



Regional Committee Policy Version 1.0 Approved 6 February 2014

Purpose

The purpose of this policy is to enable the formation of committees within the Forum supporting the needs of members in a specific geographic region.

Responsibility

The Forum CEO or his designee shall be responsible for maintaining and administering this policy.

Policy Hierarchy

This policy takes precedence over all other policies except for the Forum's Articles of Incorporation and Bylaws.

Committee Structure

1. Regional Committees shall be chartered by the Forum Board of Directors (hereafter "the Board") and must operate within the bounds of the established charter.
 - a. The primary purpose of the Committee shall be to support the mission of the Forum on a regional basis
 - b. The Committee will not exist as a separate legal entity, but rather will exist under the committee section of the Forum's bylaws (<http://www.wirelessinnovation.org/Bylaws#eight> and <http://www.wirelessinnovation.org/assets/documents/Amendments%20to%20the%20SDR%20Forum%20Bylaws%20-%2020%20October%202009.pdf> Amendment 4).
 - c. Regional Committees shall be required to operate under the policies and procedures of the Forum. Policies and procedures specific to the Regional Committee (example: election of steering group) shall be included in the Regional Committee charter
 - d. The Charter shall explicitly include rights associated with membership, intellectual property, etc.
 - e. Regional Committees shall have no rights to enter into any legal agreement with any other entity
 - f. