The Institute of Electrical and Electronics Engineers, Inc.

Buffalo Section Operating Procedures

Approved by Buffalo Section on 12/08/2022

The Buffalo Section will operate in accordance with the IEEE Constitution, IEEE Bylaws, IEEE Policies, and the MGA Operations Manual, 2019 Edition. These documents shall prevail when there is a conflict between these documents and the Section Operating Procedures.

1. The Buffalo Section

1.1. Name

This organization shall be known as the Institute of Electrical and Electronics Engineers, Inc. (IEEE),

Buffalo Section referred to herein as the "Buffalo Section".

1.2. Territory

The territory of the Buffalo Section shall be the one designated by the IEEE (as approved by the Regional Activities Board). Its territorial area includes the Western New York counties of Erie, Niagara, Genesee, Cattaraugus, Chautauqua, and Allegany.

2. Membership

Membership as defined in IEEE MGA Operations manual (section 9.4B article 2).

All new members will receive a voucher valued at $10 to be used towards any attendance fees associated with an IEEE Buffalo Section sponsored event.

3. Management

3.1. Officers

The elected officers of the Section shall be Chair, Vice-Chair, Secretary, Treasurer.

3.2. Terms

The terms of office for elected officers shall be two years Beginning with the term starting January 2021. The outgoing Chair, who at the expiration of the term for which elected, shall be a member, ex-officio, of the Executive Committee for the following term.

3.3. Treasurer

The retiring Treasurer shall remain responsible for the financial affairs of the Section for 60 days and shall work jointly with the incoming Treasurer until that date.

3.4. Executive Committee

The membership of the Executive Committee will follow the guidelines in IEEE MGA Operation manual (section 9.4D). If the immediate Past Chair is no longer a member of the Section, then the most recent Past Chair still an active member of the Section will be considered the Past Chair.

4.   Meetings

The Chair and Vice Chair may call special meetings at any time or by written request of any three members of the Executive Committee. Notice thereof being sent out one week in advance of the meeting.

Meeting notices shall be sent to Buffalo Section members using IEEE provided tools, such as vTools and eNotices to allow for easy reporting

All Excom meetings shall be published as vTools events.

The agenda for Buffalo Executive Committee meetings should be published for all Buffalo Section members no later than 4 days prior to the meeting.

Drafts of Minutes from the Executive Committee meetings shall be sent to the Section Chair within 15 days of the meeting – the same shall be published in vTools event page by the Chair no later than 4 days before the following ExCom meeting. Approved meeting minutes shall be made available to members following the meeting where the minutes have been approved.

Meeting minutes published to the web should not contain any financial information regarding IEEE Buffalo Section accounts. Treasurer reports to be made available to any Buffalo Section member upon request.

For all section meetings, the event organizer shall create the event and enotice in vTools. Once created, they shall coordinate with the webmaster and social media moderator to advertise to section members, or Region 1 as needed.

Society Chairs shall maintain records of meetings and events and file reports to Region in a timely fashion

5.   Committees

The Chair may appoint such standing and special committees and their chairs as may be considered desirable, subject to the approval of the Executive Committee.

The terms of all committees shall coincide with those of the Section officers, unless otherwise directed or predefined by the chair or executive committee.

The incoming chair may re-affirm existing committees and their chairs.

6.   Nomination Process

The Nominating Committee shall be responsible for proposing a slate of candidates for the elective offices of the Section per the MGA Operations Manual. It is highly recommended that the chair of the Nominating Committee be a past Section chair. It is recommended the Nomination Committee be appointed 6 months before the end of the current term.

7.   Financial Audit Process

The Buffalo Section of the IEEE shall at a minimum preform an annual audit. The Executive Committee will determine the timing of the audit and the audit period. At least two section volunteers shall be selected to be auditors not including the Chair, Treasurer, nor the person who served as Treasurer during the period being audited. The auditors will arrange to meet with the Treasurer to perform the audit. If the current Treasurer was not Treasurer during the audit period, then the person who was Treasurer during the audit period will be invited to attend as the of assistant to the Treasurer. The role of the Treasurer and Assistant Treasurer is to answer/clarify any questions from the auditors.

Upon completion of the audit the auditors will submit an audit report to the Chair at the next section Executive Committee meeting. The Chair and other Executive Committee members will be able to review the report asking the auditors and Treasurer questions for clarification. The Executive Committee will then either move to accept the report as written or request modifications.

During the audit, the auditors shall have access to all the financial records of the Section for the audit period. This includes but may not be limited to banking (currently CBRS), accounting (currently NetBanking), receipts, and any submitted expense reports.

