IEEE Women in Engineering Committee

Program Manual

This document incorporates changes to the Women in Engineering Committee Program Manual
approved by the IEEE MGA Board through 22 November 2025.

The Institute of Electrical and Electronics Engineers, Inc.
3 Park Avenue, New York, NY 10016-5990, USA

This manual has been developed as a guide to members and staff in an effort to define the operations of the activities that support the mission and goals of the IEEE Women in Engineering Committee and the IEEE WIE membership group. Initially approved by the IEEE Board of Directors, at its November 2001 meeting, all future changes shall be approved by the IEEE Member and Geographic Activities (MGA) Board.

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IEEE WOMEN IN ENGINEERING COMMITTEE
PROGRAM MANUAL

1. INTRODUCTION

A. General - About IEEE Women in Engineering (WIE)

The IEEE Women in Engineering Committee (WIEC) shall report to the MGA Board through the MGA Member Engagement and Life Cycle Committee (MELCC). Changes to this charter shall be endorsed by MELCC and approved by the MGA Board.

B. Scope

The WIE Mission:

To inspire women and girls worldwide in STEM fields, fostering technological innovation and excellence for the benefit of humanity.

The WIE Vision:

To be globally recognized for its contributions in broadening and inspiring participation ain STEM fields.

C. Functions

1) Recognize the outstanding achievements of its members in STEM fields through nominations for IEEE Awards, IEEE WIE Awards, and public visibility for our members.
2) Enhance networking and promote membership in IEEE WIE through focused activities at major technical conferences.
3) Mentor and promote its members for leadership roles within IEEE and support their professional career advancement.
4) Support activities/opportunities for our members by expanding IEEE WIE Affinity Groups worldwide.
5) Inspire schools and colleges through outreach and mentoring programs to pursue their interests in STEM fields.
6) Recognize career development and achievements by promoting, endorsing, and supporting member grade advancement in IEEE membership.
7) Facilitate the development of programs and activities that promote the entry into and retention of WIE members in engineering programs.
8) Collaborate with organizations to further develop best practices and strategies to promote the advancement of all individuals through expansion and broadening of the STEM fields.

2. COMMITTEE STRUCTURE

The structure of the IEEE WIEC, membership, and its responsibilities may be found in the MGA Operations Manual Section 4.21, as follows.

A. COMMITTEE COMPOSITION

The IEEE Women in Engineering Committee shall consist of up to eleven (11) voting members:

Voting Members

- Chair
- Past Chair
- Chair-Elect
- Treasurer
- Three (3) Members-at-Large
- One (1) Young Professional Representative
- One (1) member appointed by Vice President - Technical Activities
- Chair (or their designee) of the recipient of the WIE Student Branch of the Year Award
- Chair (or their designee) of the recipient of the WIE Affinity Group of the Year Award

Non-Voting Members

- Region WIE Coordinators from Regions 1-10, appointed by the individual Region Director
- Society Coordinators, appointed by the individual Society President

Liaison Members (non-voting)

- IEEE Major Boards other than Technical Activities and MGA may appoint one (1) liaison each to WIE
- Additional IEEE organizational units, with interest in coordinating joint activities and facilitating programs which align with WIEC's purpose, and other professional organizations with similar interests and programs, may appoint a liaison. Coordinators and liaisons shall be non-voting members of the Committee.

The MGA Board Chair, MGA Secretary and MGA Vice Chair – MELCC shall receive all announcements and other documentation that is distributed to the Committee, but their participation in committee activities is not required.
Membership in IEEE Women in Engineering is required for voting committee members and recommended for non-voting committee members and liaison positions. No member of the WIE Committee may hold more than one WIE Committee voting position simultaneously.

B. COMMITTEE APPOINTMENTS, ELECTIONS, AND TERMS OF OFFICE

1) Committee Chair. The Chair shall serve a two-year term. The office is elected every other year by the eligible voting members of IEEE who are also WIE members in good standing. The Chair first serves as Chair-Elect for one year prior to the two-year term as Chair.

