



IEEE SIGHT Group Operations Handbook

MISSION OF IEEE SIGHT GROUPS: A SIGHT Group's main purpose is to partner with underserved communities and local organizations to leverage technology for sustainable development.

PURPOSE OF THE IEEE SIGHT GROUP OPERATIONS HANDBOOK: This document will ensure consistency in the operational practices of SIGHT Groups across the world, provide guidelines to help Groups form and operate, and strengthen the resources and support system for members of existing SIGHT Groups.

APPROVAL: The IEEE SIGHT Group Operations Handbook shall be adopted through a majority vote of the members of the IEEE SIGHT Steering Committee, and approved by a majority vote of the members of the Humanitarian Activities Committee (HAC).

Subsequent revisions to the Handbook, require the review and approval of the IEEE SIGHT Steering Committee, and the Humanitarian Activities Committee (HAC) through a majority vote.

I. DEFINITION

- A. An IEEE SIGHT group must consist of a minimum of six (6) IEEE active members, who come together to learn about sustainable development, build relationships within their local communities, and implement projects and activities that utilize technology to tackle key problems within the community. Non-IEEE members may also join a SIGHT group.
- B. A SIGHT Group should be affiliated with an existing IEEE Organizational Unit (OU), of the following list:
 - IEEE Section
 - IEEE Subsection
 - IEEE Student Branch
 - IEEE Society
 - IEEE Society Chapter

- C. Members of the SIGHT Group should be members of the affiliated IEEE OU, or, if they are non-IEEE members, currently residing in the nearby area. For administrative and voting functions, the active members of the SIGHT Group should be individual SIGHT members and participate in the activities of the SIGHT Group.
- D. A SIGHT Group shall be formed upon approval of their petition submitted to the IEEE SIGHT Operations Subcommittee, with the acknowledgement of the Chair, Director, or President of the corresponding OU. Student Branch SIGHT Groups must also receive acknowledgement from the corresponding Section Chair, as any funding will be managed through the Section.
- E. Each IEEE OU should only have one affiliated SIGHT Group.

II. SIGHT GROUP FORMATION

- A. A petition to establish a SIGHT Group shall contain the following:
 - 1. Name of the IEEE OU with which the Group will be affiliated. *This will be used to determine the name of the Group itself. (E.g. - IEEE Kerala Section would have the IEEE Kerala Section SIGHT).*
 - 2. Name and contact information of the SIGHT Group Chair and Officers (Vice-Chair, Treasurer, and Secretary). The SIGHT Group Chair must be an IEEE member in good standing, and an individual SIGHT member.
 - 3. Signatures of at least six (6) IEEE active members, in good standing, of Student Member, Graduate Student Member, Member, Senior Member, or Fellow grade who are members of the affiliated IEEE OU involved, and who indicate they will join the SIGHT Group, if established. In lieu of physical signatures on the petition, IEEE SIGHT will accept an email message from an IEEE member stating agreement to the formation. These emails must include the name of the member, IEEE membership number, and a brief statement of support of the petition.
 - 4. All SIGHT Groups must have at least one member with a Member, Senior Member, or Fellow grade. In the case of a Student Branch SIGHT Group, this individual would serve as the Group's Advisor.
 - 5. A proposed plan of activities that includes a mission and goals for the first year after the Group's approval.
 - 6. Written acknowledgement of the Chair, Director, or President of the affiliated OU. This may be sent as an email message to the IEEE SIGHT staff team (sight@ieee.org) to be shared with the SIGHT Operations Subcommittee.
- B. The petition shall be submitted to the IEEE SIGHT Operations Subcommittee, who review it for completeness, alignment with the SIGHT mission, feasibility of the plan of activities, and compliance with necessary requirements. The Operations Subcommittee has the right to reject a proposal if it does not meet the requirements.

- C. The SIGHT Group shall be considered established after the IEEE SIGHT Operations Subcommittee has approved its petition by a majority vote. A list of new Groups shall be communicated to the IEEE SIGHT Steering Committee and Humanitarian Activities Committees upon request.

III. SIGHT GROUP MANAGEMENT

- A. Responsibility for SIGHT Group management shall rest with the IEEE SIGHT Steering Committee, and the SIGHT Operations Subcommittee.
- B. The affiliated IEEE OU has responsibility for the SIGHT Group's finances, as all funding from IEEE HAC/SIGHT will be sent through the affiliated IEEE OU's bank account. In the case of Student Branch SIGHT Groups, all funding will be sent to the corresponding IEEE Section.
- C. Reasonable efforts should be made to notify all members of SIGHT Group meetings. Methods of communication could be, but are not limited to, email distributions (in keeping with IEEE email policies), postings on SIGHT Group websites, social media venues, or hard copy distributions.

