

PART V – MEMBERS ACTIVITIES (MA)

ARTICLE I PURPOSE

Approved on July 10, 2021

Section 1. The IEEE Computational Intelligence Society (CIS) Members Activities operation manual follows the mandate of IEEE CIS Bylaws. The operations manual contains only those items that govern the operations of CIS Members Activities committee and the decisions of Members Activities on matters delegated to it by the IEEE CIS Society, including guidelines for the formation of a subcommittee and regulations. These guidelines reinforce the requirements of IEEE CIS Policies. The operation manual is also used as guideline to the Vice President of Members Activities (VP MA) for the IEEE CIS.

ARTICLE II COMMITTEE

Section 1. Forming the committee of Members Activities (MA)

The committee of MA is formed by at least the chairs of sub-committees including the Chapters, Distinguished Lecturers Program (DLP), Women in Computational Intelligence (WCI), Young Professionals (YP), Student Activities, Travel Grants Administrator (TGA), Senior Members (SM), Social Media, Webinars, Newsletters Administrator (NA), Website Manager (WM) and Strategic Planning (SP). The VP MA could appoint up to two additional members of the MA committee if a specific role is assigned to them, and it is in agreement with CIS president.

Section 2. Mission of MA Committee

The committee, which is formed by members as defined in Article II Section 1, is responsible for overseeing membership development and members' activities and services. In particular, the MA committee shall prepare, develop, and recommend plans for member activities; stimulate the submission of and review proposals for members' activities, make recommendations on matters concerning member activities, including proposals for new members activities and their regulations.

ARTICLE III SUBCOMMITTEES

Section 1. Definition of sub-committees

There are twelve sub-committees (SC) in Members Activities Committee. The SCs are as follows:

1. **Chapters SC** overviews and promotes the chapter development and activities.
2. **Distinguished Lecturers Program SC (DLP)** overviews and promotes knowledge dissemination by providing distinguished lecturers to Chapters events.

3. **Women in Computational Intelligence SC (WCI)** develops and promotes activities to ensure equal opportunities to both genders in the society's life and the computational intelligence arena.
4. **Young Professionals SC (YP)** develops and promotes activities to support scientists and professionals who are still within 15 years after the completion of the first academic degree.
5. **Student Activities SC (SA)** develops activities for undergraduate, graduate and PhD student members of IEEE CIS.
6. **Senior Members SC (SM)** promotes the elevation of IEEE CIS members to the IEEE Senior Member grade.
7. **Social Media SC** promotes IEEE CIS activities to the social network through the social media.
8. **Webinar SC** organizes and promotes webinars to disseminate advanced knowledge on hot topics in computational intelligence.
9. **Strategic Planning SC (SP)** is responsible for identifying strategic directions for membership recruitment, retention and involvement that align with the guidelines from IEEE CIS Strategic Planning Committee.
10. **Travel Grant SC (TG)** is responsible for offering grants to IEEE CIS members to participate in IEEE CIS conferences.
11. **Newsletters SC** disseminates information about events, activities and opportunities within IEEE CIS community.
12. **Website SC** maintains the IEEE CIS website. Webmaster of CIS is the chair of the Website SC.

Section 2. Appointment of chair of sub-committees

The chairs of the sub-committees are nominated by the VP MA and appointed by the president of IEEE CIS, after approval by EXCOM. The chairs of sub-committees must be IEEE CIS members. The appointment of the sub-committee members must be approved by the VP MA. The selection of sub-committee chairs should consider their past participations within/with MA, the balance of geographic regions distribution and gender distribution. The chairs of sub-committees should be appointed in January.

Section 3. Term of chair of sub-committees

The term of each assignment of the chair of sub-committee is one year. If re-assigned, the chair can continue in the second year. The maximum continuum terms of chairs of sub-committees is two terms, each for one year.