2) Past Chair. The Past Chair shall serve a two-year term and begins when the new Chair takes office. The Past Chair normally serves as Chair of the WIE Nominations and Appointments Committee. The Past Chair also fulfills the role of Committee Chair in the event of the incapacity of the Chair. The Past Chair may reapply for a voting committee member position, except the offices of Chair-Elect and Chair, after a gap of two years from the end of service on the WIE Committee.

3) Chair Elect. The Chair-Elect shall be elected by eligible voting members of IEEE who are also WIE members in good standing. The term of office shall be one-year and is ineligible to serve consecutive terms. The term of office begins on the second year of the WIE Committee Chair's two-year term. The Chair-Elect position is vacant for the first year of the Chair's two-year term. Following a term of one year as Chair-Elect, the holder of the office shall serve as Chair for the subsequent two-year term and shall serve as the Past Chair for a subsequent two-year term.

   Eligible candidates for WIEC Chair-Elect shall be at Senior Member or Fellow grade and shall be IEEE WIE Members in good standing. To provide opportunity to most of the constituent regions all individuals residing in the Region of the WIEC Chair or WIEC Past Chair shall not be eligible for this position.

4) Treasurer. The Treasurer is appointed by the WIE Committee and recommended by the WIE N&A Committee through the N & A process to a one-year term. The Treasurer may be reappointed, and is ineligible to serve more than three consecutive full terms. If the Treasurer is not able to complete the term during any of the years, there will be no interim reappointment for the partial year. As outlined in the IEEE MGA Operations Manual Section 4.4, the Treasurer shall also be a Corresponding Member of the MGA Finance Committee.

5) Members-at-Large. Three Members-at-Large are appointed to staggered terms by the MGA Board, one taking office each year for a three-year term. In the event of a vacancy, the MGA Board shall fill the unexpired portion of the vacancy.

6) Young Professional Representative. The Young Professional Representative is appointed by the MGA Board. The Young Professional Representative serves a one-year term, and is ineligible to serve more than two consecutive terms.

7) WIE Student Branch Affinity Group Representative. The WIE Student Branch Affinity Group Representative is the chair (or their designee) of the WIE Student Branch Affinity Group of the Year Award winner. The one-year term begins 1 July and ends 30 June of the next year.

8) WIE Affinity Group Representative. The WIE Affinity Group Representative is the chair (or their designee) of the WIE Section Affinity Group of the Year Award winner. The WIE Affinity Group Representative serves a one-year term.

9) Technical Activities Representative. The Technical Activities Representative is appointed by the Vice President-Elect - Technical Activities to a one-year term. In the event of a vacancy, the Vice President – Technical Activities names a replacement to complete the unexpired term.

10) Region Coordinators. A Region Coordinator is appointed by each geographic Region to a one-year term. The Region Coordinators are non-voting members of the WIE Committee. Region Coordinators are invited to participate at all meetings and conference calls of the WIE Committee.

11) Society Coordinators. A Society Coordinator is appointed by each Society to a one-year term. The Society Coordinators are non-voting members of the WIE Committee. Society Coordinators are invited to participate at all meetings and conference calls of the WIE Committee.

C. NOMINATIONS AND APPOINTMENTS COMMITTEE

1) General
The WIE Nominations & Appointments (N&A) Committee reports to, and is a subcommittee of, the WIE Committee.

2) Scope
The WIE N&A Committee shall be responsible for managing the nominations and appointments process and identifying qualified candidates for elected and appointed positions of the IEEE WIEC.

3) Composition

The WIE N&A Committee shall consist of the following:

a. Chair
Chair shall be the Immediate Past WIE Committee Chair. In the event of the incapacity or conflict of interest of the Immediate Past Chair, the WIE Committee shall appoint a former WIE Chair to serve as N&A Committee Chair. The Chair is affirmed by the WIE Committee. The Chair is not eligible to be nominated or run for any position for which is the responsibility of WIE N&A Committee.

b. Members
The WIEC shall select at least three (3) additional members.

