



## IEEE Region 10 Bylaws

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This document incorporates changes to the IEEE Region 10 Bylaws approved by the MGA Board on *18<sup>th</sup> November 2023* and will remain effective for calendar years 2023 – 31<sup>st</sup> Dec, 2027.

**In all instances, the Institute of Electrical and Electronics Engineers (IEEE) Constitution & Bylaws, MGA Operations Manual and IEEE Policies will prevail when there is a conflict between these documents and R10 Bylaws.**

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# IEEE REGION 10 BYLAWS

Pending approval by MGA Board on *18<sup>th</sup> November 2023*

## 1.0 Name

The name of the organization is Region 10 of the Institute of Electrical and Electronics Engineers, Inc. (IEEE), and may be referred to as IEEE Region 10 or simply Region 10.

## 2.0 Territory

Region 10 is a geographical unit established by the IEEE now Membership and Geographic Activities Board. It shall comprise Asia, Australia, New Zealand and related islands.

## 3.0 Mission

In order to fulfill IEEE's mission of advancing the theory and practice of electrical, electronics, communications and computer engineering, as well as computer science and related areas, Region 10 activities are directed to developing and maintaining regional entities for the best interests and benefits of the IEEE members in the region.

To achieve that mission, the Regional activities include:

- to formulate goals and objectives for the Region
- to plan Regional operations, including budget preparation and approval
- to report officer, financial operation and meeting reports to the Regional Activities Department
- to plan and implement programs in support of the local organizational units in meeting the needs of the members of the Region
- to plan and implement programs for the volunteer structure of the Region, for example, develop and implement leadership training programs for volunteers and members to enhance their interpersonal skills, group skills and leadership abilities
- to provide leadership opportunities for interested members to take an active role within the operations of the Region.

## 4.0 Region 10

### 4.1 Region 10 Officers and Region 10 Operations Committee

- R10 Chair (Regional Director)
- R10 Director-Elect
- R10 Immediate Past Regional Director
- Zone Representative
- R10 Vice Chairs (up to three, including Technical Activities and Membership Activities)
- R10 Secretary
- R10 Treasurer

Vacancies: In the event of incapacity of the Region 10 Chair, the Immediate Past Director shall fill the vacancy in the first of the office of the Chair, and the Director-Elect will fill the vacancy in the second year of the Chair's term.

### 4.2 Function

The Region 10 Operations Committee manages the operation of the Region to best serve the needs of the members.

- The Chair shall have the general supervision of the affairs of the Region and provide primary interface between the members of the Region and the IEEE Board of Directors;
- The Vice Chairs assist the Chair through the operations of the Region;

- The Secretary shall have the responsibility for sending out notices, preparing the agenda for, and recording the minutes of all meetings held by the office.
- The Treasurer shall make only such disbursements as approved by the Regional Director, and shall make such financial reports as may be required by the IEEE Bylaws and/or by the laws of the country where he or she resides.

#### 4.3 Terms of Office

- The Regional Director shall serve as Chair for a two-year term beginning January 1 of odd number years.
- The Regional Director-Elect or the Immediate Past Director shall serve for a two-year term concurrently with the Regional Director as specified in 4.1
- The Regional Secretary and the Regional Treasurer serve for a two-year term concurrently with the Regional Director

#### 4.4 Appointments of Secretary and Treasurer

The Regional Secretary and the Regional Treasurer shall be appointed by the Regional Director in accordance with IEEE Bylaws.

### 5.0 Regional Committee

Region 10 shall have a Regional Committee and shall be organized and operated in accordance with Region 10 Bylaws and Operation Manual. Membership representation and participation at the Regional Committee Meetings shall be optimized within financial, organizational and/or other restraints as decided by the Director.

#### 5.1 Structure

The Regional Committee shall consist of the following voting members:

- Region 10 Officers as listed in Section 4.1:
- Ex-Officio:

Each Section Chair (or an alternate as approved by that Section can represent the Section Chair with prior notification to the Regional Committee Chair.

(When a Council encompasses Sections, these Sections may collectively elect to be represented by the Council Chair at the Regional Committee.)

- Region 10 Standing Committee Chairs or Coordinators, where applicable.