Section 4. MA Complaint Handling

If a member has a complaint or dispute about how committee procedures are applied or appointments are made, they shall submit a complaint in writing to the VP MA. The VP MA will confirm receipt of the complaint within 5 business days. The VP MA will

evaluate the complaint on its merits and makes a decision. The VP MA will notify the complainant with a decision on the outcome within 30 days of original receipt of the complaint. If the complainant is unsatisfied with the decision of the VP MA, they may appeal the matter in writing to the president of IEEE CIS within 30 days of notification of the VP MA's decision. The president of IEEE CIS will confirm receipt of the appeal within 5 business days. The president of IEEE CIS, will review the original complaint, the decision by the VP MA and consult with IEEE CIS EXCOM on the matter. The president of IEEE CIS will resolve the complaint and communicate the resolution to the complainant. If the complainant remains unsatisfied, the complainant may escalate the matter in writing to IEEE CIS ADCOM within 30 days of the president's decision, who will then discuss the matter and reach a resolution that will be communicated in writing to the complainant. If the complainant is still unsatisfied with the outcome, the complainant may escalate the matter to IEEE Ethics and Members Conduct Committee (EMCC) and follow IEEE complaint handling procedures listed at <https://www.ieee.org/about/ethics/complaint-procedures.html>

It shall be the goal of IEEE CIS to complete the complaint resolution process for a particular complaint/dispute within three months of receipt.

ARTICLE IV SUBCOMMITTEE (SC) ROLES

Section 1. Chapters SC

The IEEE CIS Chapters SC facilitates the functioning and establishment of IEEE CIS Chapters and Student Chapters all over the world. The SC supports Chapter chairs and helps to improve existing chapters or facilitate members at a local level who wish to contribute to chapters and express a willingness to become active within the society. The SC normally deals with all aspects relating to chapter chair queries and chapter-related queries, chairs orientation on the day-to-day management of chapters etc. Furthermore, the SC's role is to assist existing chapters in relation to chapter development, chapter management and enhancement of members' activities at a local level.

The chair of Chapters should regularly organize chapter forums at the IEEE CIS conferences. For the organization, the chair has to apply for funding from the VP MA.

Section 2. Distinguished Lecturer Program SC

The aim of the CIS Distinguished Lecturers Program SC is to support local CIS Chapters who like to stay up-to-date on the latest research and practical applications in their field, by organizing lectures given by distinguished CIS experts. These distinguished lectures are expected to increase the visibility of the inviting Chapter and represent an opportunity for membership recruitment. The DLP SC is responsible for soliciting nomination and selecting the Distinguished Lecturers, approving the DLP speeches, and promoting the DLP in the Chapters.

Section 2.1. Invitation of Distinguished Lecturers - Based on the interests of the members, the Chapter chair chooses a Distinguished Lecturer (DL) and a topic from the list of current DLP lecturers.

Section 2.2. Distinguished Lecturer Selection and Appointment – Each year 5 to 7 Distinguished Lecturers are selected by the DLP SC from the nominees. Nominations should be approved by the ADCOM for a 3-year period. Upon appointment, CIS Distinguished Lecturers are publicly announced online. Procedures for selecting Distinguished Lecturers, and for local chapter chairs inviting Distinguished Lecturers are defined in DLP Charter, which is approved by ADCOM and posted in CIS DLP website.

Section 3. Women in Computational Intelligence SC

The WCI SC is responsible to develop, promote, organize and run activities to ensure equal opportunities to both genders in the society's life and the computational intelligence arena. The greater community of women in the computational intelligence field (WCI Community) includes the WCI SC, all women CIS members, plus IEEE Women in Engineering (WIE) members, and other women who are in the computational intelligence field. The activities are directed specifically to this community. The WCI subcommittee organises events and receptions at the conferences with the goal to share ideas, opportunities, questions, concerns, stories, and much more to the WCI Community. For organizing activities, the chair should contact VP MA in advance about the budget allowance. The reception can additionally be organized with the support of the WIE. In this case, the chair should apply for funding to IEEE WIE a few months in advance. To ensure inclusion and diversity, the WCI SC welcomes male members and those which are gender neutral. The chair of IEEE WCI also serves as the IEEE WIE coordinator of IEEE CIS, which is assigned by the president of CIS.