- WIE N&A Committee members must be at Member, Senior Member, or Fellow grade and shall be IEEE WIE Members in good standing.
- Members shall be current and past WIE voting committee members. In addition to the Chair of the WIE N&A Committee, no more than one (1) current WIE Committee member may also be a member of the WIE N&A Committee.
- Members shall serve a term of two (2) years, with reappointment permissible for two (2) additional terms.
- Members are selected by the sitting members of the WIE Committee during the first quarter of the year or at the first meeting of the WIE Committee, whichever comes first.
- A member of the WIE N&A Committee shall not be eligible to be elected or appointed to any office for which the WIE N&A Committee makes recommendations or nominations, unless such member resigns from the WIE N&A Committee prior to its first meeting of the year in which the nomination shall be made.

c. One (1) IEEE WIE Committee Staff Support, as designated by MGA. The staff support position is non-voting.

4) Functions and N&A Process

The WIE N&A Committee shall:

a. Prepare a candidate slate for the office of Chair-Elect and prepare a candidate slate for WIEC Treasurer to be appointed by the WIEC.

b. Prepare and distribute a Call for Nominations for the offices of Chair-Elect and Treasurer. This is typically completed during the third quarter of the year preceding the election.

c. Determine a slate of at least two, no more than three individuals for the office of Treasurer. This N&A recommended slate shall be submitted to the WIEC.

d. Determine a slate of at least two, no more than three individuals for the office of Chair-Elect.

e. WIEC shall submit the slate of candidates to IEEE Corporate Governance staff by no later than 15 March of the election year.

f. Eligible candidates for WIEC Chair-Elect shall be at Senior Member or Fellow grade and shall be IEEE WIE Members in good standing.

- Individual voting members who were not nominated may propose, by petition, names to be added to the ballot for the office of WIEC Chair-Elect on the IEEE annual election ballot (IEEE Policies, Sections 13.7.3.A. General Petition Information).

- All candidates in the WIEC Chair-Elect ballot shall meet the eligibility requirements set in 4.21.E.3, regardless of their nomination source.

g. Eligible candidates for WIEC Treasurer shall be at Member, Senior Member, or Fellow grade and shall be IEEE WIE Members in good standing.

h. Any candidate for appointment to any position under the purview of the WIE N&A Committee must disclose: (a) any other offices he/she holds within IEEE, (b) any role he/she has outside the IEEE that places him/her in a position of doing business with IEEE, and (c) any other possible source of conflict of interest including the completion of the IEEE Conflict of Interest Disclosure Statement.

i. In the case of WIE Committee chair positions, no candidate should be considered who holds a position with similar responsibilities in a subordinate organizational unit. (For example, a Regional Treasurer cannot be the MGA Treasurer/Finance Committee Chair.)

5) Meetings
The WIE N&A Committee meets as required using the following: Electronic mail, teleconferences and other non-face-to-face means.

6) Reports
The N&A Committee Chair shall produce progress reports on its activities as appropriate, at least once per year.

D. COMMITTEE FINANCIAL SUPPORT

1) The MGA Board shall cover expenses incurred by attending the WIEC Meeting for the Chair, Immediate Past Chair, Chair-Elect, Treasurer, three (3) MGA appointed Members-at-Large, one (1) Young Professional Representative, and two (2) Affinity Group Award recipient members.

2) The Technical Activities Board shall fund the one (1) Technical Activities Representative for expenses incurred by attending the WIEC meeting.

3) The Regions shall fund their respective Region WIE Coordinator for expenses incurred by attending the WIEC Meeting.

4) The Societies shall fund their respective Society WIE Coordinator for expenses incurred by attending the WIEC Meeting.

5) Travel expenses for additional liaisons and coordinators shall be the responsibility of the appointing organizational unit.

6) The MGA Board shall cover expenses incurred in the work of the Committee.

7) Administrative support for the Committee will be provided by the Member and Geographic Activities Department.

3. COMMITTEE MEETINGS

The committee may meet in-person, once per year and may have regularly scheduled teleconferences to conduct business between such meetings when necessary.

A majority of the voting members of the IEEE WIEC shall constitute a quorum.

Business shall be conducted in accordance with IEEE Bylaw I-300.1 Parliamentary Procedures.

