IEEE COMPUTER SOCIETY
MEMBERS AND GEOGRAPHIC ACTIVITIES BOARD
HANDBOOK

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December 2021 v1.0

Document History and Version Control

This document was created by IEEE CS MGA Board in 2021

Version	Changes	Date of MGA Board Approval
ver 1.0 Dec 2021	Through 2021 MGA Board created handbooks drafts for each of its major committees. This document is based on a compilation of those drafts, which was then approved by MGA Board.	14 Dec 2021

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1   MGA BOARD

1.1   MEETINGS OF MGA BOARD

MGA Board will meet regularly, ideally once a month. The Vice President (MGA) and each Vice Chair of MGA Board will endeavor to provide a written report on matters pertaining to their committee ahead of each meeting.

1.2   MGA BOARD BUDGET

The MGA Board budget shall include at least the following line items (with at least the amount shown where a amount is indicated):

- Volunteer Travel (code: 40760)
    - Distinguished Visitor Program: $36,000
    - Regional Coordinator travel to attend IEEE Regional meetings: $8,000
    - MGA Board meetings / volunteer travel
    - Staff travel
- Scholarships & Fellowships (code: 42550)
    - Richard E. Merwin scholarships: $40,000
    - UPE Awards: $4,000
    - Larson Paper Prize Awards: $500
- Awards/Plaques
    - Distinguished Contributor Program: $10,000
    - Outstanding Chapter Awards: $5,000
- Chapters and Geographic Activities
    - Supporting GAC, Regional, Area, and Student Activities Committee run activities
    - Regional grants to support chapters
    - Basic and incentive funding for chapters
- Students and Young Professionals Committee
    - Global Student Activities
    - Global Young Professional Activities
    - Resource and program development (to support Student and Young Professional engagement by chapters and committees within GAC)
- Miscellaneous and Other Expense
    - Marketing / promotions
    - Graphic Design
    - Postage and Express Carriers (code: 42050)
    - Web Conferencing and Online Services (code: 42217)
- MGA Board discretionary budget

The budget (as set the previous year) shall be presented to MGA Board at the first meeting of the year. An initial amount shall be assigned to each of the above line items (including sub-items) in-line with any

commitments made in the budget. Additional funding may be allocated to any budget line from the discretionary funding budget.

MGA Board my allocate additional funds from the discretionary budget to either a budget head or a specific purpose at any MGA Board meetings. MGA Board may vary the allocation between budgets at any meeting provided (unless exceptional circumstances apply) that the amounts indicated above are preserved.

At an MGA Board meeting prior to July, the MGA Board shall agree a recommended budget for the following year. The Vice President shall communicate this to the President, Treasurer, and Executive Director.

1.3   SETTING THE IEEE COMPUTER SOCIETY MEMBERSHIP FEES

At a meeting prior to May, MGA Board should consider the level of membership fees to be set for the following year. The motion takes the following form:

"MOVED, that MGA Board recommends that the IEEE Computer Society approve the 2022 Computer Society affiliate dues at $156 and the Society student dues at $8. The dues to add IEEE Computer Society membership to 2022 IEEE Higher Grade membership shall be $60 with developing nations paying $30 and those with minimum income $12."

The motion should be reported to FinCom by the Vice President (MGA). FinCom will then pass a motion of the form:

"MOVED, FinCom recommends that the Board of Governors of the IEEE Computer Society approve the 2022 Computer Society affiliate dues at $156 and the Society student dues at $8. The dues to add IEEE Computer Society membership to 2022 IEEE Higher Grade membership shall be $60 with developing nations paying $30 and those with minimum income $12."

Following this the Board of Governors will pass a motion of the form:

"MOVED, the Board of Governors of the IEEE Computer Society approve the 2022 Computer Society affiliate dues at $156 and the Society student dues at $8. The dues to add IEEE Computer Society membership to 2022 IEEE Higher Grade membership shall be $60 with developing nations paying $30 and those with minimum income $12."

2   THE AWARDS AND RECOGNITION COMMITTEE (ARC)

The IEEE Computer Society Member and Geographic Activities (MGA) Board sponsors a robust program of awards designed to recognize both technical achievement and service to the society and its members. The Awards and Recognition Committee (ARC) shall be responsible for MGA awards and recognition programs, Student Ambassador Program, and the Distinguished Visitors Program (DVP). The awards and recognition programs included within the scope of the ARC are:

- Lance Stafford Larson Award
- Richard E. Merwin Scholarship
- Upsilon Pi Epsilon Honor Society Award
- Outstanding Chapter Awards
- Distinguished Contributor Recognition

The ARC shall establish processes and procedures to ensure that award nominations are widely available to society members, award criteria are well-defined and award selections are conducted in accordance with the award criteria.

2.1 MEMBERS AND OBSERVERS ON THE AWARDS AND RECOGNITION COMMITTEE (ARC)

The Awards and Recognition Committee shall consist of: a Chair who shall be the Vice Chair (Awards and Recognition) of MGA Board, a Vice Chair, a Chair of each award or recognition program committee, (including the Chair of the Distinguished Visitors Program and the Distinguished Contributor Program), and the Mentoring Coordinator for the IEEE Computer Society Student Ambassador program. One person may serve in multiple roles on ARC, but each person will have only one vote on the committee. The vice president for member and geographic activities is an ex-officio member of the ARC.

2.1.1   ARC CHAIR

The ARC Chair shall be the Vice Chair (Awards and Recognition) of the MGA Board as appointed by the Vice President for Member and Geographic Activities. The Chair shall plan, direct, and administer strategies for promoting, improving and conducting the programs under the ARC. The Chair shall appoint the members of the ARC (other than the ex-officio members), lead the committee in achieving its objectives and report its activities to the MGA Board. The Chair shall manage coordination between ARC and other parts of MGA Board and of the Computer Society. The Chair may recommend other members of their committee who make exemplary and significant contributions for Computer Society service awards.

2.1.2   ARC VICE CHAIR

The ARC Vice Chair shall support the ARC Chair in fulfilling the duties of the Chair. If the Chair is unable to attend an MGA Board meeting, the Vice Chair may attend and report on behalf of the Chair.

2.1.3   AWARD CHAIRS

Each Award Chair shall manage their respective award program as described below. In addition, each Award Chair shall identify and recommend improvements in awards processes that may be of benefit to the other award programs. Awards Chairs may recommend members of their team who provide exemplary and significant service for Computer Society service awards.

2.1.4   DISTINGUISHED VISITOR PROGRAM CHAIR

The Distinguished Visitor Program Chair shall manage the Distinguished Visitors Program, including selection of Distinguished Visitors, promotion of the program to chapters and sections, and administration of the visits. They may nominate selected Distinguished Visitors for recognition as Distinguished Contributors. They may nominate highly impactful and engaged distinguished visitors who are ending their travel eligible term for Computer Society service awards.

2.1.5 MENTORING COORDINATOR

The Mentoring Coordinator shall manage the effort to provide guidance and advice to Merwin Scholarship winners who are serving as Student Ambassadors. This effort is intended to aid the Student Ambassador in refining and accomplishing the goals described in their Vision Statement in the Merwin Scholarship application.

2.1.6 ARC OBSERVERS

Any ARC meeting is open to all society members. Matters pertaining to specific award decisions or to specific award criteria may be conducted in Executive Session, which is limited to ARC members only.

2.2 COMMITTEES OF THE ARC

Each award or recognition committee shall be composed of a Chair and sufficient members to evaluate the applications for the award. Award selections shall be made in accordance with the criteria in the CS MGA Policies and Procedures, and with the criteria described in the section below for the respective committee. Each ARC committee may also develop Guidelines to be provided to evaluators to aid in understanding the criteria and in promoting consistency across the evaluators. Any such Guidelines will be approved by the award committee chair, and will not be made publically available. The award committee chair shall provide any updated version of the Guidelines to the ARC Chair.

The DVP Committee shall be composed of a Chair and up to eight other members, as deemed necessary to carry out the new visitor selection process and the oversight of the program including the allocation of resources. The DVP Committee may develop Guidelines to be provided to evaluators to aid in understanding the criteria and in promoting consistency across the evaluators. Any such Guidelines will be approved by the DVP Chair, and will not be made publically available. The DVP Committee Chair shall provide any updated version of the Guidelines to the ARC Chair.

The Mentoring Committee shall be composed of a Chair and sufficient members to enable all Student Ambassadors to receive guidance.

Eligibility for membership on each committee shall be governed by the CS MGA Policies and Procedures Manual.

2.2.1 LARSON AWARD COMMITTEE

The Lance Stafford Larson Award recognizes the best student paper in a computer-related subject from a computer-related conference or publication. The application deadline will be in the fourth quarter of the calendar year on a date set by the Committee.

2.2.2 MERWIN SCHOLARSHIP COMMITTEE

The Richard E. Merwin Scholarship program recognizes active student volunteer leaders in IEEE Student Branches or IEEE Computer Society Student Branch Chapters. The application deadlines will be in the second quarter and in the fourth quarter of the calendar year on dates set by the Committee.

