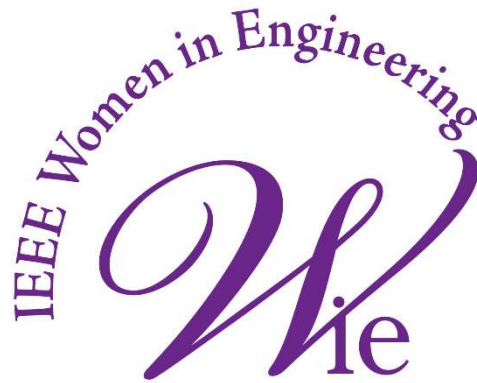




AUSTRALIAN IEEE WIE AFFINITY GROUPS FORUM

TERMS OF REFERENCE



In all instances, the Institute of Electrical and Electronics Engineers (IEEE) Bylaws, Constitution, MGA Operations Manual and IEEE Policy and Procedures will prevail when there is a conflict between these documents and Australian IEEE WIE Affinity Groups Forum's Term of Reference document.

Document Record

Date	Description	Authors
20-11-2017	Original Document	Zia AHMED
09-03-2022	Updated Version with minor changes (removed the “draft” watermark	Daniel EGHBAL

Table of Content

DEFINITIONS.....	4
PREAMBLE	5
ARTICLE I - Name and Membership	5
Section 1 – Name	5
Section 2 - Membership	5
ARTICLE 2 – Purpose and Scope	6
Section 1 – Purpose.....	6
Section 2 – Scope.....	6
ARTICLE 3 – Administrative Structure	6
Section 1 – Forum Committee	6
Section 2 – Forum Leader.....	6
Section 3 – Administrative Officer	6
Section 4 – Qualification for the Forum Committee Membership	6
Section 5 – Qualification for the Forum Officers	6
Section 6 – Term of Office	7
Section 7 – Tenure of Office.....	7
Section 8 – Temporary Vacancy	7
Section 9 – Committee Members & Officers’ Duties.....	7
ARTICLE 4 – Forum Management	7
Section 1 – Quorum for a Meeting	7
Section 2 – Decision Making	8
Section 3 – Finances	8
ARTICLE 5 – Forum Election.....	8
ARTICLE 6 – Forum Existence	8
Section 1 – Forum Existence and Disbandment	8

DEFINITIONS

When used in this Terms of Reference document, the following terms shall have the meaning shown below:

“Approved” shall mean approved by a simple majority decision

“Elected” shall mean elected by due process as specified herein

“Forum” means Australian IEEE WIE Affinity Groups Forum

“Forum Committee” shall mean the Management Committee of the forum

“Meeting” shall mean a duly convened meeting of the forum

“Member” shall mean an individual member or a corporate member (Section WIE AG) of the forum

“MGA” shall mean the IEEE Member & Geographic Activities Board

“Officer” shall mean an Elected Officer of the forum

“Section” shall mean an Australian IEEE Section that currently is a member of the IEEE Australia Council

“Simple Majority” shall mean majority of one more than the half

“Territory” shall mean the total Territory under the IEEE Australia Council as approved by the MGA Board

AUSTRALIAN IEEE WIE AFFINITY GROUPS FORUM

PREAMBLE

IEEE Women in Engineering (WIE) is one of the largest international professional organizations dedicated to promoting women engineers and scientists, and inspiring girls around the world to follow their academic interests in a career in engineering. The mission of IEEE WIE is to facilitate the recruitment and retention of women in technical disciplines globally. IEEE WIE envisions a vibrant community of IEEE women and men collectively using their diverse talents to innovate for the benefit of humanity.

The IEEE Member & Geographic Activities Board has established Women-in-Engineering Affinity Groups (WIE AG) within IEEE Sections to achieve IEEE WIE goals. In Australia all seven Sections (ACT, NA, NSW, QLD, SA, VIC and WA) have formed WIE Affinity Groups. In addition to Section level WIE AGs there are many affinity groups also formed under the IEEE Student Branches to conduct activities for the benefit of student members and support WIE goals.