A. Agendas

It is the practice of WIE that, whenever practicable, an agenda listing the topics for discussion shall be sent to the members at a reasonable time prior to each meeting. Proposed agenda items should be submitted in written form, electronically, with the following information, noting whether ACTION, DISCUSSION or REPORT:

- Action Items should include a specific request for action and require a summary of the item, the reason for its submission, the action proposed, plus any supporting documentation.
- Discussion Items provide for review without a specific action request, however action may result. Discussion items require a summary of the item, including questions to be resolved in discussion, plus any supporting documentation.
- Information Items require documentation whenever possible.
- Report items may be addressed during the meeting and are provided for information only.
- Financial implications, if any, must be included in each item.
- If an individual (not directly associated with WIE) wishes to present information item to WIE the individual must obtain permission from the WIE Chair, in order to have an item placed on the WIE Agenda. These individuals are urged to work through the Staff.

B. Minutes

At each meeting, minutes of the meeting shall be maintained by the WIE Staff Secretary.

The meeting summary will be distributed electronically to each WIE Committee Member, coordinator, and liaison representative within a reasonable amount of time after the close of the meeting.

C. Meetings and Communications

The liaison members are invited to participate. Travel funding for liaison members and coordinators is the responsibility of the assigning board.

1) **In-person meetings**
Locations shall be determined based on financial consideration and committee composition.

2) **Teleconferences**
The WIE Committee may meet monthly via teleconference.

4. WIE PUBLICATIONS

A. Newsletters

Newsletters are distributed electronically to members of WIE as a member benefit and are intended to communicate news and information deemed of interest to the members. Typical information includes: reports on activities, news from Affinity Groups, meeting notices, awards programs, reviews of books and other publications of interest to the readers. The newsletter may also contain up-to-date information in relation to women in engineering, careers, activities, IEEE news and more.

Objectives of the WIE newsletter are:

- To inform the leadership and appropriate Institute and IEEE staff of newsworthy activities, including the agenda for upcoming meetings (if provided)
- To carry news of WIE personalities, appointments, and awards
- To report on appropriate Institute matters
- To present statements of Region and Institute (as space allows)
- Information from What's New at IEEE that would be of interest to readers
- Upcoming WIE activities
- Membership, affinity group, awards, conference, mentoring information

Articles or feedback may be submitted to wie-newsletter@ieee.org.

B. Magazine

The magazine serves as a member benefit to the IEEE WIE community and used as a recruiting tool for IEEE to promote student members to retain their IEEE membership upon graduation. The magazine also has far reaching benefits as an outreach tool beyond IEEE. This publication highlights career opportunities in the IEEE fields of interest; brings awareness and networking opportunities to women in the engineering, science and mathematics disciplines.

This magazine disseminates information to help recruit, retain and foster the growth of women in engineering at all stages of their careers and will serve as a resource for educators and parents to help attract future generations into IEEE fields of interest.

Articles or feedback may be submitted to wie-magazine@ieee.org.

5. FINANCES

Staff shall track all expenses, and revenue, and in collaboration with the WIEC Treasurer, report to the Committee at each in-person meeting the status of the finances related to WIE activities.

A. Budget Development

Working within the normal IEEE Budget Development Process, Staff shall consult and work with the Chair and Treasurer to develop a budget for the ensuing year, and shall inform the Committee, as soon as possible when the final budget has been approved by the IEEE Board and the amounts available for WIE activities.

B. Funding Requests

The WIEC provides funds for approved Special Projects. Funding requests for WIE activities, such as outreach events, receptions and forums at IEEE conferences, etc., shall all be approved by the WIE Committee. These types of requests may include and are not limited to sponsoring a reception, fees associated with a WIE booth, or sponsoring an attendee at a related conference.

C. Affinity Group Support

The WIEC encourages development of local activities that are of educational and professional value to IEEE members and that increase the visibility of the WIE Affinity Group. To assist WIE Affinity Groups the WIEC shall budget for Affinity Group Support. The Affinity Group Support budget shall include:

1) Start-up Funding. Start-up funding shall be $200US for newly established Affinity Groups. Availability of such start up fees shall be communicated to the Affinity Group upon formation by WIE Staff. Affinity Groups requesting such funding shall complete a funding request form prior to receipt of funds. The Affinity Group Chair shall provide the WIEC with a written report on the use of the funds. The WIEC Chair or WIE Program Manager shall approve all such requests.

2) Special Project Funding. Additional funds shall be available for requests for special projects that the WIEC determines warrants financial support. Such requests shall normally be for up to US$400, but additional funding may be provided, if approved by the WIEC. Affinity Groups requesting such funding shall submit a funding request form. If approved by the WIEC, prior to the distribution of funding to the Affinity Group, the Affinity Group Chair shall provide the WIEC with a written report on the outcome of the event and a financial report outlining income and expenses within thirty (30) days after the conclusion of the event.

A funding request form shall be provided on the WIE website.

D. IEEE Women in Engineering Foundation Fund

In coordination with the IEEE Development Office, the IEEE Women in Engineering Committee established in 2010 will solicit donations from IEEE members, individuals, and corporations. The WIEC will seek advice from the IEEE Foundation regarding best practices and coordination of all fundraising efforts with the IEEE Development Office. All donations will be collected and managed by the IEEE Development Office.

The WIEC will provide oversight for the IEEE Women in Engineering (WIE) Fund. The WIEC Chair will submit to WIE for approval: fund policies, project proposal procedures, and criteria for acceptance consistent with the policies of IEEE and IEEE Foundation.

Funding of proposed grants will be approved by the WIEC. Authorization of disbursement from the Fund and financial reporting of Fund status will be the responsibility of the WIEC.

IEEE WIE Fund supports the development of programs and activities that promote the entry into and retention of women in engineering programs by providing the following:

*Pre-university and University Scholarships
*IEEE Women in Engineering Travel Grants
*IEEE Women in Engineering Awards

6. SUBCOMMITTEES

The WIEC may appoint sub-committees focused on specific goals, and shall normally consist of between three to five members. Chairs of WIE sub-committees shall be members of WIE. Each sub-committee may have an e-mail alias established for communication among sub-committee members.

7. WIE WEBSITE www.wie.ieee.org

The WIE website includes up-to-date information on WIE membership, Affinity Groups, events, member resources, and other news and initiatives of WIE.

8. PROGRAMS

A. Mentoring/Outreach

WIE is interested in providing and promoting mentoring/outreach programs for IEEE members. These programs may include working together with other organizations and programs. One such program is identified below and information is posted on the WIE website.

IEEE Student-Teacher and Research Engineer/Scientist (STAR) Program
IEEE STAR Program was developed to address the growing concern that girls are discouraged from careers in mathematics, science and engineering at a young age. This educational outreach program promotes involvement of IEEE members with local junior high and high schools to inspire a positive image of engineering careers. Through a one-to-one interaction of society volunteers with a Teacher-Student Team, the goal of STAR is to create a technical support network for teachers and a mentoring program for the students.

B. Travel Grants

The WIEC provides travel grants for WIE members to attend and present at IEEE sponsored conferences or IEEE WIE-sponsored events. Eligibility criteria shall be developed and maintained by the WIEC. The individual travel grant limit shall be up to US$750. Requests shall be approved by the WIEC. A travel grant request form shall be provided on the WIE website.

C. Affinity Group Formation and Activity Requirements

The Member and Geographic Activities (MGA) Board has established requirements to form and maintain active WIE Affinity Groups. The normal procedures for Affinity Groups shall be under the supervision of the MGA Board. Additional information may be found in the MGA Operations Manual Section 9.

D. Edith Hannigan McHale Scholarship

The Edith Hannigan McHale Scholarship Fund awards an annual scholarship to a student, who attends John Adams High School, Ozone Park, New York, USA. The Scholarship recipient must designate a major/program of study in a field of engineering, physics or math.

The IEEE WIEC will provide oversight on the voting conducted by the WIE New York Affinity Group. When the WIE New York Affinity Group is unable to form a committee to vote, the IEEE WIEC would resume the voting responsibility.

