify existing Senior Members who are qualified and willing to serve as a reference for each candidate's elevation. Give each reference a copy of the candidate's resume and request them to submit a Reference Form.
 - d. Be sure to specify a deadline in order to insure timely processing of the application.
 - e. Application, Nomination, and Reference Forms may be accessed and completed on-line at http://www.ieee.org/membership_services/membership/senior/application/index.html

K. Duties of the Chair for Awards

The awards Chair shall perform the following duties:

1. Follow information related to awards from IEEE North East Area of Region 6, Region 6 and IEEE USA.

Nomination forms can be found on the web at <http://www.ieee-region6.org/2013/nominations-solicited-2014-awards>.

Important Dates for 2014 Awards:

- 11/17/2013: Nominations Due to Section
- 11/26/2013: Section selections complete
- 12/01/2013: Inform Section Winners
- 12/03/2013: Section Awards Chair Provides Section Selections to all Section Awards Chairs in Area
- 12/19/2013: All Section Awards Chairs Deliberate - Area Selections Voting Complete
- 12/20/2013: Area awards winners announced, Areas Awards Chairs Provide Area Selections to All Other Area Awards Chairs
- 12/23/2013: R6 Awards Chair Provides Ballot to All Area Awards Chairs
- 12/30/2013: Completed Ballot Provided From Each Area Chair to R6 Chair
- 01/02/2014: Completed Ballot With All Area Scores Provided Back to All Area Chairs for Discussion/Deliberation/Consensus.
- 01/04/2014: Telecon for reviewing Final Ballot / Final Decision Made
- 01/05/2014: R6 Winners Announced, Plaques Ordered
- 02/01/2014: Spring Meeting and Awards Ceremony

2. Propose awards in IEEE Eastern Idaho Section:
 - a. Some or all proposed awards should match NE Area of Region 6 and IEEE USA awards
 - b. Nominations that are awarded in the Section should be nominated by the Awards Chair for equivalent NE Area of Region 6 and IEEE USA awards (deadlines for the Section Awards should allow to collect, review and nominate all winning applications).
The NE Area will choose a winner for the Area awards and then the Area winners will compete for the Region 6 Awards.
 - c. Prepare a Call for Nominations and distribute it to the Members of the Section (cooperate with Newsletter Editor/Webmaster).
3. Every two years submit a nomination for IEEE Fellow.
4. Conduct an Awards Banquet

- a. Schedule Awards Banquet
- b. Submit an announcement informing about Awards Banquet using eNotice tool
 - i. <http://sites.ieee.org/vtools/enotice-request/>
- c. Present certificates of appreciation (by Section Chair) to Past ExCom members and those ExCom members who changed a position in the Committee.
 - i. Certificates can be ordered from IEEE website:
http://www.ieee.org/societies_communities/geo_activities/products/product_photos.html
- d. Present the Immediate Past Section Chair with a Past Chair lapel pin (by Section Chair).
 - i. Pins can be ordered from IEEE website:
http://www.ieee.org/societies_communities/geo_activities/products/product_photos.html
- e. Present the Section's Awards to the winners (by Section Chair).
 - i. Plaques or certificates can be ordered from
 - 1. IEEE website:
http://www.ieee.org/societies_communities/geo_activities/products/product_photos.html
 - 2. Private vendors, e.g. <http://www.plaquemaker.com>

L. Duties of the ISU Student Branch Counselor

The ISU Student Branch Counselor shall perform the following duties:

1. Ensure that information from IEEE Headquarters is transmitted to the student officers.
2. Attend Executive Committee meetings and assist Branch Committees.
3. Participate in regional meetings.
4. Consult with Regional SAC Chair (RSAC), Regional Membership Development Chair or Regional Director about Branch activities or problems.
5. Promote the online application for all new student applications and the online renewal for existing student and graduate student members.
6. Foster good relations with the local Section.
7. Assist the Branch in establishing industrial contacts for Branch programs and activities.
8. Promote student awareness of awards, contests and benefits of membership.
9. Encourage other faculty members to show interest in the activities of the Branch.