2.2.3 UPE AWARD COMMITTEE

The Upsilon Pi Epsilon Honor Society Award recognizes academic achievement for students in the computing discipline. The application deadline will be in the fourth quarter of the calendar year on a date set by the Committee.

2.2.4 OUTSTANDING CHAPTER AWARD COMMITTEES

The Outstanding Chapter Award recognizes the best professional chapter and the best student chapter that are judged as having provided their membership with the best overall membership experience. Additional awards also recognize achievement in the specific areas of early career professional activities, industry engagement and student engagement. The Outstanding Professional Chapter Award Committee shall select the best overall Professional Chapter and the winners of the chapters in the category of Student Engagement Activities. The Outstanding Student Chapter Award Committee shall select the best overall Student Chapter. The two committees shall jointly select the winners of the chapters in the categories of Early Career Professional Activities and Industry Engagement Activities. The application deadline will be in the fourth quarter of the calendar year on a date set by the Committees.

2.2.5 DISTINGUISHED CONTRIBUTOR PROGRAM COMMITTEE

The Distinguished Contributor Recognition Program recognizes society members for technical achievements in computer-related areas with special emphasis on society activities. The application deadline will be in the third quarter of the calendar year on a date set by the Committee.

The Committee may draft revisions to the evaluation criteria, including the scoring rubric and selection considerations below, and propose these changes as a revision to this handbook. To take effect, the revision must be endorsed by the ARC and approved by the MGA Board. The VP MGA shall report approved revisions to the Board of Governors.

The Chair of the Distinguished Contributor Program Committee may appoint Computer Society members to aid in the review and scoring process, but the final selection of Distinguished Contributors is made by the Distinguished Contributor Program Committee.

2.2.5.1 SELECTION CRITERIA

As stated in the PPM, "At time of application, a candidate for DC must be a current regular member or affiliate member of the Computer Society with a least five years continuous membership and 10 years of membership in total. The membership time will include all time as an affiliate member, Graduate Student Member, Senior Member, Fellow or any category of life membership. Any periods of time as a Student Member will not count."

Additionally, members must have at least 100 points based on the Scoring Rubric, and at least 50 points from items directly related to the IEEE Computer Society.

Scoring Rubric:

Awards and Keynotes	Test of Time Award	20 points each / maximum 3 awards
	Best Paper Award	5 points each / maximum 5 awards
	Highly Cited Papers	25 points each / maximum 2 papers
	Well-Cited Papers	15 points each / maximum 4 papers
	Major Keynotes	25 points each / maximum 2 keynotes
	Keynote Talks	15 points each / maximum 4 talks
	Significant Recognition	15 points
	New Product	20 points / maximum 3 products
Publications	Article Publication	4 points each / maximum 12 articles
	Book Chapter	10 points each / Maximum 3 chapters
	Author or co-author of a book	20 points each / maximum 3 books

	Author or co-author of a conference publication	3 points each / maximum 15 papers
Standards, Patents, Working Groups, Government Advisory	Standards Working Group Chair	20 points
	Standards Author	10 points each / maximum 3 standards
	Advisory Group	20 points each / maximum 2 appointments
	Patents Granted	5 points each / maximum 10 patents
	Dataset Creation	10 points each / maximum 5 datasets
Presentations	Distinguished Visitor	15 points total / minimum required 3 talks
	Computer Society Chapter Talks	2 points each / maximum 20 talks
	Conference Presentation	2 points each / maximum 15 presentations
Tutorials and Training	Online Courses or Tutorials	10 points each / maximum 5 courses or tutorials
	Industry Technical Training	15 points total
	Change Management	15 points

Change Management, Corporate Contributions, Other Engineering	Corporate Contributions	Up to 50 points
	Engineering Contributions	15 points
Other	Other contributions not listed	Up to 50 points in total, as determined by the DCP Committee, for one or more items not in the list of common contributions above.

Where the committee grants points under the category of "other" or "Corporate Contributions" a description and the points weighting shall be added to a list in a confidential guidelines document maintained by the committee. New additions shall be allocated a point value with a weighting relative to both the rubric and to other items in the guidelines. The ARC Chair and Vice President (MGA) shall have access to the guidelines document and shall be notified of changes.

2.2.6 DISTINGUISHED VISITORS PROGRAM COMMITTEE

The Distinguished Visitors Program provides technical experts to speak at Computer Society professional and student chapters and to engage with members. The Distinguished Visitors Program Committee selects the Distinguished Visitors and manages the operation of the program, including coordinating visit requests and travel reimbursements. Costs for visits will be shared between the Computer Society and the local chapters. Distinguished Visitors are selected for a three-year term, with the terms based on calendar years. The Committee will ensure that information on the Distinguished Visitors Program is published on the Computer Society website, and will include instructions on criteria to be a Distinguished Visitor, applying to become a Distinguished Visitor, requesting a visit, and cost responsibilities.

2.2.7 STUDENT AMBASSADOR MENTORING COMMITTEE

Each Richard E. Merwin Scholarship winner serves one year as a Student Ambassador for the Computer Society. The application for the Richard E. Merwin Scholarship contains the vision espoused by the student for their term as a Student Ambassador if they are selected. The Student Ambassador Mentoring Committee works with each Student Ambassador to refine their vision and to take actions to accomplish those goals. The Committee also coordinates the efforts of the Student Ambassadors to assist in sharing ideas and to promote synergy.

3 GEOGRAPHIC ACTIVITIES COMMITTEE (GAC)

The Geographic Activities Committee shall be responsible for providing strategic guidance, oversight and support for all IEEE Computer Society geographic based units including, but not limited to, professional section chapters, student branch chapters and student clubs. The committee shall also oversee, and where necessary authorize, geographic based activities and programs which extend beyond the territory of any given geographic unit. The Committee shall be responsible for providing strategic guidance to IEEE Organizational Units and Affinity Groups, including, but not limited to, regions, sections, chapters, student branches, IEEE Women in Engineering (WIE), IEEE Young Professionals,etc, in their efforts directed towards IEEE Computer Society members.

Strategic guidance, oversight and support for chapters includes, but is not limited to, the areas of: chapter formation, volunteer training, membership recruitment, member engagement and retention, chapter development, volunteer mentoring, succession planning, and recovery of at-risk chapters. It also includes maintaining channels of communication between the society and the membership through geographic structures and the promotion of opportunities for members to become involved with the society beyond their local chapter.

Strategic guidance, oversight and support for IEEE more broadly includes, but is not limited to, recruitment, retention, recovery of at risk computer society chapters, and efforts which support and connect IEEE Computer society members at IEEE events and in geographic areas which do not have a local Computer Society chapter or club or which extend over the territory of more than one IEEE Computer Society Chapter or Club.

As part of its support for chapters, GAC may facilitate sharing of technical information and resources among chapters including by helping chapters cross publicize events and facilitating/encouraging joint meetings. It may also help chapters share information about developing and improving websites, publicizing activities on social media, organizing and running more effective online meetings, and otherwise using technologies to improve the Computer Society member experience.

GAC will promote interactions among chapters and their volunteers by arranging workshops, meetings, conferences, and/or other events to help inform chapter officers and key volunteers about currently available technologies and IEEE resources they can use to better organize events and in general improve the membership experience of their communities. It may form cooperative arrangements with other societies when this is helpful to do this better or more effectively.

3.1 MEMBERS AND OBSERVERS ON THE GEOGRAPHIC ACTIVITIES COMMITTEE (GAC)

The Geographic Activities Committee shall consist of: Vice Chair (Geographic Activities) of MGA Board as the committee Chair, a Vice Chair, at least four Regional Coordinators each covering one or more IEEE Regions and up to 3 additional members with specific portfolio responsibilities. One non-voting member may be appointed by the chair of each of the following committees in the event that the Geographic Activities Committee does not contain a voting member that also serves on that committee: Awards and Recognition Committee, Students and Young Professionals Committee, and Distinguished Visitor Program Committee.

3.1.1 GAC CHAIR

The GAC Chair shall be the Vice Chair (Geographic Activities) of MGA Board as appointed by the Chair of MGA Board. They shall plan, direct, and administer strategies for professional and student member engagement within the Computer Society through both Computer Society and IEEE geographic unit and affinity group structures. They shall appoint the members of the GAC Committee, lead the committee in achieving its objectives, chair its meetings and report on its activities to MGA Board. The Chair shall manage coordination between GAC and other parts of MGA Board.

3.1.2 GAC VICE CHAIR

The GAC Vice Chair shall be appointed by the GAC Chair and shall support the GAC Chair in their duties. They shall Chair GAC meetings if the Chair is unavailable. If the Chair is unable to attend an MGA Board meetings, the Vice Chair may attend and report on their behalf. The Vice Chair shall maintain relationship with the Vice Chairs of the Regional Committees.

3.1.3 REGIONAL COORDINATORS

Each Regional Coordinator shall be appointed by the GAC Chair. The GAC Chair may ask the Areas Coordinators within the region to recommend one or more candidates for consideration.

In addition to their other duties, described below, each Regional Coordinator shall attend GAC meetings and represent their Regional Committee and the chapters and members within their region to the GAC Committee. The Regional Coordinators shall report to the GAC Committee on the activities and initiatives of their Regional Committee and its sub-committees (including Area Committees) and on the health and vitality of their region as a whole. The Regional Coordinators shall, where appropriate, take the discussions and initiatives of the GAC Committee back to their Regional Committee for regional discussion and where appropriate implementation.