- Additional Appointees:

The Regional Director may appoint additional voting members on a year-to-year basis. These may include an Area Chairs, Council Chairs, and Region Student Representatives, and Ad Hoc Committee Chairs. The additional members shall not exceed one-fourth the number of members specified in Offices and Ex-Officio as above. The Director, subject to the approval of the Regional Committee, shall appoint such additional members on a year-to-year basis.

The Regional Director shall serve as the Regional Committee Chair. The Regional Secretary and the Regional Treasurer shall serve as Regional Committee Secretary and Treasurer, respectively.

#### 5.2 Function

The Regional Committee makes recommendations on Regional policies, Regional organizations and operations, and changes thereof, to the Membership and Geographic Activities Board, via the Regional Director, for approval before implementation.

The Regional Director is responsible for assuring that the Region is operated in accordance with the IEEE and Regional Bylaws and Statements of Policy.

### 5.3 Regional Committee Meeting

The Regional Committee shall hold at least one meeting each year, at an appropriate time and place within the Region.

A quorum for a Regional Committee meeting shall consist of a majority of the members of the Committee or their alternates and shall include representation from at least half of the Sections in the Region.

The Regional Committee Chair shall Chair the Regional Committee., In case of his/her unavailability, Immediate Past Director or Director-Elect will chair the Regional Committee Meeting, as per Section 4.1.

The Regional Director, or the Regional Secretary in the instruction of the Director, shall be responsible for calling the Regional Committee meetings and for designating the places of meetings.

The Regional Committee meeting shall generally be conducted in accordance with Robert's Rules of Orders. But, decisions will normally be arrived at by consensus. In cases where a consensus is not achieved after normal channels of persuasion have been tried, decisions may be taken by voting. All Committee members are entitled to vote, each member present having one vote. The motion will be generally decided by majority vote unless specifically stated otherwise in the Regional Bylaws.

During the Regional Committee meeting, the session is conducted in the English language.

## **6.0 Regional Director, Regional Director-Elect and Immediate Past Director and Zone Representative**

The Regional Director takes office for a two-year term as the Chair beginning on January 1, and at the end of his term becomes a new Immediate Past Regional Director. The Regional Director-Elect shall automatically become a new Regional Director at the end of his two -year terms as Regional Director-Elect. The term of the Immediate Past Regional Director will expire when the Director-Elect assumes office as Regional Director.

### 6.1 Electing Regional Director-Elect

The Regional Director-Elect shall be elected by voting members in Region 10 for a two-year term beginning January 1 in odd numbered years concurrently with the Regional Director. The Regional Director-Elect shall serve both Region 10 and the Region 10 Regional Committee as Vice Chair. The Regional Director-Elect shall be elected from a slate of nominees submitted in accordance with the IEEE Bylaws governing Regional Director-Elect, and shall allow for petition candidates.

### 6.2 Qualification for Region 10 Director-Elect Candidate

The nominees for the office of Region 10 Director-Elect shall be from Sections, which are in countries other than those in which the past two Regional Directors-Elect, that is, elected at the two immediately past biennial elections, were resident at the time of their respective elections.

### 6.3 Electing Zone Representative

The Zone Representative candidates shall be nominated by following the same process as for the nomination of Regional Director-Elect candidates and the Region Committee members and Region 10 EXCOM members shall elect the Zone Representative.

The tenure of Zone Representative shall be two years, concurrent with the term of Regional Director, and the position shall cease to exist when the two Regional Directors for R10 and R11 start their terms from 1st January 2028.

#### 6.4 Qualification for Zone Representative Candidate

1. The individual shall be an IEEE member of Senior Member or Fellow grade.
2. Be prepared to serve two years in the position.
3. Experienced in Section and Region committee activities.
4. Reside in and be a member of the Region electing him/her and of one of the Sections in the Zone he/she is representing. The Zones for Region 10 have been established by MGA Operations Manual 9.2

The functions of the Zone Representative are identified in Section 2.7 B of The MGA Operations Manual

### 7.0 Standing Committees

The Region shall have Student Activities Committee and Nominations Committee. The Region shall also have other additional committees as are appropriate. That may include Awards Committee, Educational Activities Committee, Membership Development Committee, Conference Activities Committee, Technical Activities Committee, Section/Chapter Coordination Committee, Regional Chapter Coordination Committee, Electronic Communication Committee, Young Professionals Committee, and Newsletter Committee.