E. IEEE Frances B. Hugle Scholarship

TechSearch International has partnered with IEEE Women in Engineering (IEEE WIE) to form the IEEE Frances B. Hugle Scholarship. This scholarship is in honor of the memory of pioneering legend, Frances B. Hugle, an American serial inventor, scientist and engineer. TechSearch and its founder, E. Jan Vardaman, seeded the scholarship with a US$5,000 donation in 2013. The objective is to raise US$100,000 over the next several years to fully fund the scholarship award program. This scholarship is established to encourage young students to follow in Hugle's footsteps and pursue their interest in engineering. The IEEE WIE Committee will administer the program, and will select one scholar annually to receive a US$2,500 scholarship grant beginning as early as 2014. The scholarship will be presented to one scholar student in their third year of undergraduate study in an engineering curriculum at an accredited university or college in the United States of America. Student membership in IEEE is required.

F. IEEE Women in Engineering Inspiring Member and Student Member Awards

The purpose of these Awards are to recognize a WIE member and a WIE undergraduate/graduate student member who has overcome barriers to pursue engineering and/or who has made a personal impact in their community through their dedication and involvement in projects or activities directed toward fulfilling one or more of the WIE goals and objectives. The IEEE WIE Committee will administer the program, and will select one individual per award annually. Active membership in IEEE Women in Engineering is required for recipients of the awards.

G. IEEE Women in Engineering Affinity Group of the Year Awards

The IEEE Women in Engineering (WIE) Affinity Group of the Year Awards are given annually to one WIE Affinity Group and one WIE Student Branch Affinity Group that have shown outstanding leadership and initiative in organizing activities.

For Section Affinity Groups, the award will be based on programs that took place during the period of 1 January to 31 December of the preceding year. For Student Branch Affinity Groups, the award is based on programs that took place during 1 July of the preceding year to 1 April of the current year.

H. Memorandums of Understanding with Other Organizations

From time to time, the WIEC may identify organizations that share similar interests. The interaction of WIE and these organizations shall encourage the exchange of ideas and information, and shall foster relationships that will benefit the IEEE.

I. IEEE International Leadership Conference (IEEE ILC)

Attendees will have the opportunity to create communities that fuel innovation, facilitate knowledge sharing and provide support through highly interactive sessions designed to foster discussion and collaboration. The ILC provides leading-edge professional development primarily focused on mid to senior-level attendees.

9. IEEE WIE MEMBERSHIP

A. Dues

The IEEE WIE may charge appropriate annual fees for membership, according to Bylaw I-107. The fee for WIE membership dues shall be approved by the IEEE Member and Geographic Activities Board. As of 1 September 2000, the fee shall be US$25. Fees are waived for Student Members, Graduate Members and Life members. New Higher Grade Members joining between 1 March and 15 August will receive half-year pricing as outlined in IEEE Policy 16.1. Higher Grade renewing members pay $25 USD all year. WIE dues may be discounted for special circumstances as outlined in IEEE Policy 16.2. As of 16 August 2022, WIE electronic membership fees shall be US$12.50 for Developing Nations and US$5.00 for Low Income Economies.

B. Membership Directory

The WIE Membership Directory is available online only to WIE members with active membership status.

C. Certificates

Upon joining WIE, members may download a certificate of WIE membership from IEEE Collabratec.

D. Promotional Items

Promotional items are distributed upon request to members holding receptions, hosting Affinity Group meetings or educational activities interested in encouraging young women in the science and engineering fields. Additionally, other groups within IEEE such as Membership Development may request information for inclusion in their promotional displays.

E. New Member Communication

Letters are sent to all new and continuing WIE members. Staff coordinates this activity on an ongoing basis throughout the year. The Chair shall approve the member welcome letter.

F. Report of Statistics

Additional information regarding reports on the activities of WIE Affinity Groups, WIE membership growth and other matters of interest to the members will be provided on a monthly basis.

10. PROGRAM MANUAL APPROVALS/MAINTENANCE/DISTRIBUTION

This manual has been designed to be used as a guide to members and staff in an effort to define the operations of the activities that support the mission and goals of the IEEE Women in Engineering Committee and the IEEE WIE membership group. Initially approved by the Board of Directors, all future changes shall be approved by a majority of the WIE Committee, at a duly constituted meeting and forwarded to the IEEE MGA Board for approval. Administrative changes shall be maintained by IEEE WIE Program staff. This manual shall be distributed to all new members of the Women in Engineering Committee at the beginning of their term.