

# **EDS REGIONS/CHAPTERS STANDING COMMITTEE CHARTER**

Version 2 – approved 12/2018

## **A. GENERAL**

The IEEE Electron Devices Society (EDS) Regions/Chapters Committee is chaired by the EDS Vice President of Regions/Chapters and reports to the EDS President, and per the EDS Bylaws is a Standing Committee of EDS.

## **B. SCOPE**

The EDS Regions/Chapters Committee oversees the regional/section/local activities of EDS and acts on behalf of EDS between EDS meetings, however, any such actions taken by the committee are subject to ratification by EDS at its next BoG meeting.

## **C. FUNCTIONS**

The EDS Regions/Chapters Committee shall:

- Oversee EDS strategy for regional/section/local activities
- Review/approve roster of DL speakers (SRC Chairs only as detailed in the EDS DL/MQ procedure)
- Review/approve chapter subsidies
- Review/approve DL and MQ funding requests
- Monitor the status of existing EDS chapters, including the reporting of various statistics and finances and year-to-year trends
- Regional RC Team including SRC Chairs/Vice-Chairs to review the petitions for new EDS Chapters and endorse them (Procedure for Petition Approval Process approved by MGA and the Guidelines – as in EDS Regions Chapters Manual)
- Mentor new EDS Chapters through constant interaction and guidance
- Support and develop weak EDS chapters through proper guidance
- Follow-up on any delinquent EDS chapters reported by IEEE MGA
- Manage the five EDS SRC budgets to support chapter visits and various chapter events
- Participate in the five EDS regional chapter meetings, (Regions 1-3 & 7, 4-6, 8, 9 and Region 10)
- Oversee the EDS Chapter of the Year Awards
- Oversee the EDS Region 9 Outstanding Student Paper Award (appointed members only)
- Help in coordination and liaison with local chapters and individual DLs in MQ/DL activities
- Propose/amend guidelines for the various schemes under the Committee

## **D. COMPOSITION**

The EDS Regions/Chapters Committee shall consist of the following members:

Chair: EDS Regions/Chapters Vice President

Members: Four to ten EDS members representing all geographic Regions (1-7, 8, 9, and 10). These include 5 SRC Chairs (Regions 1-3 & 7, 4-6, 8, 9 and 10)

## **E. SUBCOMMITTEES**

The following subcommittees fall under the EDS Regions/Chapters Committee:

Subcommittee of Regions and Chapters (SRC)

Committee Composition: One chair and at least two vice-chairs from the following Regions (Reg. 1-3 & 7, Reg. 4-6, Reg. 8, Reg. 9 & Reg. 10)

## **F. APPOINTMENTS AND TERMS OF OFFICE**

The members of this Committee are approved by the EDS Forum and shall serve a two-year term. A member shall not serve a total of more than two-terms.

## **G. VACANCIES**

- In the event of the incapacity or absence of the Chair, the EDS President shall select a new Chair to be approved by the Forum.
- If other vacancies occur, they are filled using the methodology originally used to fill that position.

## **H. MEETINGS**

- The Committee shall meet a minimum of two times per year, either in person or by any means of electronic communication, such as teleconference, Web-ex... etc.
- Electronic mail, teleconference and other non face-to-face means of communication may be utilized for the transaction of business (and for the conduct of meetings) as called by the Committee Chair.
- A majority of the members of the Committee shall constitute a quorum.
- To approve an action, a majority of the members of the committee must affirm the action, with quorum present.
- Voting shall be conducted in accordance with Robert's Rules of Order, unless otherwise specified in the EDS or IEEE governing documents.

## **I. REPORTS**

The Committee Chair shall provide a verbal report to EDS during each BoG meeting series, outlining the committee's activities, issues and proposed strategies.

## **J. CHANGES TO CHARTER**

Changes to this Charter must conform with EDS governing documents and shall be approved by the EDS Forum.