IV. SIGHT GROUP OFFICER ROLES AND RESPONSIBILITIES

- A. Officers of the SIGHT Group shall include at least a Chair, a Vice Chair, a Secretary, and a Treasurer. The SIGHT Group may combine the offices of Secretary and Treasurer. These officers shall compose the SIGHT Group Executive Committee. Other officer positions may be added by the SIGHT Group.
 - 1. All officers of the SIGHT Group shall be an active IEEE member of Student Member, Graduate Student Member, Member, Senior Member, or Fellow grade.
 - 2. The SIGHT Group Chair shall:
 - a) Serve as Chair for all meetings of the SIGHT Group.
 - b) Hold regular meetings of the Group.
 - c) Oversee the annual elections for the officer roles of the SIGHT Group. The Group Chair shall submit the slate of candidates for each officer role to the Group's parent IEEE Organizational Unit (OU), as well as the results of the election.
 - d) Report newly-elected Group Officers via IEEE [vTools Officer Reporting](#).
 - e) Report Group events and activities via IEEE [vTools Event Reporting](#), or designate this task to another officer.
 - f) Complete, as possible, additional reports and surveys upon request.
 - g) Ensure smooth transition of information and materials to newly elected Officers and arrange an orderly transfer of SIGHT Group records.
 - h) Coordinate activities with local Section and Region volunteers.
 - 3. The SIGHT Group Vice Chair shall:

- a) Assist the Chair in the coordination of all SIGHT Group activities.
 - b) At the request of the SIGHT Group Chair or in the absence of the SIGHT Group Chair, the SIGHT Group Vice Chair shall chair meetings of the SIGHT Group.
4. The duties of the SIGHT Group Secretary shall include:
 - a) Correspondence
 - b) The keeping of the minutes of the Committee meetings
 - c) Mailing notices
 - d) Maintaining the roster of members and officers
 - e) Arranging for an orderly transfer of all records to the incoming Secretary.
 5. The duties of the SIGHT Group Treasurer shall include:
 - a) The development of a SIGHT Group budget to be shared with the affiliated IEEE OU upon request
 - b) The accounting of all SIGHT Group funds
 - c) Keeping financial records
 - d) Submitting financial records to the affiliated IEEE OU, the IEEE SIGHT Steering Committee, or the IEEE SIGHT Operations Subcommittee upon request
 - e) Arranging for an orderly transfer of all financial records to the incoming Treasurer.

B. Officer Terms and Eligibility:

1. All officers shall be elected by members of the SIGHT Group that are both active IEEE members, and individual SIGHT members. Elections for all officer positions shall take place every year.
2. The term of office for all officers shall be one year. An individual may continue in the position until a successor has been duly elected and takes office.
3. The term of office shall normally be from 1 January through 31 December.
4. The consecutive period of service in any one office should not exceed two years. All officers shall not serve in any one position more than four years (non-consecutive) in total.

- C. The names of the newly elected/appointed officers of the SIGHT Group shall be reported by the SIGHT Group Chair via IEEE [vTools Officer Reporting](#) within 30 days following election/appointment.

V. GROUP ELECTION PROCESS

- A. Six months prior to the date of Group officer election, the SIGHT Group Chair shall issue a Call for nominations for all positions to all members of the SIGHT Group that are active IEEE members and individual SIGHT members through an appropriate medium.

- B. SIGHT Group members shall submit nominations within one month of the call for nominations.
- C. The SIGHT Group Executive Committee shall verify the candidates' eligibility and willingness to serve. The SIGHT Group Executive Committee shall also gather position statements and biographies of the potential candidates, as appropriate.
- D. The SIGHT Group Executive Committee will determine the eligible candidates for each position, and submit the slate of candidates to the Executive Officers of the IEEE Parent Organizational Unit (OU) - IEEE Section, or IEEE Student Branch - for ratification. In the case where the slate that is submitted for ratification consists of a single candidate, the SIGHT Group Executive Committee may recommend to the parent OU the approval of proceeding with the election process with a single candidate slate.
- E. The ratified slate of candidates shall be communicated to the members of the SIGHT Group not less than six weeks prior to the election date.
- F. The election process shall be held using the [IEEE vTools Voting platform](#).
- G. The Chair of the SIGHT Group shall submit the names of up to three members of the SIGHT Group to serve as a Tellers Committee, to the SIGHT Group for approval. After the tally of votes, the Tellers Committee shall report the results of the election to the SIGHT Group Chair. The SIGHT Group Chair shall inform each candidate for office of the results of the election prior to announcing the results to the SIGHT Group and the IEEE SIGHT Steering Committee [IEEE vTools Officer Reporting](#).