M. Duties of the BYU-I Student Branch Counselor

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

1. Ensure that information from IEEE Headquarters is transmitted to the student officers.
2. Attend Executive Committee meetings and assist Branch Committees.
3. Participate in regional meetings.
4. Consult with Regional SAC Chair (RSAC), Regional Membership Development Chair or Regional Director about Branch activities or problems.
5. Promote the online application for all new student applications and the online renewal for existing student and graduate student members.
6. Foster good relations with the local Section.
7. Assist the Branch in establishing industrial contacts for Branch programs and activities.
8. Promote student awareness of awards, contests and benefits of membership.
9. Encourage other faculty members to show interest in the activities of the Branch.

N. Duties of the Chair for the Young Professionals Program (YPP)

The Chair for the YPP (formerly GOLD) Committee shall perform the following duties:

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

O. 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.

P. 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.

P. Duties of the Chair for Education Outreach

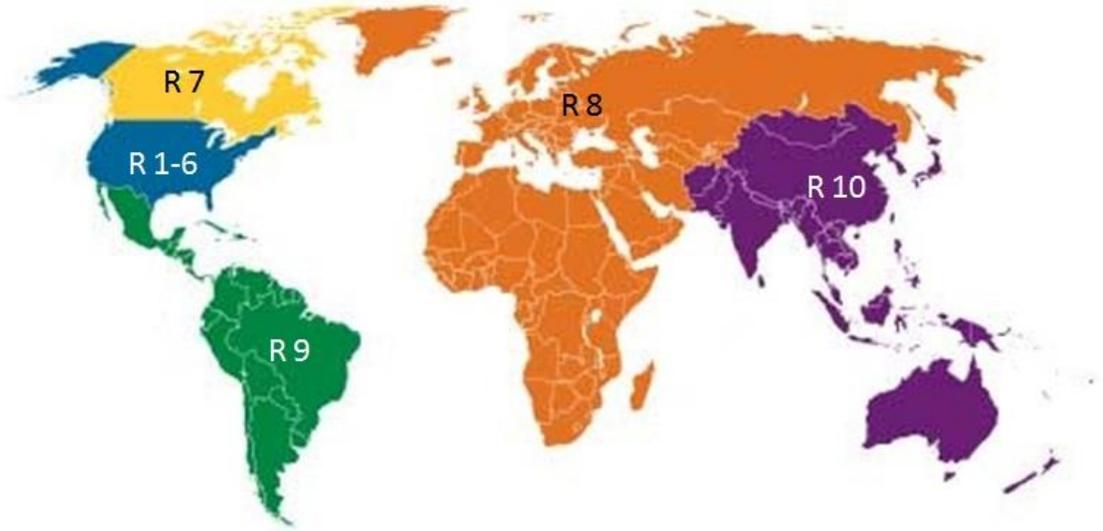
The Chair for Education Outreach shall perform the following duties:

1. Maintain a list of Section volunteers willing to help out when a request from local schools or youth groups is submitted.
2. Review requests for funding from schools and youth groups, and present them to the Section ExCom for approval and award.
3. Serve as an interface between the Section and educational interests in the community in order for IEEE to support and promote STEM education.