Section 4. Young Professionals SC

The YP SC is responsible for serving, mentoring, and guiding CIS members in their early transition phase from students to professionals in their fifteen years after obtaining their first professional academic degree. The SC provides all-year activities to encourage young members to participate and to join the CIS in case they are not joined as members.

The chair of YP SC should regularly organize receptions, events or panel discussions at the IEEE CIS conferences. For the organization, the chair has to apply for funding from the VP MA.

Section 5. Student Activities SC

The Student Activities SC supports the MA Committee on student-related issues and is responsible for overseeing student membership development and student members' activities and services. In more detail, one of the main specific objectives of the Student Activities SC is the increase of the awareness and interest of the students to the computational intelligence and related subjects by promoting the student participation in various IEEE CIS activities and by organizing student activities in CIS sponsored

conferences. The SC works closely with the VP MA and the other SCs of the CIS (e.g., by cooperating in organizing activities in CIS Student Chapters, by increasing the interaction between students and professional members of IEEE CIS and by providing opportunities for student members to participate into the CIS related conferences and summer schools, etc.). The SC is also responsible for monitoring and mentoring the IEEE CIS student activities and for making recommendations to IEEE CIS on matters concerning students. In addition, it is responsible (in collaboration with other committees and sub-committees, e.g., Education, Webinars, Young Professionals) for providing ways to the student members to publicize their IEEE CIS related works.

The chair of Student Activities SC should regularly organize receptions, events or panel discussions at the IEEE CIS conferences. For the organization, the chair has to apply for funding from the VP MA.

Section 6. Senior Members SC

The IEEE CIS has set up the Senior Members SC to recognize IEEE CIS members' technical and professional excellence, increase member participation in the CIS community, and promote membership development. The SC will help identify and nominate qualified Members for Senior Member grade. Senior Member is the highest grade for which IEEE members can apply. Past data from IEEE shows that there is a correlation between the grade a member holds and the probability that the member will stay as an IEEE member. The higher the grade, the more likely they are to renew. Additionally, senior members are a valuable resource as they volunteer at a higher percentage rate than do other grades of IEEE members. IEEE has launched initiatives to promote membership elevation, and has launched "Nominate a Senior Member Initiative" program that provides financial incentives to the Society for nominating qualified members for Senior Member grade.

The Senior Members SC is responsible in creating, promoting, and monitoring appropriate and effective membership development programs for senior membership elevation. An effective membership elevation plan is driven by data, and integrates multiple membership development approaches. The program can be implemented through many channels, including email, conferences, and society newsletters.

The main functions of the subcommittee are to:

- Encourage qualified members to apply for Senior Member (SM) elevation.
- Liaise with chapters to identify potential SM candidates and assist applicants in identifying SM references.
- Publicize benefits of becoming senior member.
- Post regular announcements in newsletter and on the website.
- Develop a membership development plan and activities.
- Monitor a current record of membership.
- Assist candidates in finding Senior Members and Fellows who can serve as references.
- Organize a special SM nomination/elevation session during major conferences.

- Provide assistance to candidates on accessing and completing the necessary forms.
- Form Senior Member nominating committees in every major region to nominate worthy Members for Senior Member elevation.
- Communicate value and benefits of membership elevation.

The chair is expected to form a sub-committee of committed volunteers from regions around the world, and coordinate the above functions such that each member has a specific role within the SC.

Section 7. Social Media SC

The Social Media SC is responsible for promoting CIS membership and activities, leveraging our online presence, building up our leadership in the related research and industrial communities, and keeping people thinking of us when their works is related to computational intelligence. The main goal of this SC is to promote the popularity of CIS via various media, including Facebook, WeChat, Twitter, etc. and all relevant events will be broadcasted to public via those online platforms. Social Media SC works closely with all other subcommittees to advertise and promote CIS sponsored and technically co-sponsored conferences. In a word, this SC acts as business card to attract talents from all around the world.