3.1.4 GAC PORTFOLIO OFFICERS

Shall attend GAC meetings, assist GAC as a whole, and carry out activities as delegated by the GAC Chair.

3.1.5 GAC OBSERVERS

Shall attend GAC meetings and facilitate coordination between GAC and the committee they represent.

3.2 REGIONAL COMMITTEES

Each regional committee shall cover one or more IEEE Regions and be chaired by a Regional Coordinator. The Regional Committee shall implement and oversee the activities of the GAC Committee at the regional level. Through the chair, or the vice chair in their absence, the committee shall report on this implementation to the GAC Committee.

The regional committee may also design and, after approval from GAC, implement regional initiatives, events and programs. The regional committee may create subcommittees to run such initiatives,

programs or events. Such subcommittees must be chaired by an existing member of the regional committee but may include additional members from within the region. The membership of subcommittees shall be determined by the regional committee, but may be delegated to the subcommittee chair.

The regional committee may receive proposals from Areas Committees for initiatives, events and programs proposed for the area. The regional committee may approve such proposals if they are substantially similar to previously approved area or regional activities. If they are new initiatives, and if the regional committee supports the proposal, the regional committee shall send the proposal to GAC with a recommendation for it to be approved. The regional committee shall have oversight of all area level initiatives, events and programs and shall monitor them as appropriate and include a brief report on them in the committees reports to GAC.

3.2.1 FORMING OF AREA COMMITTEES

Each Regional Committee shall divide their Region into a number of Areas so that:

1. Each Section Chapter in the Region is part of an Area
2. Each Area has roughly the same number of Section Chapters in it
3. The number of Area Coordinators required does not make the Regional Committee too larger
4. The number of Section Chapters in an Area does not make the Area Committee too large.

The Regional Committee may reshape the boundaries of the Areas, shifting Chapters between Areas as required. The Regional Committee shall assign new chapters to an Area once notified of their formation.

3.3 MEMBERS AND OBSERVERS ON THE REGIONAL COMMITTEES

Each regional committee shall include the Regional Coordinator as its chair, a vice chair, all Area Coordinator within the region, and up to three additional members. The Chair and Vice Chair shall be appointed by the Vice Chair (Geographic Activities) of MGA Board. The Area Coordinators shall be appointed by their Area Committee where possible. The remaining members shall be appointed by the Regional Coordinator.

3.3.1 REGIONAL COORDINATOR

The Regional Coordinator shall chair a regional committee. They shall represent the region on GAC. They will serve as a mentor and sounding board for Area Coordinators in their region. They shall oversee the activities of their area, seek to resolve problems that arise within chapters in their region, and work to achieve the goals of GAC across the region. The Regional Coordinator shall be the primary representative of the IEEE Computer Society at regional level with delegated responsibility from the GAC Chair to represent the society within their region to all IEEE organisational units and affinity groups, subject to any directions or plans from the GAC Chair for such engagement.

The Regional Coordinator shall be appointed by the GAC Chair. The GAC Chair may ask the Areas Coordinators within the region to recommendation one or more candidates for consideration.

3.3.2   VICE CHAIR

The Vice Chair of the Regional Committee shall support the Regional Coordinator in their duties. They shall Chair Regional Committee meetings if the Regional Coordinator is unavailable. If the Regional Coordinator is unable to attend GAC meetings, the Vice Chair may attend and report on their behalf.

The Vice Chair of the Regional Committees shall be appointed by the Regional Coordinator after consultation with the GAC Chair and the Regional Committee. The Vice Chair may be a Young Professional.

3.3.3   AREA COORDINATORS

The Area Coordinators shall be appointed by the GAC Chair, though this responsibility may be delegated to the relevant Regional Coordinator. Area coordinators shall, where possible, be appointed after consultation with the Area Committee.

In addition to their other duties, described below, each Area Coordinator shall attend Regional meetings and represent their Area Committee and the chapters and members within their Area to the Regional Committee. The Area Coordinators shall report to the Regional Committee on the activities and initiatives of their Area Committee and of the Chapters within their Area as well as on the health and vitality of those Chapters and of membership within the Area. The Area Coordinators shall, where appropriate, take the discussions and initiatives of the Regional Committee back to their Area Committee for discussion and where appropriate implementation or advice to Chapters.

3.3.4   REGIONAL PORTFOLIO OFFICERS

Shall attend Regional meetings, assist the Regional Committee as a whole, and carry out activities as delegated by the Regional Coordinator.

3.3.5   YOUNG PROFESSIONALS' REPRESENTATIVE

If there are no Young Professionals on the Regional Committee in another role, a representative of Young Professionals may be appointed to the Committee. This representative shall provide a young professional's perspective on business before the Area Committee.

3.3.6   REGIONAL OBSERVERS

The Regional Committee may appoint as observers IEEE volunteers with responsibility for any IEEE region with the Region's territory.

3.4   AREA COMMITTEES

Each Area Committee shall cover a group of geographically close professional chapters and any student chapters or clubs within their geographic space. The Area Committee shall be chaired by an Area Coordinator. It shall work to support chapters (Facilitate discussions and support between chapter chairs; Enable a sharing of best practice, new idea etc.; Deliver officer training etc.), facilitate

coordination (coordinating joint chapter activities such as visits, conferences, etc.; create Area initiatives such as events or program; and coordinate DVP tours), and improve communications (convening the Area's chapter chairs; raising matters from the Area Committee with the Regional Committee; sharing information from the Regional Committee with the Area Committee and therefore the Chapter Chairs). The Area Committee shall seek to implement and oversee the activities of the GAC Regional Committee at the Area level.

Chapters remain the primary geographic contact point with local members. The Chapter Chairs make up the majority of the Area Committee's membership and together can set the direction and limitations on the Areas activities. The position of Area Coordinator is designed to mentor, and not manage, the chapter chairs. If there are concerns with a Chapter, the Area Coordinator's role is limited to reporting this to the Regional Coordinator. Areas will not compete with Chapters, handle money, or seek to direct chapters. The Area Committee may designate a chapter to serve as the administrative chapter for a particular joint activity and the finances for that activity will be run through that chapter's accounts.

The Area Committee may create subcommittees to run initiatives, programs or events for the Area as a whole. Such subcommittees must be chaired by an existing member of the Area Committee but may include additional members from within the Area. The membership of subcommittees shall be determined by the Area committee, but may be delegated to the subcommittee chair.

3.5 MEMBERS AND OBSERVERS ON THE AREA COMMITTEES

The Chapter Chairs of all professional Computer Society chapters within the Area and a representative (who is a Computer Society Member) of all professional joint-chapters within the Area shall serve on the Area Committee.

Where there are few student chapters in the Area, the Area Committee shall include the Chair of each Student Chapter. Alternatively, where there are many student chapters, the Area Committee shall include a professional member in the role of Student Activities Committee Coordinator and a student or graduate student member in the role of student representative.

The Committee will also have an Area Coordinator, who shall serve as its chair, as well as a Vice Chair.

Up to 3 Area Portfolio Officer may be appointed to the Area Committee.

The Area Committee will have at least one Young Professional on it, where there is no Young Professional in another role, a Young Professional representative shall be appointed.

Except for the Area Coordinator, Chapter chairs / representatives, and student representative (if applicable), all members of the Area Committee shall be appointed by the Regional Coordinator, though this responsibility may be delegated to the Area Coordinator. If the authority to make appointments is delegated, the Regional Coordinator must be informed of proposed appointments and the appointment becomes official when they acknowledge receiving details of the appointment.

3.5.1 CHAPTER CHAIRS / JOINT CHAPTER REPRESENTATIVE

The responsibilities of a chapter chair are outlined in the IEEE MGA Operations Manual. In addition to these responsibilities, the chapter chair shall serve as a member of their Area Committee. The role of the chapter chairs on the Area Committee is to represent their Chapter and its members, to share information on their activities, successes and challenges, and to let the Computer Society know how it can better serve the chapter and the members the chair represents.

The Area Committee will support the Chapter Chair by convening other chapter chairs in the Area, providing mentorship and support through the Area Coordinator and other Area officers, and by taking forward any ideas, requests or concerns to the relevant part of the Computer Society.

Chapter Chairs serve on the Area Committee by virtual of election as a Chapter Chair by their local members. Where the Chair of a joint Chapter is a member of the Computer Society they should serve as its representative, otherwise they should choose a member of their Chapter who is a Member of the Computer Society to be their representative.

3.5.2 STUDENT CHAPTER CHAIRS

The responsibilities of a Student Chapter Chair are the same as those for a (professional) Chapter Chair. They should represent their chapter and its members, share information on their activities, successes and challenges, and let the Computer Society know how it can better serve the Student chapter and its members.

