

IEEE Region 8 Student Activities Committee Operations Manual

Approved by the R8 Committee, XX October 2022

1. Charter

To deliver a common, high-quality IEEE experience for lifelong, professional success through IEEE membership for students across Region 8 boundaries, and in specifically to inspire, help, develop and promote Students and Student activities in Region 8 by supporting and advising R8 Student Branches and their officers, by encouraging the formation of new Student Branches, and by recognizing Student achievements.

2. Composition

The Student Activities Committee is chaired by the R8 Vice Chair – Student Activities and includes:

- R8 Past Vice Chair – Student Activities (ex-officio)
- Student Paper Contest Coordinator
- Student Hardware Contest Coordinator
- Student Branch Counselor Coordinator

and the following who shall all be of Student Member or Graduate Student Member grade:

- Region Student Representative
- Student Awards and Recognition Coordinator
- Student Branch Coordinator
- Student Communications Coordinator
- Student Branch Chapter Coordinator

and optionally the following who shall all be of any member grade:

- Student - Young Professional Transition Coordinator
- Student Women in Engineering Activities Coordinator
- Student Humanitarian Activities Coordinator
- Student Educational Activities Coordinator

Two or more of the positions listed above could be held by a single person if necessary. It is expected that the majority of the members of the committee will be at Student Member or Graduate Student Member grade.

The Region Student Representative (RSR) represents the students of Region 8 and has as primary goals to provide advice in the best interests of the students and to ensure that the Region understands and optimizes the support of student programs.

The RSR is a non-voting member of the R8 Committee (unless concurrently holding a voting position in the R8 Committee).

3. Reporting

Reports to the Region 8 Committee through the Vice Chair Student Activities.

At every R8 Committee meeting, the report should include:

- current number of Student Branches in the Region and changes since the last report
- dissolved SBs since the last report
- statistics about SB reporting and rebates when appropriate
- status of the different programs managed by SAC
- progress on the selection, organization, or closing of R8 SYP and xSYPs, as appropriate

4. Meetings

The Committee shall meet in person immediately before the Spring R8 Committee meeting if budget allows. In total, the Committee shall meet at least 4 times per year.

5. Subcommittees and programs

Reporting to the R8 Vice Chair – Student Activities and the Region Student Representative shall be the following Subcommittees that will provide recommendations for Committee’s approval:

5.1 Student Activities Support Subcommittee

Chaired by Region Student Representative and composed by Student Branch Counselor Coordinator, Student Branch Coordinator, Student Branch Chapter Coordinator, Student - Young Professional Transition Coordinator, Student Women in Engineering Activities Coordinator, Student Humanitarian Activities Coordinator and Student Educational Activities Coordinator. The function of this subcommittee is to coordinate activities, initiatives and leadership support for Section Student Activities Committees, for Student Branches and its sub-units (technical and HKN Chapters, WIE and SIGHT groups), as well as for student transition and student membership development.

5.2 Student Awards and Recognition Subcommittee

Chaired by Student Awards and Recognition Coordinator and composed by all award judges. The function of this subcommittee is to coordinate student awards and recognition procedures at Regional and MGA level.

5.3 Student Paper Contest Subcommittee

Chaired by Student Paper Contest Coordinator and composed by all SPC judges. The function of this subcommittee is to coordinate the Student Paper Contest.

5.4 Student Hardware Contest Subcommittee

Chaired by Student Hardware Contest Coordinator and composed by a team of up to three (3) subcommittee members. The function of this subcommittee is to coordinate the Student Hardware Contest.

5.5 Student Communications Subcommittee

Chaired by Student Communications Coordinator and composed by a team of up to three (3) subcommittee members. The function of this subcommittee is to coordinate the communication channels and newsletter efforts.

Judges and subcommittee members shall be appointed following the Committee member appointment procedure and are not considered as members of the Student Activities Committee unless it is stated otherwise. Each Subcommittee may additionally include up to two (2) adjunct members that shall be appointed by the R8 Vice Chair - Student Activities from recommendations by the respective Subcommittee Chair.

6. Awards

SAC participates in the awards as described above.

7. Contact

The SAC can be contacted via the email alias r8sac@ieee.org.