Section 8. Webinars SC

The aim of the Webinars SC is to disseminate advanced knowledge on hot topics in computational intelligence through webinars presented online. The webinars are divided into three series: standard webinars, junior webinars and industry webinars. Standard webinars are given by renowned academics and present state-of-the-art approaches. Junior webinars are given by students and young professionals (those within 15 years of their first degree), giving them the opportunity to exchange ideas with the rest of the world and get feedback. Industry webinars are given by industry experts and present applied research, industry experiences and more practical information. The Webinars SC also encourages women to actively participate in IEEE CIS activities by giving webinars. In addition, competitions are organised to encourage dissemination of specific topics and to increase the webinars audience.

The chair has the role of ensuring that webinars are held successfully by recruiting enthusiastic sub-committee members, managing the webinars plan, collaborating and consulting with the vice chair and subcommittee members to organize webinars, and preparing reports and manuals. The members invite speakers and organize webinars targeting in particular their geographical regions. The liaison members are responsible for liaising with other subcommittees. The Webinars SC collaborates with IEEE CIS Newsletters and Social Media SCs for publicising webinars, Young Professionals and Student Activities Subcommittees for encouraging Junior Webinars, Industry Liaison SC for encouraging Industry webinars, Women in Computational Intelligence SC for encouraging participation of women, and Education Committee for storage of videos.

Section 9. Strategic Planning SC

The goal of the Strategic Planning SC is to support the VP MA in identifying new initiatives. Furthermore, the SC should prepare, develop, and recommend long range and innovative CIS membership plans. One more important aspect is to identify ways to promote and enhance membership value to current and potential IEEE CIS members. Other activities concern the analysis of the needs of CIS members and worldwide communities interested in CIS and to stimulate cooperation with other organizational units of IEEE CIS and potentially external entities if appropriate. Due to the unique goals of the Strategic Planning SC, the members of this committee should ideally include at least some of the chairs of the other subcommittees (among other people), and its work may – and will likely be – cross-cutting with those of other subcommittees as well as other committees.

Section 10. The Travel Grants SC

IEEE CIS travel grant SC decides about a limited number of travel grants for students and researchers from developing countries presenting a paper at IEEE CIS sponsored conference, based on the budget allocated. The major responsibilities relating to travel grants are: update and post travel grant information on the IEEE CIS website, collect the paper scores of all the applicants, announce the review results to the applicants after the approval by the VP MA, deliver the checks to the recipients. The activities of travel grants are described in Article V.

Section 11. Newsletters SC

The IEEE CIS Newsletter is an electronic newsletter collecting and disseminating relevant information in the computational intelligence area which aims to present a comprehensive and inclusive view of all activities and achievements in computational intelligence theory and applications to disseminate information for the benefit of all readers (comprehensiveness of information and inclusiveness of sources) and for the benefit of the IEEE CIS (focus and intensive presentation of CIS-related outcomes). The Newsletter editor (the chair of the SC) is responsible for communicating with the EXCOM, ADCOM and all the Editor-in-Chief of IEEE CI magazines, etc., for all relevant information in the computational intelligence area including CIS announcements, technical achievements, research projects, conferences, publications, educational activities, awards, networking opportunities, project collaborations, career development, etc. The Newsletter editor is also responsible for editing the layout and items of the Newsletter, double-checking and verifying all the content included in the Newsletter and releasing the latest issue of Newsletter in the first day of each month.

Section 12. Website SC

This SC is responsible for maintaining and improving the CIS website. The chair works with the IEEE CIS president, vice presidents, and committee chairs to publish, revise, and update their webpages as well as committee rosters on the CIS website. The Webmaster shall post news and announcements, featured conference, and featured multimedia of CIS homepage. The chair of the SC is also the Webmaster of the IEEE

CIS and shall create new webpages for promoting CIS activities and delete obsolete content.

ARTICLE V ACTIVITIES of TRAVEL GRANTS

Section 1. Goal of the activity

IEEE CIS Student Travel Grant program offers a limited number of travel grants to assist IEEE CIS student members presenting papers at IEEE CIS conferences with financial sponsorship.