- Where there are 3 or fewer student chapters in an Area, the Chairs of the Student Chapters shall serve on the Area Committee.
- Where there are between 4 and 12 student chapters in the Area, the Student Chapter Chairs will serve on a Student Activities Committee rather than on the Area Committee directly. One Student Chapter Chair shall be elected to serve on the Area committee as a student representative.
- Where there are more than 12 student chapters in the Area, for example in India, the Area's Student Activities Committee will have a number of sub-committees (each representing up to 12 chapter) and the chapter chairs will serve on these sub-committees. Each SAC subcommittee will elect one representative to serve on the Student Activities Committee. The Student Activities Committee in turn will elect one representative to serve on the Area Committee.

3.5.3 AREA COORDINATOR

The Area Coordinator shall chair the Area Committee and represent the Area on the Regional Committee. They will serve as a mentor and sounding board for the Chapter Chairs in their Area. They shall facilitate communication and cooperation between chapters in the area including with regards to potential DVP Tours. They shall oversee the reporting of activity within the Area to the Regional Committee. They shall, when requested, act as a mediator to try reconcile differences that occur within chapters or between chapters in the Area. They shall work to achieve the goals of Regional Committee within their Area.

The Area Coordinator shall be appointed by GAC Chair, though this responsibility may be delegated to the relevant Regional Coordinator. Area coordinators shall, where possible, be appointed after consultation with the Area Committee.

3.5.4   AREA VICE CHAIR

The Vice Chair of the Area Committee shall support the Area Coordinator in their duties. They shall Chair Area Committee meetings if the Area Coordinator is unavailable. If the Area Coordinator is unable to attend a Regional Committee meeting, the Vice Chair may attend and report on their behalf.

3.5.5   STUDENT ACTIVITIES COMMITTEE COORDINATOR

The Student Activities Committee Coordinator shall chair the Student Activities Committee, they may delegate this task to another members of the Committee (either a student member or a Sub-Area SAC Coordinator). They shall be a professional member with past experience as a student chapter adviser or student branch councilor. The SAC Coordinator shall serve on the Area Committee and shall report to the Area Committee on matters related to student activities and student membership within the area. They shall also raise such matters with the Area Committee as are requested by the Student Activities Committee.

The primary goal of the SAC Coordinator is to support our Student Branch Chapters and through them our Student and Graduate Student members, as well as non-student members who are supporting our student members. Our aims are to strengthen our chapters to increase the value we bring locally to members, to increase membership retention, to increase new member recruitment, to improve communications between the local chapters and the society as a whole and to support members in their professional careers and in their volunteer leadership.

The duties of the SAC Coordinator are to:

- Have oversight of all student activities within their Area
- Chair meetings of the Area Student Activities Committee (or delegate this task)
- Chair any Area wide meetings for Student Members or for Student Branch Chapters
- Appoint Student Activity Committee Coordinators for any Sub-Area SACs within the Area
- Support and where appropriate mentor any Sub-Area SAC Coordinators
- Assign any new Student Branch Chapters to an appropriate Sub-Area and make any adjustments to move Student Branch Chapters between Sub-Areas
- Report to the Area Committee on:
  - Matters related to student activities and membership within the Area
  - Each initiative being overseen by the SAC
  - Any matters the SAC formally asks to be reported to the Area Committee
- Report to the Area Coordinator on:
  - Any urgent matters impacting students or Student Branch Chapters
  - Any matters which pose a concerning level of risk

- Serve as the primary representative of the IEEE Computer Society in the Area on matters relating to Student Branch Chapters. This includes liaising with academic institutions in relation to active, dormant, or potential new chapters.
- Seek to mediate any disputes within or between Student Branch Chapters
- Ensure the SYP Committee is invited to send a representative to Area and any Sub-Area SAC meetings
- Facilitate the engagement of the SYP Committee with the Area SAC. The SYP Committee may wish to promote their global initiatives for students, present ideas which the SAC, Sub-Area SACs, or individual chapters may adopt, or they may seek the views of the SAC on matters they are advocating on.
- Provide guidance and clarifications on processes, rules, authority, and operational matters subject to any directions from the Area Coordinator, the Regional Coordinator, or the Geographic Activities Committee Chair.

The term of office for the SAC Coordinator runs from 1 July to 30 June the next year. This is to ensure the SAC Coordinator and the Area Coordinator are not new to their role at the same time. The SAC Coordinator will be appointed by the Area Coordinator and may be reappointed for a further one year before the end of their of their current term. A person may hold the SAC Coordinator role for no more than 4 years in total.

3.5.6   STUDENT REPRESENTATIVE

Where there are 4 or more student chapters in the Area, the Student Activities Committee shall appoint one Student Representative to represent them on the Area Committee. The Student Representative should raise any issues affecting students to the Area Committee and provide a student perspective on the Area Committee's business. They may advocate on issues raised through the Student Activities Committee and should report back to the Student Activities Committee on matters raised at the Area Committee which may interest student members.

3.5.7   AREA PORTFOLIO OFFICERS

Shall attend Area meetings, assist the Area Committee as a whole, and carry out activities as delegated by the Area Coordinator.

3.5.8   YOUNG PROFESSIONAL REPRESENTATIVE

If there are no Young Professionals on the Area Committee in another role, a representative of Young Professionals may be appointed to the Committee. This representative shall provide a young professional's perspective on business before the Area Committee.

3.6   STUDENT ACTIVITIES COMMITTEE

Where a Student Activities Committee is created, it shall be the primary committee within the Area in which matters relating to students are discussed. Key successes, concerns and challenges, as discussed

in the Student Activities Committee, shall be reported to the Area Committee for noting or further action.

The Area's Student Activities Committee may propose Area wide initiatives for students. Such proposals, once agreed by the Student Activities Committee, shall be communicated to the Area Committee. In exceptional circumstances, the Area SAC Coordinator may personally approve a proposal. Where a proposal is approved by the Area SAC Coordinator they must report this to the next meeting of the Area SAC Committee. The SAC may vote to reverse the approval.

The Student Activities Committee shall have primary oversight of approved student initiatives within the Area. The status of such initiatives while they are underway should be discussed by the Student Activities Committee and included in the Student Activities Committee Coordinator's reports to the Area Committee.

The implementation of an initiative proposed by the SAC and approved by the Area shall rest with a sub-Committee of the SAC. The SAC shall name at least one existing member of the SAC (either a voting or non-voting member) to serve as a liaison between the initiative and the SAC. The SAC shall also appoint a member or student member from within the area to serve as the Chair of the initiative, and may either appoint additional members to the initiative directly, or approve a process for members to apply and be selected to join the initiative's leadership team, or may delegate the appointment of additional members to the initiative's Chair.

The Student Activities Committee shall also coordinate initiatives requested by the Area Committee with respect to Student Chapters and shall report on these activities to the Area Committee. This may include coordination with DVP visits, membership drives, IEEE Day, or other programs involving all members of the Society within the Area.

3.7 MEMBERS AND OBSERVERS ON THE STUDENT ACTIVITIES COMMITTEE

The Student Activities Committee Coordinator shall chair the Student Activities Committee. They shall be a professional member with past experience as a student chapter adviser or student branch councilor.

The SAC Coordinator shall serve on the Area Committee and shall report to the Area Committee on matters related to student activities and student membership within the area. They shall also raise such matters with the Area Committee as are requested by the Student Activities Committee.

The rest of the committee will vary depending on the number of Student Chapters in the Area:

Where there are 12 or less student chapters in an Area:

- Each Student Chapter Chair shall serve on the Student Activities Committee
- A Young Professional may also be appointed as a non-voting adviser to the Student Activities Committee

Where there are more than 12 student Chapters in the Area:

- The Student Activities Sub-Committee Coordinator for each Student Activities Committee in the Area shall serve as a non-voting member on the Area's Student Activities committee.
- Each Student Activities Sub-Committee shall also elect one of their student members to serve as their representative and a voting member on the Area's Student Activities Sub-Committee
- A Young Professional may also be appointed as non-voting adviser to the Student Activities Committee

3.7.1 STUDENT ACTIVITIES COMMITTEE COORDINATOR

The Student Activities Committee Coordinator shall chair the Student Activities Committee. They shall be a professional member with past experience as a student chapter adviser or student branch councilor. The SAC Coordinator shall serve on the Area Committee and shall report to the Area Committee on matters related to student activities and student membership within the area. They shall also raise such matters with the Area Committee as are requested by the Student Activities Committee.

3.7.2 CHAPTER CHAIRS / STUDENT REPRESENTATIVES

A Student Chapter Chair who serves on the Student Activities Committee represents their student chapter and its members. He should share information on the student chapter's activities, successes and challenges, and let the Computer Society know how it can better serve the Student chapter and its members.

When there is a student activities sub-committee, it will have a student representative on its parent SAC to represent it and its member student chapters.

This student representative represents the views of their Student Activities Sub-Committee, should share information on the activities, successes and challenges reported within the sub-committee, and should let the Computer Society know through the GAC hierarchy how it can better serve the Student Chapters represented in the Student Activities Sub-Committee and its members.

3.7.3 YOUNG PROFESSIONAL ADVISER

The Young Professional Adviser shall be appointed by the Student Activities Coordinator after consulting the Student Activities Committee members. This is a non-voting role on the Student Activities Committee. The primary responsibility of the Young Professionals Adviser is to help the SAC understand how they can aid students in their transition from being student members to being young professional members.