#### 7.1 Student Activities Committee

The Regional Student Activities Committee (SAC) shall comprise a SAC Coordinator, Regional Student Representative, nominated by R10 Director, and SAC Chairs in all Sections.

The Chair of the Regional Student Activities Committee shall serve, Ex Officio, on the IEEE Student Activities Committee.

#### 7.2 Nominations and Advisory Committee

##### 7.2.1 Nominations and Advisory Committee Structure

The Committee consists of Regional Director, Regional Director-Elect and Immediate Past Director plus up to four Past Directors. In addition, IEEE Past Presidents, who were elected as candidates from Region 10, may be invited to the Nomination and Advisory Committee of Region 10. The Immediate Past Director serves as the Chair.

##### 7.2.2 Term

The term is concurrent with that of the Regional Director.

##### 7.2.3.0 Function

##### 7.2.3.1 Nomination and Election of the Region 10 Director- Elect

No later than December 15 of the odd numbered year preceding the year of election of Regional Director-Elect, the Regional Nominations Committee will call for candidates from all Sections by the submission of the candidate's names for the position of Region 10 Director-Elect.

No later than March 15 of the Region 10 election year, the Nominations Committee will have nominated a minimum of two (2) and a maximum of three (3) candidates for Region 10 Director Elect among those proposed by Sections within the Region 10. And, the slates

of candidates shall be submitted to the IEEE Headquarters via the serving Region 10 Director.

To be valid, all candidates must be Fellow or Senior Member grade and shall be residing in Region 10 and also must have written to the Chair of the Nominations Committee expressing acceptance of nomination.

Individual members may, by petition, propose names of other eligible voting members to be added to the list of candidates for Region 10 Director-Elect. To be valid, such petition for Director-Elect must be signed by at least one percent of the total number of voting members eligible in Region 10 as listed in the official IEEE membership records at the end of the preceding year. Such petition must also reach IEEE Headquarters no later than twelve o'clock noon, New York U.S.A. time, on the Friday preceding June 15 of the election year, accompanied by a signed statement from the petition candidate, indicating his/her willingness to serve if elected.

IEEE Headquarters in accordance with the IEEE Bylaws shall conduct the election.

All members in Region 10 of Graduate Student Member Grade or Higher, shall be voting members of Region 10, each having one vote.

#### 7.2.3.2 Nomination of Candidates for IEEE nominations and Appointments Committee

The committee is also responsible for preparing a list of potential candidates to be considered by the IEEE nominations and Appointments Committee for service on IEEE Committees and Boards.

### 7.3 Awards Committee

Awards Coordinator shall make an effort to form The Regional Awards Committee and shall facilitate the existing and new awards both Institutional and Regional by collaborating with the IEEE Headquarters and other Region 10 Standing Committees. The Regional Director appoints the Chair.

### 7.4 Educational Activities Committee

Educational Activities Coordinator shall make an effort to form The Regional Educational Activities Committee for the purpose of enhancing educational programs for the interests and benefits of the members in Region 10. The Regional Director appoints the Chair.

### 7.5 Membership Development Committee

Membership Development Coordinator shall facilitate in forming The Regional Membership Development Committee whose members are existing Membership Development Committee Chairs in Sections. The coordinator shall also encourage the establishment of Membership Development Committee for that Section without them. The Membership Development Committee shall make plans and implementation for the membership development as well as monitoring membership strength. The Regional Director appoints the Chair.

### 7.6 Conference Activities Committee

Conference Activities Coordinator shall make an effort to form The Regional Conference Activities Committee, where the planning, proposal, budget, implementation and report of the Regional conferences are centralized and monitored. The committee shall work closely with other committees including the Student Activities Committee, Awards Committee and Educational Committee. The Regional Director appoints the Chair.