IEEE CIS conference travel grant program for researchers from developing countries offers a very limited number of travel grants to assist IEEE CIS members of any grade higher than student presenting papers at IEEE CIS conferences with financial sponsorship.

Section 2. Resources (who participates)

IEEE CIS student members and IEEE CIS members who have at least one accepted paper to an IEEE CIS sponsored conference may apply. The conference chair shall help with determining paper scores and delivering the travel grant. The VP MA will supervise the review process. The VP of Finance will approve the annual budget for travel grants. The Administrator will help issue and mail checks. The Travel Grant Administrator is responsible for all the process and communication.

Section 3. Process to follow, stages

1. Given an annual budget for travel grants, propose a budget allocation for each sponsored CIS conferences and submit it to VP Finances
2. Contact conference chair to post the news about travel grants on the conference website.
3. Set up the system to collect applications. For this, contact the IEEE CIS staff and use the smartsheet. This shall be done in the beginning of the year.
4. Setup the deadline for applications for each conference always two weeks before the early registrations.
5. Check application materials and review by requesting paper scores from the conference chair. This must be done immediately after the application deadline.
6. Assign grant amounts depending on the location of students and researchers. The selection will be based on merit score determined with criteria determined by the VP MA.
7. Notify the VP MA. Always copy the IEEE CIS staff.
8. Once permission is obtained from the VP MA, notify the grantees about the results. This must be done one week before the early registration of the conference.
9. Ask all the recipients to confirm that they will be at the conference, and accept the grant.
10. Notify IEEE CIS staff to issue checks, deliver them at the conference.

Section 4. Outcomes and recipients

IEEE CIS student members and IEEE CIS members who publish papers with high quality at the IEEE CIS sponsored conference.

ARTICLE VI MEMBERSHIP CAMPAIGN ACTIVITIES

Section 1. Goal of the activity

Membership campaign is to promote CIS membership by inviting IEEE members who have not been CIS members to join CIS with special offering. The target for promotion includes student members and regular professional members.

Section 2. Resources

The campaign is sent by IEEE Administrator - Society Programs and Audience Engagement (SPAE), IEEE Technical Activities. The target for receiving the campaign information (letters, emails, entries over social media, etc.) are the IEEE student members and IEEE members who have never been CIS members. The campaign letters are confirmed and finalized through VP MA and the administrator of SPAE. The campaign letter bears the name of CIS president and the VP MA.

Section 3. Process to follow

The VP MA should make an active contact with IEEE SPAE expressing the willingness of continuum about the membership campaign, copied to IEEE CIS staff. Then a modification of the campaign letters back and force between the VP-MA and the SPAE may be needed. The IEEE CIS president and EXCOM members should be contacted for verification of the campaign letters.

Section 4. Outcomes and recipients

A FREE student membership will be given to those who accept the invitation. Half-priced membership is given to regular professional members.

Section 5. Calendar

The campaigns are run in the beginning of April. The VP MA should make an active contact with IEEE SPAE in the beginning of March to express the intention of campaign. The campaign letters are finalized by the end of March. About 2 weeks after the campaigns the administrator of SPAE should be contacted by VP-MA for obtaining a statistic result of the campaign.

ARTICLE VII Membership Statistics

Section 1. Goal of the activity

The membership statistics is to provide CIS a better understanding of the results of CIS membership development, which will be used for reference and dynamic adjustment for activities planning.

Section 2. Resources

The VP-MA should regularly extract the information from OU Analytics. This can also be obtained from the Senior Manager, Member Market Development, IEEE Member and Geographic Activities Department.

Section 3. Process to follow

The VP-MA can extract the information from OU Analytics monthly to know the total number of CIS members. The IEEE MGAD will also send information out on the 15th of each month. The VP-MA can also ask for subscription of the notification.

Section 4. Outcomes and recipients

The results are reported in the EXCOM meeting with a comparison to prior year data, allowing EXCOM members to have a better picture on the progress of CIS membership development. Activities and campaigns can be adjusted based on the results.