3.7.4 STUDENT ACTIVITIES SUB-COMMITTEE COORDINATOR

Where a Student Activities Sub-Committee exists, the Student Activities Sub-Committee Coordinator shall serve as a non-voting member of the Area's Student Activities committee.

The SASC Coordinator shall report to the Area's Student Activities Committee on matters related to student activities and student membership within the Student Chapters in their Sub-Committee. They shall also raise such matters with the Student Activities Committee as are requested by their Student Activities Sub-Committee.

3.8   STUDENT ACTIVITY SUB-COMMITTEES

Where a Student Activity Sub-Committee is created, it shall serve as the first link between the student chapters and the rest of the society. It shall be a forum for Student Chapter Chairs to discuss issues of common concern, share their successes and propose ideas. The Student Activity Sub-Committee shall also appoint one of their number to serve as the sub-committees representative on the Area's Student Activities Committee.

The deliberations of the Student Activity Sub-Committee shall be shared with the Area's Student Activity Committee by the Student Activity Committee Coordinator and may also be promoted on the Area's Student Activities Committee by the Sub-Committee's representative.

3.8.1   PUTTING STUDENT BRANCH CHAPTERS INTO A SAC

Where an Area has 3 or fewer Student Branch Chapters

There is no need for a SAC. Instead the Student Branch Chapter Chairs are members of the Area Committee alongside the Section Chapter Chairs.

Where an Area has 4 to 12 Student Branch Chapters

There is a need for an Area SAC. All Student Branch Chapter Chairs should be members of that SAC. The SAC should also have a SAC Coordinator (with a membership grade of Member / Senior Member / Fellow i.e. not a Student) and Young Professional Advisor. A Student Representative appointed by the Area SAC will serve on Area SAC (if not already a member) and as the Student Representative on the Area Committee. The Area SAC may also include other voting and non-voting members as outlined below.

- Additional positions with full voting rights may be added to the Area SAC. To add a position a proposal outlining the name, role and process for filling the role must be agreed by the Area SAC and then sent to the Chapters for their approval. A new voting member may only be added after all student chapters in the Area pass a motion in their committee to approve it. (This is needed as adding additional positions dilutes the the voting rights of the chapters.)
- The Area SAC may, on its own authority, authorise Area wide initiatives and create Sub-Committees of the Area SAC to run these Area wide initiatives. Every Area wide initiative must be run by such a Sub-Committee. Each sub-committee Chair will serve as a non-voting member of the Area SAC (unless for other reasons they are already on the SAC as a voting member). They must report to the SAC and follow directions issued by the SAC. The SAC Coordinator may issue

directions to initiatives in order to ensure their good governance, manage risk, and protect the reputation of the IEEE and the IEEE Computer Society.

Where an Area has more than 12 Student Branch Chapters

There is a need for an Area SAC and a need for the chapters to be divided into multiple Sub-Area SAC. The Area SAC Coordinator will be someone with a membership grade of Member / Senior Member / Fellow i.e. not a Student. The Area SAC Coordinator will determine how many sub-areas are needed and which Student Branch Chapters belong to which Sub-Areas. The Area SAC Coordinator will appoint the Sub-Area SAC Coordinators who will be either members with experience as a Student Branch or Student Chapter Adviser, or Young Professionals who graduated at least 2 years previously and who have demonstrated experience either as a student leader or in working with student leaders.

The Area SAC shall consist of the Area SAC Coordinator, the Sub-Area SAC Coordinators of each Sub-Area and a Student Representative from each Sub-Area. It may also include other voting and non-voting members as outlined below.

- Additional positions with full voting rights may be added to the Area SAC. To add a position a proposal outlining the name, role and process for filling the role must be agreed by the Area SAC and then sent to the Sub-Areas SACs for their approval. A role may only be added if all Sub-Areas agree to it.
- The Area SAC may, on its own authority, authorise Area wide initiatives and create Sub-Committees of the Area SAC to run these Area wide initiatives. Every Area wide initiative must be run by such a Sub-Committee. Each sub-committee Chair will serve as a non-voting member of the Area SAC (unless for other reasons they are already on the SAC as a voting member).
- The Chair of each Area Sub-Committee (both Sub-Areas SACs and initiatives) must report to the Area SAC and follow directions issued by the Area SAC. Additionally, the Area SAC Coordinator may give such directions as they consider necessary to any sub-committee in order to ensure good governance, manage risk, or protect the reputation of the IEEE and the IEEE Computer Society.
- The Chair of each sub-committee formed by a Sub-Area SAC (i.e. this doesn't include student branch chapters) must report to the Sub-Area SAC and follow directions issued by the Sub-Area SAC. Additionally, the Sub-Area SAC Coordinator may give such directions as they consider necessary to any sub-committee formed by the Sub-Area
- SAC in order to ensure good governance, manage risk, or protect the reputation of the IEEE and the IEEE Computer Society.

Each Sub-Area SAC shall consist of Sub-Area SAC Coordinator, Young Professional Advisor and the Chairs of all Student Branch Chapters within the Sub-Area. Where a chapter has become inactive and does not have a functioning ExCom, the Sub-Area Coordinator may appoint a member of the Chapter to the position interim Chair of the Chapter, pending an increase in membership and the holding of elections, and invite them to attend Sub-Area SAC meetings as an observer.

When the Area SAC Coordinator divides chapters into Sub-Areas they shall seek to balance the following goals:

- A SAC should have 6 to 12 chapters in it
- The largest most active chapters should be divided between the different Sub Area SACs
- The number of different Sections the Chapters in a SAC come from should be minimized
- The number of chapters with low numbers should be evenly spread if possible
- The number of chapters with no members should be evenly spread if possible

3.8.2 ELECTION OF A SAC REPRESENTATIVE

The Student Representative of a SAC is elected by the student members on that SAC.

- Any Student Member or Graduate Student Member of the IEEE Computer Society from within the geographic territory of the SAC may serve as the Student Representative
- Each student member of the SAC may nominate 0, 1 or 2 candidates
- The candidate must have agreed to be nominated. They may provide a bio of no more than 400 words (including a list of their most relevant current and past volunteering positions).
- The student members of the SAC will consider the candidates. If there are more than 3 candidates, each student member of the SAC will select the three they wish to support. If there are 3 or less candidates, each student member of the SAC will select only 1 candidate to support.
- If the first place is a tie, a second round of voting will take place just between the tied candidates
- The SAC may alter these rules, but only by a unanimous vote of all active chapters. The SAC Coordinator will determine which chapters are to be considered active.
- Once elected, the Student Representative will serve as the Chair of the SAC. They will not have a vote, except in the case of a tied vote in which case they will have a tie breaking vote.

3.8.3 THE SAC / SUB-SAC COORDINATORS

The goals of the Coordinators are to:

- Facilitate the smooth running of Student Chapters
- Strengthen the connection between the Chapters and the Computer Society
- Assist chapters that are failing (or have failed) recover
- Assist the Computer Society in recognising outstanding efforts by Chapters and individual volunteers
- Increase student membership
- Increase collaboration between Student Chapters
- Increase the collaboration between Student Chapters and Section Chapters
- Facilitate final year students with the transition to being Young Professionals (the Young Professional Advisor's role is to assist with this)

The SAC (and where applicable Sub-SAC) Coordinator will:

- Provide independent advice to Student Chapter Chairs (in addition to the support and advice they should be receiving from their Student Chapter advisor at their institution)
- Act as the primary point of contact within the Computer Society for Student Branch Chapter Chairs, Student Branch Chapter Advisers and academic institutions within their geographic territory who do not have a functioning Chapter.
- Facilitate any joint activities the SAC / Sub-SAC authorises (including liaising with academic institutions as required, ideally though their Chapter Adviser in the first instance)
- Chair meetings of SAC / Sub-SAC in the absence of the Chair

Additionally:

- Sub-Area SACs will report on meetings of the Sub-Area SAC to the Area SAC
- Area SACs will report on meetings of the Area SAC and a summary of the reports of Sub-Areas SACs to the Area Committee

3.8.4 AREA SAC / SUB-AREA SAC CHAIRS

SAC and Sub-Area SAC committees will elect their own chair from among their members. The Chair and Student Representative roles must be held by different people. A vice-chair may also be appointed to assist the chair and to act as chair if the chair is absent or has a conflict of interest on an agenda item. Where there is no chair or vice-chair, the SAC Coordinator will call and / or chair the meeting.

The Chair and Vice-Chair retain their vote as members of the SAC / Sub-Area SAC once appointed. Should there be a tied vote, the chair of the meeting shall cast a deciding vote.

3.9 MEMBERS OF THE STUDENT ACTIVITY SUB-COMMITTEES

The Student Activities Sub-Committee shall be chaired by the Student Activities Sub-Committee Coordinator. It Shall include the Chairs of each Student Chapter it represents. It may also include a Young Professionals Adviser.

3.9.1 STUDENT ACTIVITIES SUB-COMMITTEE COORDINATOR

The Student Activities Sub-Committee Coordinator shall chair meetings of the Student Activities Sub-Committee.