The existence of an Australian IEEE WIE AGs Forum in no way diminishes the authority or autonomy of the participating WIE Affinity Groups. Each WIE AG shall retain their status as basic operating, executive, financial and administrative organisational units of the IEEE. The Australia IEEE WIE AGs Forum is therefore NOT an organisational unit under the MGA rules and remains only a coordinating body formed to promote interaction and collaboration among its members. The forum will undertake delegated tasks that are best performed jointly rather than by individual WIE Affinity Group, together with such other tasks and functions as may be specifically assigned by the member WIE Affinity Groups, Sections or IEEE Australia Council.

The member WIE Affinity Groups have reciprocal obligations to ensure that the Forum is well briefed as to its expected operating functions.

ARTICLE I - Name and Membership

Section 1 – Name

This coordinating body shall be known as the “IEEE Australian Women-in-Engineering Affinity Groups Forum” or in short IEEE Australian WIE AGs Forum. It is referred as forum in this document here after.

Section 2 - Membership

- (a) All IEEE WIE Affinity Groups within Australia, including Section and Student Branch WIE Affinity Groups, will automatically become members of the forum.
- (b) **New Members** - Newly-created Section or Student Branch WIE AGs operating within the territory of any IEEE Section in Australia will automatically become a forum’s member.
- (c) **Withdrawal from Membership** – Any member WIE AG may, at the discretion of its executive committee, call for a vote of its membership on the question of withdrawing from the forum. The results of such a WIE AG vote shall be reported to the Section Chair. In the event that the WIE AG membership has voted to withdraw from the forum, the Section Chair will inform the Australia Council Chair and the forum coordinator.

ARTICLE 2 – Purpose and Scope

Section 1 – Purpose

The purposes of the forum include to:

- (a) Enhance interaction, encourage knowledge and experience sharing, and promote collaboration among its member WIE Affinity Groups.
- (b) Undertake delegated tasks that are best performed jointly rather than by individual WIE Affinity Group
- (c) Undertake such other tasks and functions as may be specifically assigned by the IEEE Australia Council.

Section 2 – Scope

- (a) The scope of the activities undertaken by the forum will be subject to approval of member WIE Affinity Groups by a majority vote of the Forum Committee.
- (b) The activities of the forum will not be to compete with any IEEE organisational unit (OU). It will be rather to complement the activities of OU with the consent of the relevant OU.
- (c) The scope of the forum’s activities will include (but are not limited to) exploring the feasibility of, and/or undertake, activities with a WIE focus at an inter-state or national level.
- (d) The Forum will have no financial status and will not operate its own bank account.

ARTICLE 3 – Administrative Structure

Section 1 – Forum Committee

The forum will be governed by a committee, known as the **Forum Committee**, consisting of nominated seven Section WIE AG **representatives**, one each by the following IEEE Sections: ACT Section, NA Section, NSW Section, QLD Section, SA Section, VIC Section and WA Section.

Section 2 – Forum Leader

An elected officer, to be known as **Forum Coordinator**, will be responsible to lead the forum to achieve its goals and carryout tasks to fulfil its obligations.

Section 3 – Administrative Officer

An elected officer, to be known as **Forum Liaison Officer**, will be responsible to conduct forum’s routine business as expected of a secretary.

Section 4 – Qualification for the Forum Committee Membership

A member of the Forum Committee shall be of any IEEE membership grade and approved by the Section Committee to represent the Section.

Section 5 – Qualification for the Forum Officers

Each elected officer of the Forum shall be an IEEE Member, Graduate Student Member, Senior Member or Fellow grade.

These Forum Officer positions requires prior committee experience; to be eligible for nomination the candidate must have served in an active role (as Chair, Vice-Chair, or Secretary) for an IEEE Affinity Group or Chapter for at least 1 year. If a particular Section is really struggling to find suitable candidates, this pre-requisite can be waived on a case-by-case basis by a majority vote of the Australia Council Committee.