The auditors will verify each transaction to ensure that

- There is correct documentation (i.e. receipt, expense report, etc)
- Each transaction has been entered into the accounting system under the correct line item.
- All payments have implicit (via budgetary process) or explicit approval from the Chair/Executive Committee.
- The auditors will verify each expense report has been approved.

- Make sure receipts (electronic copies OK) for expenses are included in expense reports.
- The Auditors will review who has signature authority on the Section Bank accounts.

The audit report shall have the Section's net worth, delta from the beginning and end of the audit period. It will contain a section describing the audit highlighting any discrepancies found and their impact on the financial health of the Section. The report should also include any recommendations from the auditors on ways to improve the financial Procedure of the Section.

It is recommended that the audit committee be nominated after the annual reporting date in March of every year. The audit committee's report shall be made available for ExCom's review no later than the October meeting.

8. Cash Handling

When handling monies collected at a Buffalo Section sponsored event the amount of monies collected and to be deposited in the Section's banking account needs to be recorded and verified by two people. The following rules apply:

- All checks shall be made out to IEEE Buffalo Section
- All cash collected shall be counted by two people
- Amount of checks and cash shall be noted on a form and signed by two people, one of whom should be an Executive Committee member.
- Since IEEE does not recommend that cash be sent through the mail for deposit it is allowed that a personal check covering the cash can be written.
- All amounts collected during events and deposited shall be verified against the amount on the form.

Buffalo Section Affiliates such as technical chapters and affinity groups are allowed to use established Buffalo Section cash handling procedures.

9. Payment requests & Approvals

The treasurer shall release funds and/or accounting information only upon approval at an ExCom meeting. In case of emergencies when the Excom is unable to meet or the treasure is unable to attend a meeting, the Chair can communicate

with the treasurer via video conferencing to authorize release funds and/or accounting information.

10. Digital Operations

Section Chair shall create and maintain digital accounts required for section operation securely. At the end of the term, all access shall be transferred over to the incoming chair. At a minimum, all passwords shall be changed at the beginning of a term of the Chair.

10.1. Webex

The section has a Webex Host account provided by IEEE for ExCom and section meetings. The Section chair has access to the admin account. Any ExCom members requiring to use the platform for a meeting shall submit request with meeting times and details to the Section Chair. The Section Chair shall schedule the meeting and forward host login details to the organizer.

10.2. Google Drive

The Section documents are shared on a google drive account under IEEEBuffalo@gmail.com. The current section Chair's email and phone number shall be used for 2 factor authentications. Any ExCom members wishing to access the shared folder shall request the Chair via email and the Section chair shall authorize access to the requested folder.

10.3. Social Media

Social Media accounts shall be managed by Social Media Moderator who shall create accounts for marketing events as needed.

10.4. Website

The Buffalo section website is currently powered by Wordpress through the IEEE. The webmaster shall be appointed by the Chair and shall have admin access to the wordpress site. The webmaster shall create a user account for the Chair. Additional user accounts may be created upon the board approval if needed for management of the website. Access levels for such additional users shall be determined on a case by case basis.

General Updates to the website can be requested by any ExCom member. If Regular board meeting minutes are linked, they shall be of the Approved board minutes. Buffalo Section financial information shall not be published on the

website. The Officers/Chairs webpage shall be updated annually in January. Individual's phone number and email contact information shall be limited to suppress the current phishing issue.

11. Miscellaneous Chapter Support

11.1. IEEE Rebates for Student Chapters

IEEE Student Chapter Rebate distributed to the Parent Section by IEEE shall be disburse in kind to the respective Student Sections. This action does not require Executive committee authorization.

11.2. Reimbursement to members for IEEE sponsored activities

Limitations, exclusions, and requirements for IEEE Student Sponsorship from the IEEE Buffalo Section: A Student requesting funds must:

Be a registered and actively participating IEEE Graduate or Undergraduate student member or higher grade.

- Be attending, presenting, or otherwise participating at an IEEE Event.
- Submit an expense report to the Treasurer within 60 days following the event.
- Deliver an in-person presentation to the Section at an Executive Committee meeting or other Sectional event.

Funds will be approved in the form of reimbursements:

- Up to 50% of cost to member after all other rebates have been applied
- Limited to $250, per member, per year
- Reimbursement will be made following approval of the expense report and presentation to the Executive Committee.

12. Operations Manual Committee

This committee shall be appointed by the chair at least 6 months prior to the end of their regular term. At a minimum, the committee shall comprise of the current officers and arrangements Chair. Any revisions shall be approved by the ExCom for review prior to the end of the term.