The Student Activities Sub-Committee Coordinator shall be a professional member with experience as a student chapter adviser or student branch counselor, or a Young Professional with experience coordinating activities across multiple chapters. They shall be appointed by the Area's Student Activities Committee Coordinator.

3.9.2 CHAPTER CHAIRS

Where a Student Activities Sub-Committee exists, the Chair of each Student Chapter assigned to that Sub-Committee shall serve as a voting member of that Student Activities Sub-Committee. They are to represent their chapter and its members, share information on their activities, successes and challenges with the Sub-Committee and through the Sub-Committee let the Computer Society know how it can better serve the Student chapter and its members.

3.9.3   YOUNG PROFESSIONAL ADVISER

The Young Professional Adviser shall be appointed by the Student Activities Sub-Committee Coordinator after consulting the Student Activities Sub-Committee members. This is a non-voting role on the Student Activities Sub-Committee. The primary responsibility of the Young Professionals Adviser is to help the SASC understand how they can aid students in their transition from being student members to being young professional members.

3.9.4   ELECTED REPRESENTATIVE AND ALTERNATIVE REPRESENTATIVE

The Student Chapter Chairs shall choose one of their members to be their representative on the Area's Student Activities Committee. They shall also choose an alternative representative who shall attend when the primary representative is unavailable.

3.10 STUDENT VOLUNTEERS

Student members, and particularly Student Ambassadors, are encouraged to volunteer to assist IEEE CS officers with their work. As a student member, however, they can't serve as a member of a committee. The only exceptions are: (1) Student members can serve on a Student Activities Committee, (2) Student members can serving on the SYP Committee, (3) One student can serve as the student representative on an Area Committee when there are many student chapters in the area, (4) up to three students who are student chapter chairs can serve can serve on an Area Committee that has three or fewer Student Chapters.

3.11 RELATION BETWEEN SECTION CHAPTERS AND STUDENT CHAPTERS

The Section Chapter's members include all the student members. This means the section chapter can run its own student activities. This provides the only activities officially covering all student members in the section, including those in places that do not have a student branch chapter.

If the section wants to run an event at any of the campuses that have a student branch chapter, they should coordinate with the student branch chapter and (unless the student branch chapter declines) make it a joint activity.

Section Chapters can selecting volunteer to work on projects, including student activities, in any way they wish. It is recommended to have an open call for interested people to apply. We do recognise that sometimes it is more practical to simply appoint someone who is known to the Section Chapter committee. We also encourage chapters to ask our Student Ambassadors (past Merwin Scholarship Award winners) to take on such roles.

Section Chapters must not appoint / elect people to officially represent campuses that have a student branch chapter. The role of representing these campuses belongs to the Chair of that Student Branch Chapter. Doing so would undermine the democratic decision of the members on that campus who vote in their Chair.

As Student Branch Chapters and Section Chapters are at an equal level within the society it is also not appropriate for a Section Chapter to form its own Student Activities Committee to seek to manage or coordinates Student Branch Chapters. That role is reserved to the Society itself. This does not stop the Section Chapter collaborating with one or more Student Branch Chapters in joint activities.

Any disputes between Student Branch Chapters and Section Chapters may be taken to the Area Coordinator for mediation (i.e. seeking to reach an agreement both parties agree to), or to the Regional Coordinator for arbitration (the Regional Coordinator may decide a solution and impose it on the chapter with or without their agreement). Any appeals or complaints about arbitration should be made to the Chair of the Geographic Activities Committee.

4   STUDENTS AND YOUNG PROFESSIONALS COMMITTEE (SYP)

The Students and Young Professionals (SYP) Committee shall promote membership activities within the Society to specifically address the needs of students and young professionals. The SYP Committee shall authorize and run global membership activities which are specifically designed for students and / or young professionals. The SYP Committee may also design and recommend activities to address the needs of students and / or young professionals at the local level. The SYP Chair shall represent, or appoint a member of the SYP Committee to represent, the Society to the IEEE Students and Young Professionals Affinity Group and shall be the CS representative to the TA committee on Young Professionals. The Chair of SYP shall be an early career professional as defined by IEEE.

4.1   PRIMARY GOALS:

1. **[Membership Development]** SYP will promote awareness and adoption of IEEE CS Membership Benefits that assist personal and professional development, especially those specific to Student & Early Career Professionals. SYP will assist volunteers in promoting membership and its benefits to potential student and young professional members.
2. **[Member Satisfaction]** SYP will identify the needs and goals of IEEE CS students & early career professionals, design programs/initiatives to better suit their needs, and assist MGA Board and the Society to design and deliver such programs and opportunities.
3. **[Member Retention]** SYP will develop ways for students and early career professionals to get more value from their membership, especially when transitioning into the workforce, focusing on their retention. Amongst other approaches, SYP will generate and promote opportunities for their participation and engagement in Computer Society activities.
4. **[SYP Member Representation]** SYP will support MGA Board, and offer support to other program boards and committees, to help them address the needs of students and early career professionals and engage with this segment of the membership. Additionally, SYP will serve as

an alternative support structure for students and early career professionals wishing to raise concerns with the society.

4.2 SYP CORE & SUBCOMMITTEE MEMBERS:

4.2.1 CORE

The Student and Young Professional Activities Committee Core comprises of the following members:

- SYP Chair
- SYP Vice Chairs for Students (who must be a Student Member or Graduate Student Member), Early Career Professionals, Leadership, Outreach, and Collaborations.
- Secretary (who should preferably be a student member)

The Vice Chair portfolios may be varied from time to time by the SYP Chair or SYP Committee requesting that an update be made to this handbook.

4.2.2 SUB-COMMITTEES

The Student and Young Professional Activities Committee initiates and runs a number of programs aimed at engaging student and early career professional members. Each of these initiatives is led by one or more initiative / program leads and supported by functional leads & coordinators.

Current initiatives/sub-committees under SYP include :

- IEEE CS Scholarship Outreach Initiative
- IEEE CS YP Micro Mentoring Program Leads (mMP)
- IEEE CS Student Leadership Program (SLP)
- IEEE CS SYP Outreach Initiative
- IEEE CS TechX (SYP-STC-DVP Collaborative) Events
- IEEE CS SYP Global Congress
- IEEE CS Global Student Challenge Competition (GSCC)
- IEEE CS SYP Industry Engagement & New Initiatives Sub Committee (IENI)
- IEEE CS YP Global Meet Up

Additional initiatives may be proposed by the SYP Committee to MGA Board as an amendment to this handbook.

Note: No restriction is made on a single volunteer at the SYP Sub-committee level holding more than one position on the SYP.

4.3 ROLES AND RESPONSIBILITIES

- Chair : The Vice Chair (SYP) of the MGA Board, as appointed by the Vice President for MGA, will serve as the Chair of the SYP Committee.. The Chair shall plan, direct, and administer strategies for promoting, improving and conducting the programs under the SYP in coordination with the

relevant Vice Chairs. The Chair shall appoint the members of the SYP Core and Subcommittee Chairs (i.e. Initiative Leads), lead the committee in achieving its objectives and report its activities to the MGA Board. The Chair shall manage coordination between SYP and other parts of MGA Board.

- Vice Chair(s): Each Vice chair is responsible for a portfolio assigned at the beginning of the term and shall plan, direct, and administer strategies for promoting, improving and conducting the programs under the SYP concerning their respective portfolio, in consultation with the SYP Chair. The Vice chair(s) can appoint Initiative/program leads for initiatives under their portfolio, as described in this handbook, with approval from the SYP Chair.
- Secretary: The secretary is responsible for conducting and documenting the SYP meetings & decisions, circulating meeting agenda and minutes of meetings and coordinating between the functional leads & coordinators to provide support to the initiative leads (i.e. Subcommittee Chairs). The secretary will provide copies of these minutes to MGA Board.
- Subcommittee Chairs / Initiative Leads : The subcommittee chairs or initiative leads are responsible for running the respective initiatives with support from the SYP functional leads and coordinators. Each subcommittee shall report its progress to the respective SYP Vice Chair (handling the related portfolios).
- Functional Leads & Coordinators : The role of functional leads and coordinators is to support the smooth running of SYP initiatives (until working groups are established under each of the initiatives). The functional leads and coordinators will be reporting to the SYP Secretary and the Initiative leads / sub-committee chairs who they are supporting on a case by case basis.