Section 6 – Term of Office

- (a) The term of office for all Forum Committee members is normally one year, but may continue until a successor has been duly **nominated** and takes office.
- (b) The term of office for the Forum Coordinator and Forum Liaison Officer is normally one year, but may continue until a successor has been duly **elected** and takes office.

Section 7 – Tenure of Office

The term of office for Forum Committee members and elected officers shall normally be one calendar year, from 1 January through 31 December.

Section 8 – Temporary Vacancy

- (a) Any elected officer vacancy occurring during the year shall be filled by a nominee who receives a majority vote of the Australia Council Committee. The term of any such officer so appointed to fill an interim vacancy terminates at the end of the calendar year.
- (b) A temporary vacancy of the Forum Committee can be filled on ad hoc basis by notification from the concerned WIE AG representative or Section Chair.

Section 9 – Committee Members & Officers’ Duties

- (a) **Forum Committee** – Members of the Forum Committee will communicate (verbally or written) the views/position of their Section and WIE AG on all matter under consideration of the forum. Members will be required to attend the forum’s meeting and ensure participation in decision making process of the forum and exercise their voting right.
- (b) **Forum Coordinator** – The Forum Coordinator will chair the forum meetings and provide leadership for smooth operation of the forum. The Forum Coordinator will be responsible to report to the IEEE Australia Council all matters related to the forum.
- (c) **Forum Liaison Officer** – The Forum Liaison Officer will be responsible to arranging meetings, preparing the meeting agenda, recording the meeting minutes and circulation of information to members. In the event of Forum Coordinator unavailability, the Forum Liaison Officer, shall be responsible for calling and/or chairing the Forum Committee meetings.

ARTICLE 4 – Forum Management

Section 1 – Quorum for a Meeting

A quorum for a meeting of the Forum Committee shall consist of a simple majority of the members of the Committee and include representatives from at least half of the Sections of the forum. A quorum shall be necessary for the Forum Committee to conduct the business of the forum. At the invitation of the Forum Coordinator, other personnel may attend forum meetings but such visitors and observers shall not be counted for the quorum nor shall have voting rights.

Section 2 – Decision Making

Except where these Terms of Reference specify otherwise, issues shall be decided by a simple majority vote of the Forum Committee. Representatives of the Forum Committee shall be afforded one deliberative vote each. Forum Coordinator will not normally vote, however, in the event of a tie of the deliberative vote, the Forum Coordinator or meeting chair shall have a casting vote.

Section 3 – Finances

The forum shall neither conduct any business of financial nature nor hold any funds and thus no bank account. If and when a need arises for a financial transaction, the Treasurer of the Australia Council or a Section Treasurer, as appropriate, will be requested to manage and conduct any activity related to finances.

ARTICLE 5 – Forum Election

The forum has two positions of elected officers, namely Forum Coordinator and Forum Liaison Officers that need to be filled annually by election. To conduct elections to fill these two positions IEEE Australia Council will take following steps:

- (a) **Election Committee** - The elections will be conducted by appointment of at least two Election Officers as the Election Committee members. The appointed Election Committee members may or may not be members of the Australia Council. The appointments to the Election Committee will be ratified by the Australia Council Committee.
- (b) **Call for Nominations** – A call for nominations will be issued by the secretary of the Australia Council through AC members and eNotice to all WIE AG members in Australia. The call for nomination shall be issued 30 days prior to the election.
- (c) **Nomination** – All candidates will be required to submit a nomination form available from the AC website. Self-nomination is allowed. All nominations including self-nomination must be endorsed by the Section Chair by a direct email to the Australia Council Secretary.
- (d) **Conduct of Elections** –The voting by Australia Council Committee members will be conducted by a secret ballot. The results will be communicated to Australia Council Chair for announcement.

ARTICLE 6 – Forum Existence

Section 1 – Forum Existence and Disbandment

The Forum is created by the Australia Council Committee and hence the authority to dissolve it remains with the Australia Council Committee. If required, the Forum will be disbanded by a majority vote of the Australia Council Committee after a one month notice to all its member Sections.