VI. IEEE SIGHT GROUP BRANDING

- A. It is important to maintain brand consistency across all IEEE SIGHT Groups, and for this reason, IEEE SIGHT groups should use the approved identifier treatments available in [this template](#) to create their customized Group logo. No icons or additional graphic elements should be added to the Group identifier.
- B. Any visual material created by SIGHT Groups should align with the [IEEE HAC/SIGHT visual identity guidelines](#).

VII. FINANCIAL MANAGEMENT OF SIGHT GROUP FUNDS

- A. The IEEE Section shall be responsible for distributing funds to its SIGHT Groups in accordance with a stated set of objectives and a plan of distribution, which shall be in consonance with the missions of the IEEE, IEEE SIGHT, and the parent organizational unit. Distribution of funds includes (but is not limited to): a small amount of seed funding upon a SIGHT Group's formation, and funding from IEEE HAC/SIGHT to implement sustainable development humanitarian technology projects.

- B. Funds within the SIGHT Groups, from whatever source derived, are the property of IEEE, and shall not be used for purposes other than the normal operations of the SIGHT Group as defined in IEEE Bylaws and the IEEE HAC/SIGHT Award Documents, without prior authorization of the IEEE SIGHT Steering Committee.
- C. Funds from IEEE HAC/SIGHT shall not be used for scholarships, fellowships, and other education awards.
- D. All funds derived from whatever permitted source designated for these purposes shall be deposited in the account of the affiliated IEEE OU, with adequate provisions for ensuring the proper use of the funds or proceeds there from. A properly executed agreement will include provisions for disposition of residual funds should any approved program be discontinued.
- E. SIGHT Groups shall have the right to obligate their funds for all purposes necessary to promote their objectives, except that no SIGHT Group or any officer shall have any authority to contract debts for, pledge the credit of, or in any way bind IEEE for those activities specifically prohibited in the governing documents of IEEE or published interpretation of policy.
- F. Local voluntary financial contributions to a SIGHT Group should be deposited in the account of the affiliated IEEE OU. For larger donations to the IEEE SIGHT program, please see the [IEEE SIGHT fund of the IEEE Foundation](#).
- G. All unit funds management must adhere to a fiscal year 1 January - 31 December.

VIII. SIGHT GROUP REQUIREMENTS FOR MEMBERSHIP, ACTIVITIES, AND REPORTING

- A. A SIGHT Group shall be required to maintain a membership of not fewer than six (6) IEEE members, and to hold not less than two (2) Group activities per year.
- B. Meeting Activity
 - 1. A SIGHT Group may schedule a group meeting in coordination with its affiliated IEEE OU, if deemed necessary.
 - 2. All members in the affiliated IEEE OU shall be advised of all SIGHT Group meetings.
- C. Reporting
 - 1. A SIGHT Group shall submit reports of events, meetings, and activities via IEEE [vTools Event Reporting](#).

2. A SIGHT Group shall report any changes in its elected Group Officers via IEEE [vTools Officer Reporting](#).
3. All SIGHT Groups will have the opportunity to provide additional information on their Group's activities if they would like to be considered for the SIGHT Group of the Year Award.

IX. SIGHT GROUP PROBATION

Failure of a SIGHT Group to meet the minimum requirements described in the previous Section (VIII) or the SIGHT Group Officer Terms and Eligibility requirements (Section IV) for a period of one year shall result in the SIGHT Group automatically being placed on probation, effective 1 January of the following year.

Any SIGHT Group that has existed for longer than 12 months may be put on probation.

Any SIGHT Group on probation shall not be eligible to receive the SIGHT Group of the Year Award.

1. Annual notice of probation status will be given to all concerned, including the corresponding Committee members of the affiliated IEEE parent OU.
2. A report of SIGHT Groups on probation will be presented to the SIGHT Steering Committee on an annual basis.