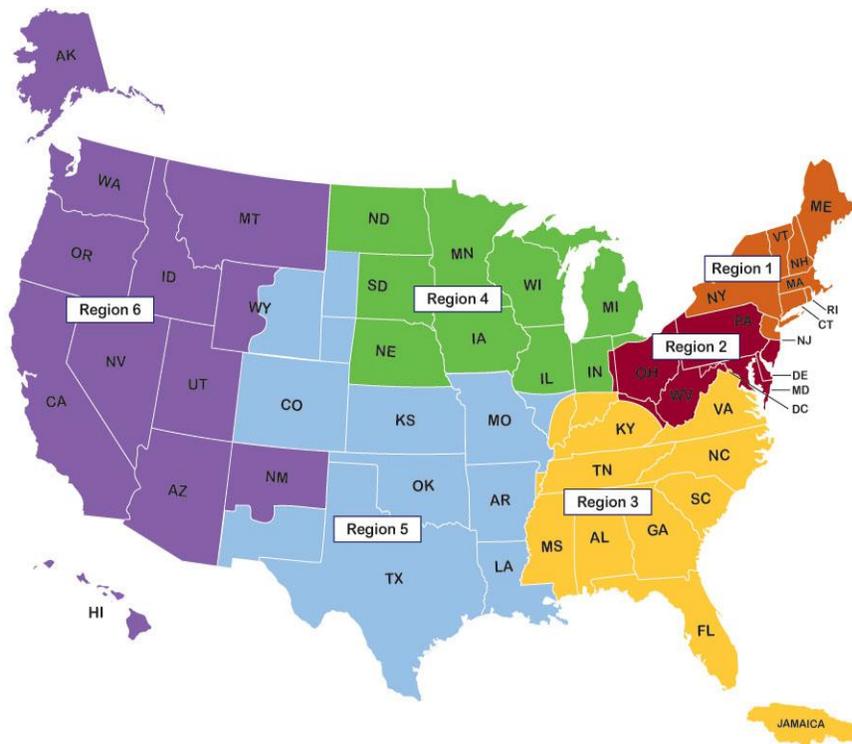
APPENDICES

A. IEEE Geographical Organization

IEEE divides the world into 10 “Regions” for administrative purposes, as shown on the map below.



We live in Region 6, which encompasses all or part of 12 states in the western US – from Alaska to New Mexico, and Montana to Hawaii.



Within Region 6, there are 5 “Areas” – Northeast, Northwest, Central, Southern, and Southwest, roughly defined as shown below.

