

Southern Alberta PES/IAS Chapter

Guideline for Recognition of Chapter Committee Members on the Chapter Website

This document supplements any existing policies, procedures and guidelines. In all instances, the Institute of Electrical and Electronics Engineers (IEEE) Constitution and Bylaws, IEEE Policies, Member and Geographic Activities (MGA) Manual, and Southern Alberta Section Operations Procedures shall prevail when there is a conflict between these documents and this Guideline.

1. Definitions:

Chapter: The Southern Alberta Joint PES/IAS Chapter of the IEEE

Chapter Executive Committee (“Committee”): Administrative group responsible for the operation of the Chapter, organizing and promoting the Chapter’s events, and promoting IEEE, PES and IAS. The Committee consists of Officers and Members-at-Large. Only committee members may vote on Chapter business, including motions and expenditures.

Chapter Officers: The current Chair, Vice Chair, Treasurer and Secretary of the Chapter. Officers must be members of IEEE and at least one of the Technical Societies the Chapter represents (PES and IAS).

Member-at-Large: Member of the Committee, who is not an Officer. Members-at-Large must be members of IEEE.

2. Joining the Committee:

IEEE members wishing to participate in the Committee shall provide their names and contact information to the Chapter Secretary. The Chapter Secretary will include prospective committee members on the Chapter’s mailing list for 4 months.

Prospective committee members must attend (in-person or by teleconference) and actively participate in 2 committee meetings within the first 4 months of expressing interest in joining the Committee. Upon fulfilling this requirement, a prospective member will become a Member-at-Large.

Any IEEE member may attend a Chapter Committee meeting as an observer.

3. Maintaining Committee Membership:

Committee members shall actively participate (including email contributions) and attend (in-person or by teleconference) the minimum number of committee meetings listed below:

- For 6 or fewer meetings held in a calendar year: 50% of the meetings
- For more than 6 meetings held in a calendar year: 4 meetings

4. Recognition of Committee on the Chapter Website:

Current Officers and Members-at-Large will have their name and photo listed on the Chapter's website. The duration of the listings is as follows:

- Officers will be listed for the duration of their term.
- Members-at-Large will be listed on the website as long as they maintain active membership as listed in Section 3.

Past Officers will be recognized as follows:

- Active Past Officers, who maintain active committee membership as listed in Section 3, will continue to have their name and photo listed on the website, as Members-at-Large.
- Inactive Past Chapter Officers (past officers who are not current members-at-large) will have their name and photo listed on the website as "Member-at-Large" for 1 year from the end of their term. After 1 year, their names will be moved to the "Past Officers" table listing.
- All Past Chapter Officers will have their names and years served listed in the "Past Officers" table of the Chapter website.

With unanimous agreement of the Officers, certain past and inactive Committee members may continue to be listed on the website.

The Committee list on the website shall be updated when Officers change, then at intervals not exceeding six (6) months.

Approved and Effective: 2016/06/15