## APPENDIX - 1

### Procedure for the Approval of New IEEE EDS Chapters (including Student Chapters)

The procedure for the approval of a petition received from an interest group by the IEEE MGA for the formation of an Electron Devices Society Chapter (including Student Chapter) is as follows

1. IEEE MGA forwards the petition to the EDS Vice President of Regions and Chapters with copy to the EDS President and the Director of EDS Executive Office.
2. On receiving the Petition, EDS VP ensures that all the signatories of the petition are live members (or live student members in the case of Student Chapter) of the specific IEEE Section under which the Chapter to be initiated. *(This step is done only if there is further clarity required at this stage, or else this can be done along with step 3)*
3. The petition is then sent by VP to the respective EDS Regions and Chapters Committee members (including SRC Chair and Vice Chairs) in the Region requesting their approval of the formation (copy to EDS Executive Office). The RC team may review and approve the formation based on the Guidelines specified (attached - Guidelines for the approval of new EDS Chapter by RC Team)
4. Upon receipt of the feedback from the RC team to approve the petition, EDS VP of Regions and Chapters approves the petition and send it to the EDS President with a copy to the Director of EDS Executive Office.
5. EDS President approves the formation of the Chapter and advice the Director of EDS Executive Office to communicate to the MGA, with a copy to the EDS VP Regions and Chapters.
6. EDS Executive Office communicates the approval to the MGA Petition Group with a copy to EDS VP regions and Chapters and EDS President. This is the final communication to MGA that EDS has approved the petition.
7. Finally, MGA communicates with the applicant providing guidelines for chapter operations, and copy the message to EDS President, EDS Vice President of Regions and Chapters and the Director of EDS Executive Office.
8. EDS Executive office welcomes the new Chapter through an e-mail communication in which the EDS Executive team, Regions & Chapters team and EDS officers are introduced to the new Chapter, and various EDS activities and formats for initiating programs are introduced.

*(The listed procedures #2 to #5 (in blue) are internal to Electron Devices Society)*

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## **APPENDIX - 2**

### **Guidelines for the approval of new EDS Chapter by RC Team (Regions & Chapters Committee, SRC Chairs and Vice-Chairs)**

While approving any new EDS Chapter EDS RC Team needs to know more details about the specific EDS interest group to ascertain the sustainability of the Chapter.

The procedure for the Chapter formation includes a petition from the EDS interest group to IEEE MGA. After MGA agreeing to the petition sends it to EDS President, VP and EDS Office online. Then VP Regions and Chapters or EDS Office send the petition with details to the respective RC Members and SRC Team in that particular Region for review and recommendation.

Normally, on receiving the petition, the RC Team (SRC Chair and Vice Chairs) from the Region will give the recommendation to the VP / EDS Office by reply mail. Further based on the recommendation EDS VP and EDS President makes the decision to approve or reject the petition. This information goes back to MGA and the interest group / petitioner will be informed by MGA about the Chapter formation (approval or rejection).

The minimum requirement of EDS student members as signatories for a new EDS student Chapter is 12 (desired members), even though the IEEE MGA guidelines is six. However, the reviewing SRC team may judge the cases with less than 12 student member signatories carefully and decide on the sustainability of the chapter and endorse the formation.

In view of bringing up healthy and sustainable Chapters with good member strength, following are the suggestions to the RC Team for a careful review of the petitions.

1. Approve the formation of a Chapter, only if any of the EDS RC Team members is very much familiar with the EDS interest group. The approving RC team member may communicate within the RC team about the familiarity so that everyone knows about it.
2. If the petition is not from a professionally familiar group, any one or more of the RC team members may enquire the details – especially the strength and possibility for sustainable growth – and make an impartial decision and communicate with all RC team members.
3. If the petition is for an EDS Student Chapter formation, the RC team (any one or more members of the team from nearby location) may enquire the details. The background of the Student Chapter Advisor(s) including their EDS member status, research in the relevant domain of EDS and/or academic excellence of the Institution, and the possibility of sustainability of member strength in the Chapter (based on the quality of research in the relevant domain or graduate programs offered in the institution). Further, based on the details obtained, the RC team may make an impartial decision.

The RC Team members may communicate their decision to the EDS VP/Office only after a proper individual assessment about this new Chapter's growth in all aspects is ensured.

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EDS VP, Regions / Chapters      22 June 2017