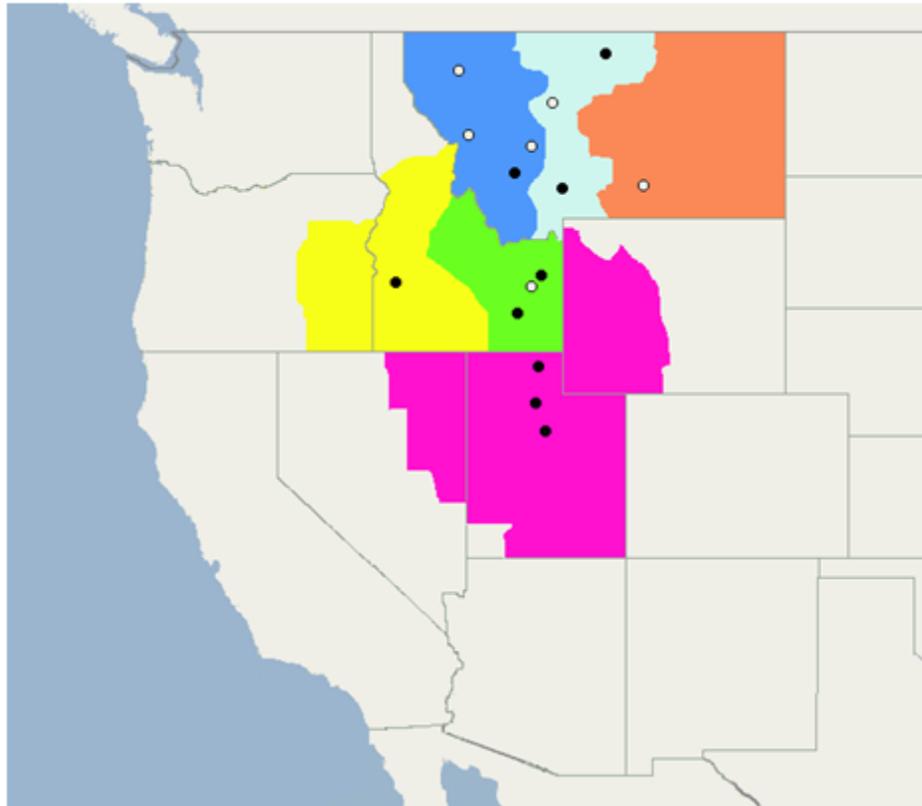


We are in the “Northeast Area.” Within the Northeast Area are six “Sections” – Boise (violet), Eastern Idaho (orange), Western Montana (yellow), Central Montana (blue), Eastern Montana (green), and Utah (pink), as shown below.



Our Section is the “Eastern Idaho Section,” and within the Section’s scope of responsibility are two “Student Branches,” – the Idaho State University Student Branch (formed on June 22, 1996) in Pocatello, and the Brigham Young University-Idaho Student Branch (formed on March 26,

2004) in Rexburg. Locations of student branches within the Northeast Area are indicated by black dots on the map below.



B. The Eastern Idaho Section at a Glance

The Idaho Section was established on April 5, 1957, and subsequently renamed the Eastern Idaho Section in 2002. The Section is co-headquartered in Pocatello, ID, and Idaho Falls, ID, with more than 180 active members in the 16 counties of Eastern Idaho.

Executive Committee

The Section ExCom consists of:

- Chair – Rae Nims
- Co-Vice Chair & Programs, Pocatello – Jonathan Jensen
- Co-Vice Chair & Programs, Idaho Falls – James Smith
- Secretary – Hope Forsmann
- Treasurer – Brian Kauffmann
- Past Chair – Kevin Smith
- Professional Activities (PACE) – Jake Gentle
- ISU Student Branch Counselor – Gene Stuffle
- BYU-Idaho Student Branch Counselor – Ron Jones
- Publicity – Stony Yakovac
- Awards – Tim McJunkin
- Webmaster – Gene Stuffle
- EIEC Liaison – Gene Stuffle
- Young Professionals Program – Orlando Carrillo
- Membership Development – Brett Williams
- Educational Outreach – Hope Forsmann

ExCom meetings are called by the Section Chair seven times per year, and are conducted in Blackfoot, ID, which is located 25 miles from both Pocatello and Idaho Falls.

Meetings

Section meetings are conducted about monthly, during lunch or dinner, and are rotated among the cities of Pocatello, Idaho Falls, and Blackfoot. Many are conducted jointly with other area technical societies and with the Eastern Idaho Engineering Council (EIEC).

During 2014, the Eastern Idaho Section conducted 16 professional, technical or educational meetings.

Section ExCom members regularly attend IEEE Region 6 OpCom and Northeast Area meetings.

Membership Development

The Section recruits new members at Section meetings, and provides forms and information to prospective members. The Section is continuing a campaign to elevate Members to Senior Members.

Awards

During the National Engineers Week program, an Outstanding Engineer is recognized in conjunction with Idaho State University. The Section also publicizes IEEE area, regional and international awards.

Student Branches

The Eastern Idaho Section is proud to be the parent organization for two student branches: one at Idaho State University in Pocatello, and the other at Brigham Young University-Idaho in Rexburg.

Professional Activities

We continue to support MathCounts competition through advertisement and providing volunteers. We are also actively involved in the Greater Idaho Falls Chamber of Commerce Young Professionals Network.

Professional Activities have included technical writing workshops focused on technical presentations and resumes, and tours of area sites of interest to members, and regular technical presentations for Section members.

Officer Directory

The Section publishes an annual directory of Officers, Committee Chairs, Region 6 Officers and Student Branch Officers.

Electrical Engineering Milestone

The Section is proud to have been the nominating and sponsoring entity for establishment of the EBR-1 reactor facility, near Arco, as an IEEE Milestone in Electrical Engineering and Computing. This is the facility where electricity was first generated by a nuclear reactor.