#### 7.7 Technical Activities Committee

Technical Activities Coordinator shall make an effort to enhance technical aspects in Region 10 working with other committees like Educational Committee, Conference Activities Committee and Section/Chapter Coordination Committee. The Regional Director appoints the Chair.

#### 7.8 Section/Chapter Coordination Committee

Section/Chapter Coordinator facilitates in promoting stronger ties between Sections and Chapters. The Committee Chair is appointed by the Regional Director.

#### 7.9 Regional Chapter Coordination Committee

Regional Chapter Coordinator facilitates the promotion of Chapters more globally as the whole Region and works closely with Section/Chapter Coordination Committee. The Committee Chair is appointed by the Regional Director.

#### 7.10 Electronic Communication Committee

Electronic Communication Coordinator shall work on publicity activities through WEB pages. He or she maintains and updates the Region 10 WEB pages for better communication among the members of the Region 10 and the whole IEEE members. The Regional Director appoints the Coordinator.

#### 7.11 Young Professionals Committee

The Young Professionals Coordinator functions as the representative from all the Young Professionals Committees in Sections, and works closely with all the Region 10 committees for enhancing the young professionals' activities. The Regional Director appoints the Coordinator.

#### 7.12 Newsletter Committee.

The Newsletter Editor is engaged in publishing the Region 10 Newsletter both in printed and electronic version working closely with Electronic Communication Coordinator. The Regional Director appoints the Newsletter Editor.

### **8.0 Region 10 Executive Committee**

#### 8.1 Function

The Region 10 may establish Executive Committee (ExCom) to act for more efficient operation on behalf of the Regional Committee between meetings of that Regional Committee. All actions of the ExCom are subject to ratification by the Regional Committee.

#### 8.2 Structure

The ExCom comprises the Region Officers, Student Activities Committee Chair, Standing Committee Chairs and Coordinators, and Ad Hoc Committee Chairs as are designated by the Regional Director.

### **9.0 Finances**

#### 9.1 Budget

An annual budget of expected income and expenditures shall be prepared by the Treasurer and approved by the Director



#### 9.2 Fiscal Year

The fiscal year shall be the calendar year.

#### 9.3 Travel Expense Reimbursement

In view of the geographical spread over and limited financial resources of the Region, the travel expenses for attending Regional or Area Meeting shall be partially reimbursed and the policy thereof shall be made known before the end of March each year to all members concerned. All Regional Members must have written consent of the Regional Director or the Treasurer before incurring any Regional expenses.

#### 9.4 Voluntary or Mandatory Fee

Upon approval by the IEEE Board of Directors, a voluntary or mandatory fee may be charged to members resident in Region 10 for specified services for the benefit of members within the Region. Such charges, however, will have to be based on the recommendation of the Regional Committee.

### 10.0 Annual Reports

All Sections, Councils, Regional Committees shall have to furnish an annual report to the Director and to notify the Director of any changes of officers in that Section, within 14 days of such changes.

### 11.0 Amendments

Only a Regional Committee shall have the power of amending the Regional Operational Rules/Bylaws. For any of these Rules/Bylaws to be amended, a two-thirds majority of all votes cast at a properly constituted Regional Committee Meeting will be required. The proposed changes and the reasons therefore shall be mailed to all voting members of the Regional Committee at least 20 days prior to the meeting at which the vote is to be taken.

### **REVISIONS:**

1. Considered by the Regional Committee in August 1983, Revised: February 1985, Approved by the Regional Activities Board: February 22, 1985.
2. Approved by Regional Activities Board in November 2003 but not discussed neither approved by the Regional Committee. It was subsequently discussed and approved by the Regional Committee in February 2008.
3. Considered by the Regional Committee in March 2007, Approved by IEEE Board – June 2007.
4. Considered and approved by the Regional meeting in Dhaka on 8 March 2015. Approved by MGA Board June 2015.
5. Considered and approved by the Regional Meeting in Bangkok on 5 March 2016. Approved by MGA Board June 2016.
6. Considered and approved by the Regional Committee Meeting (Virtual) on 5 May 2022. Approved by MGA Board June 2022.
7. Considered and approved by the Regional Meeting in Ottawa, Canada on 11 August 2023. Approved by MGA Board November 2023.