4.4   COMMITTEE ORGANIZATIONAL STRUCTURE
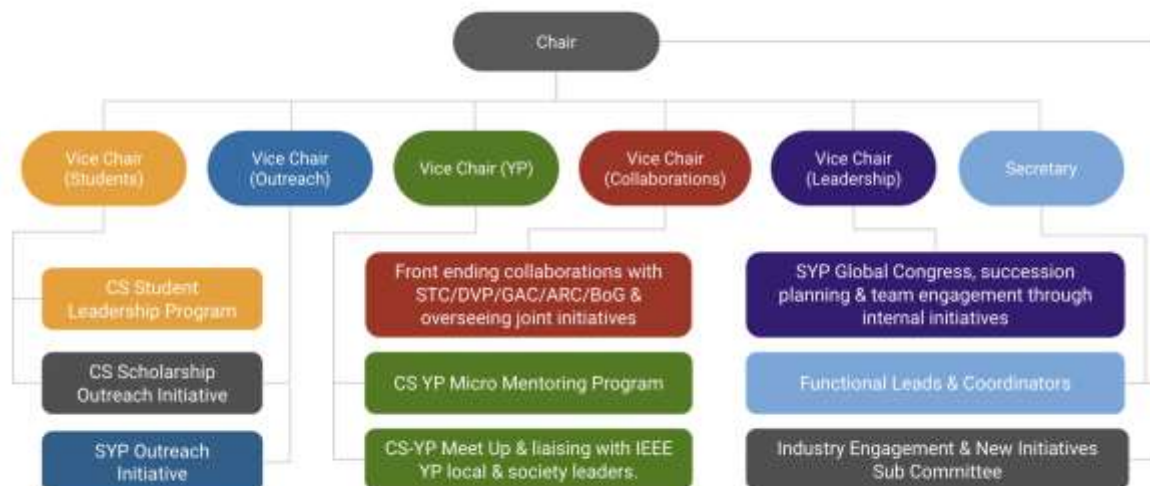
5 SPECIAL TECHNICAL COMMUNITIES (STCs)

According to the IEEE Computer Society Policies & Procedures Manual and Operations Handbook, the Special Technical Communities (STCs) shall be self-sustaining (revenuegenerating) online communities of computing professionals (including students) who share a common technical, geographic, career, or other interest. STCs may be created around any set of ideas that are relevant to the Society's field of interest. Each STCs shall capitalize on supported or approved social networking facilities of the Computer Society in order to realize their objectives. STCs should reflect agile entities that are relatively easy to create and organize, and that can develop new products and services to realize their communities' goals and objectives. The STC Committee shall be responsible for reviewing all applications for new STCs and approving or rejecting such applications. They will oversee the review processes to assess the overall vitality of all existing STCs and approve their continuation or termination. STC members may be members of the IEEE, the Computer Society, or nonmembers of either.

5.1 STC GOVERNANCE

According to the IEEE Computer Society Policies & Procedures Manual and Operations Handbook, the Special Technical Communities (STCs) shall be chaired by a vice chair of the MGA and shall consist of chairs of each STC and a STC deputy chair. The STC deputy chair shall be the formally appointed liaison from the Technical Activities Committee of the Technical and Conference Activities Board as appointed by the vice president for technical and conference activities (TAC liaison). All other members shall be appointed by the vice president for MGA. The vice president may delegate such authority to the vice chair for the STC.

The MGA vice chair for the STC shall work with the vice president to agree the overall strategic direction of the MGA, by offering informed strategies reflecting the opportunities and challenges identified by the chair and members of each STC. In addition, the vice chair shall be responsible for all strategic and operational matters related to the vitality of STCs. The vice chair shall be responsible for establishing and maintaining quality standards and operating infrastructures necessary to govern and support STCs.

Strategic and operational aspects of STCs will be overseen by an STC Executive Committee (STC ExCom). Each STC will have its own governance body called the STC-XXX Committee. (XXX is the name of any STC.). To minimize operating costs, STC governing bodies should utilize social networking tools approved or endorsed by the Computer Society. Volunteer members of all these governance committees should be members of the Computer Society.

5.2 STC EXECUTIVE COMMITTEE (STC ExCOM)

The STC ExCom shall be a committee of MGA and shall be responsible for all strategic and operational matters related to the vitality of STCs. The STC is organized into two bodies, the STC Executive Committee and the STC Core team.

5.2.1 STC EXECUTIVE COMMITTEE

The STC ExCom shall be governed by an executive committee of at least four and no more than 6 voting members including the STC chair, who is appointed by the MGA chair, a STC deputy chair formally appointed liaison from the Technical Activities Committee of the Technical and Conference Activities Board as appointed by the vice president for technical and conference activities (TAC liaison), and up to four members-at-large, representing at least four STC, whom are appointed by the STC Chair. The STC chair may serve at most two one-year terms.

The chair of the STC ExCom and the Executive Director of the Computer Society shall determine whether a staff liaison should participate in the management of the STC ExCom. If so, a staff resource will be appointed by the Executive Director to serve as an ex officio, nonvoting staff representative to the STC ExCom. The Computer Society staff liaison will be responsible for supporting and providing the meeting and social networking facilities of the Computer Society to the STC ExCom and STCs.

The STC Deputy Chair will be a nonvoting STC committee member and the STC Deputy Chair tasks within STC Committee shall be limited by the nature of TAC Liaison, and shall not include broader deciding executive tasks, which will be keep only to the STC Chair.

The STC ExCom shall meet periodically to review issues that arise regarding the status and vitality of any STC, applications for new STCs, and all other matters related to the operations of STCs. This body shall establish and maintain the standards and operating infrastructure necessary to support STCs. The STC ExCom shall review all applications for new STCs and approve or reject such applications. The STC ExCom shall conduct thorough reviews to assess the overall vitality of all existing STCs and approve their continuation or termination. A thorough review of every STC shall be done on a regular basis, and the review schedule shall be determined by the STC ExCom.

The STC ExCom is responsible for defining and keeping up to date criteria for the creation of new STCs, review of STCs, and termination of STCs. When reviewing the vitality of STCs, the STC ExCom shall consider including the T & C Board's criteria for assessing the vitality of TCs, in addition to the main criteria based on the specific "self-sustaining" and "onlinebased" characteristics of STCs. These criteria can be found at https://www.computer.org/cms/technical-activities/tc-handbook/appendix-ii-technical-committee-vitality-review.pdf.)

Periodic revisions to this section of the Handbook shall be drafted by the STC ExCom, and submitted to the MGA Board for approval.

5.2.2   STC CORE TEAM

The STC Core team consists of the STC ExCom and the Chairs of each STC. The ViceChair of an STC may attend in place of the Chair when unavailable, or the Chair may assign another officer to attend on the STC's behalf. The STC Core team meets at least 4 times a year to report on individual STC activities and share best practices. STC annual reports will be reviewed at an STC Core Team meeting. Summary of STC reports must be provided to the MGA Board.

5.3   STC COMMITTEE

Each STC is managed through its own STC Committee. At a minimum, an STC Committee shall consist of a chair and a vice chair, STC Website Chair/Community Manager and a STC e-Newsletter Chair, both of whom must be members of the STC. The chair of the STC ExCom and the Executive Director of the Computer Society shall determine whether a staff liaison should participate in the management of any particular STC. If so, a staff resource will be appointed by the Executive Director to serve as an ex officio, nonvoting staff representative to the STC Committee. The STC chair and vice chair should appoint additional Committee members, such as a secretary/treasurer and a Webmaster, to assist in establishing and operating the STC. Recommendations on establishing an STC are available in the Quick Reference Card.

Normally, the first STC Committee chair will be the person who initiates and/or leads the establishment of a new STC. In subsequent years the STC Committee shall identify one or more potential candidates to recommend as possible chair or vice chair candidates and notify MGAB VP. The STC ExCom may at their discretion terminate the STC at the end of the chair's term. The STC ExCom may recommend candidates to lead the STC to the MGAB VP. Ideally, if an STC intends to persist for multiple years, the chair and vice-chair should serve no more than two years in their positions before turning over their positions to their approved successors.

In addition to an STC Committee, each STC must have a sustaining body of members who in one way or another benefit from the existence of the STC. At a minimum, an STC should have at least 10 individuals who identify themselves as members. The STC ExCom may decide that fewer members are acceptable for the initiation and short-term sustainability of an STC.

5.4   STC EVALUATION

STC are online-based communities. It means that the online activity is key and, therefore, the main criteria in order to consider the continuity (or not) of an STC will be the effective online activity. It will be evaluated mainly through the STC website, e-newsletter and social media activity (at least, one social network). The specific criteria will be linked to the quality of the information shared and the up-to-date information in every STC website, the diversified sources of qualified information, the frequency of the activity along the time, as well as the communication of news from the website through the social networks accounts, and the communication with the STC members. The STC ExComm will decide the continuity of each STC based mainly on these criteria. In addition, it will be taken as reference the criteria for assessing the vitality of TCs.

5.5   STC VISION, MISSION, PURPOSE, SCOPE, GOALS, AND VALUES

All STCs must have a clearly defined vision, mission, purpose, scope, goals, and values. The application form for creating a new STC will require applicants to address each of these. Detailed definitions of these, and guidance to applicants regarding how to address them, will be clearly defined in the New STC Application Form. https://www.computer.org/communities/special-technical-communities/request The following is a brief overview of each:

Vision. STCs must be innovative, elastic or agile online communities, striving to be financially self-sustainable, and self-managed.

Mission. The mission of every STC as long term, social network-based, self-sustaining entities shall be to focus on an innovative concept, usually related to an emerging technology, and work with Computer Society volunteers and staff, to formulate specific, related products and services that will advance the mission of the Computer Society.

Purpose. The purpose of an STC is to serve a computing community that is not served in any other fashion by existing organizations of the Computer Society. The nature of the service can be varied, but at a minimum, every STC must strive to develop and distribute new, financially viable, online products and services for/to their community. STCs must always be concerned about product and service cost recovery in their operations. It is not sufficient for an STC to simply serve as a communication forum for the members of its community.

The purpose defines the goals by which the STC will be evaluated. If an STC is not fulfilling its purpose, then the STC ExCom shall ask the STC to either revise its purpose, or shall terminate it.

Scope. The scope indicates the field of interest for the STC, e.g., technical, geographic, career, etc. The scope statement indicates the special interest of the STC. All STC scope statements should clearly fall within the Scope and Field of Interest of the Computer Society. The scope of an STC is not required to align with the Strategic Plan of the Computer Society. An STC scope statement must either specify how the STC does align with the Strategic Plan, or explain why it should not.

STC scopes may include aspects that define an STC that are not, strictly speaking, "technical." For example, STCs can be geographically based, such as an STC for software engineers in India. STCs can also be defined for specific groups within the Computer Society, such as for young technology entrepreneurs, or computer technology students studying across IEEE regions.

Goals. The goals must be measurable, and directly related to the purpose and scope. A recommended best practice for the definition of goals might be to follow the "SMART criteria," i.e., be Specific, Measurable, Attainable, Relevant, and Time-bound. (See www.wikipedia.org for more detailed information.) Having SMART goals can help both the STC and the STC ExCom understand what the STCs objectives are, and when they have been (or are likely to) be met. An STC may revise its goals over time. If an STC wishes to revise its goals, it must seek approval from the STC ExCom. If an STC wishes to terminate its operation, approval must be sought from the STC ExCom.

Values. Community-driven, (financially) self-sustainable, elastic, nimble, entrepreneurial, social-networking rich.

5.6 FISCAL CONSIDERATIONS

STCs are self-sustaining entities. That is, each STC must present a business plan as part of its initiation application. A significant component of an STC's vitality review must be the STCs budget status -- in

terms of operating costs, and revenues. While any particular STC may not be, in and of itself, profitable, in its totality, the STC operation must strive for nondeficit budgeting. When considering the budget of the total STC operation, credit to the operation must be granted for revenues that may be generated from Computer Society products and services that are not directly earned by STCs, but which would not be earned in the absence of them.

5.7 REVENUE STREAMS

The STC ExCom will investigate the options available within IEEE and the Computer Society to STCs for generating revenue.

5.8 CREATING NEW STCS

A new STC can be proposed by anyone.

The New STC Application form https://www.computer.org/communities/special-technicalcommunities/request for the creation of new STCs shall require STC applicants to define the STCs purpose, scope, goals, etc., as described above. It should be noted that no proposed STC can be blocked because it has a scope that is identical or even similar to the scope of an existing unit of the Computer Society or even to another STC. While STCs with similar interests will be encouraged by the STC ExCom to cooperate, the STC ExCom may permit two groups of people to approach a common topic in different ways. STCs with similar scopes should have distinct names so that they are not confused.

A business plan for the proposed STC may be part of the application. There should be sufficient detail so that the STC ExCom can determine the degree of difficulty the STC is likely to experience in achieving financial sustainability.

ExComThe STC ExCom shall develop a set of criteria for fairly and consistently evaluating applications to establish new STCs.

5.9 ANNUAL REVIEW OF STCS

All STCs shall be thoroughly reviewed on an annual by the STC ExCom.

Each STC must complete and submit to the STC ExCom, the STC Annual Progress Report form. Each STC will be assigned a due date for the completion of their progress report. The due date for annual reports will be staggered throughout the year to balance the reviewing workload for the STC ExCom. The STC ExCom shall review an STC's annual report and inform the STC of their decision (to continue or terminate the STC) within one month of receipt of the report.

In reviewing an STC, the STC ExCom may decide that the STC;

- is operating well, is progressing towards its goals, and should continue operation. The STC ExCom shall also offer recommendations or guidance to the STC that will be considered at subsequent reviews;

- is healthy but that has drifted from its purpose and goals and that it should revise those statements in order to continue operation; or
- should be terminated.

Notification of the decisions of the STC ExCom shall be provided to the President, Executive Director, MGAB chair, and the STC chair within one month of the receipt of the report.

In addition to the annual report, each STC must submit a brief quarterly status report using the online form at http://stc.ieee.net/home/monthly-report. The monthly status report should describe their progress towards their goals, their plans for the upcoming months, their current number of members, and any obstacles for which they require assistance. The STC ExCom shall aggregate the status reports from all STCs and provide this report to the President and the MGAB chair

5.10 STCs versus TCs

Technical Committees (TCs) are governed by the Technical and Conferences (T&C) Activities Board. TCs are subject to the rules and policies described in Computer Society governance documents. STCs are emerging entities, evolving through learned policies and practices that are being determined through their activities under the MGA.

A primary distinguishing characteristic between STCs and TCs is that most of the activity of an STC is online. A secondary characteristic is that STCs are intended to be financially self-sustaining entities.

Normally, an STC shall not be created if its purpose and scope are already addressed by an existing TC. If a proposed STC's purpose and scope appear to overlap with an existing TC, the application should be reviewed at the next MGA meeting. If a TC wishes or needs to become an STC, it shall comply with the policies set out in this Handbook regarding the creation of new STCs, as well as all of the other processes (e.g., status reports, vitality reviews) that approved STCs are subjected to.

STCs can create and/or sponsor renditions of "traditional" products and services (e.g., publications and conferences) as long as they are online products and services that adhere to existing Computer Society and/or IEEE policies regarding such offerings. Should an STC wish to create a "traditional" or "nontraditional" product or service that overlaps the responsibilities of an existing TC, the STC must seek approval from the STC ExCom who must gain approval from the T&C Board.

5.11 History of STCs

This content of this section of this handbook is provided in order to chronicle the history of STCs as well as the motivation for their creation. Computer Society (CS) handbooks are typically used as 'operating manuals' for CS boards and committees, and usually do not include sections such as this.

Special Technical Communities (STCs) were first conceived in 2009 by the Vice President of the CS Publications Board, who recognized that there are members of the Computer Society and the computing industry whose interests did not align specifically with the topics and titles of the Computer Society's

magazines and transactions. In fact, while many of the publications, particularly magazines, included articles and papers with themes that cut across many magazines, often those themes were not focused on any particular Computer Society product or group – i.e., publication or Technical Committee.

In his report to the Board of Governors in November 2009, the VP recommended the creation of revenue generating special interest groups, each of which might focus on a theme that cut across multiple Computer Society publications. These would be offered to both IEEE/CS members and nonmembers alike for a "membership fee," via online social networking constructs that were becoming popular at the time. In return for their membership fees, members of these communities would receive products and services that would be repackaged from existing CS products and services. Fees would be tiered – pay more, get more. CS and IEEE members would pay less than nonmembers, for equivalent products and services. And only CS members would participate in the governance of the special interest groups. While others would/could be members of the groups, governance responsibility would lie in the hands of dues-paying, Computer Society members.

In 2011, a group of interested volunteers, all of whom were eventually elected president of the Computer Society, met to discuss these ideas, and together they evolved the concept of STCs. Discussions ensued about whether or not Technical Committees (TCs) could address the objectives of STCs, but the conclusion was quickly reached that TCs had (and continue to have) a culture that is very resistant to the kinds of changes needed to meet the needs the volunteers felt were required by STCs.

Since then, STCs have been formed in a variety of unstructured ways, without very much attention paid to uniformity of governance considerations necessary to administer STCs in an organized manner. This Handbook is the first attempt to address this need. This handbook is a "stake in the ground"; this is, it is a first attempt to describe the governance and operating procedures of STCs. It is likely that the document will be revised by the governance bodies described in the document, adhering to accepted IEEE and Computer Society policies, procedures, and practices.

It should be noted that the 2010 president of the Computer Society promoted a concept called, "instant communities." An instant community was intended to be a social networking communications tool for like-minded individuals wishing to interact online on a particular topic or subject. Instant communities were meant to be created easily and disbanded readily, depending on the ongoing interests or lack thereof, of the community participants. Instant communities were similar to Yahoo or Google Groups. STCs are not instant communities. They are meant to exist for as long as they are deemed viable, meeting the goals each sets forth when their proposal for creation is accepted by the appropriate governing STC committees.

As a first step in formalizing STCs, the 2011 president appointed the then EIC of Computing Now to lead the STC effort, and placed the STC structure under the Emerging Products and Services Committee. This was done because EPSC operates as a CS incubator for new ideas and concepts. A characteristic of STCs is their "agility" - that is, their relative unencumbered ability to readily create and develop innovative practices, projects, and services – and their need to be "agile" fits perfectly under the scope of the EPSC. It was felt that if STCs were to come under the governance of a traditional or existing board, they might

lose that agility. Agility is a key characteristic of STCs. It was noted, that TCs are not typically very agile – yet another reason for the creation of STCs.

In 2017 STCs were moved under MGA Board, adding them into the formal structure while keeping them separate from the structure of the Technical and Conference Activities Board. In 2021 an article appeared in Computer about the purpose and nature of STCS: Special Technical Communities: A 10-Year Retrospective, Computer Feb. 2021, pp. 16-25, vol. 54, DOI Bookmark: 10.1109/MC.2020.3035858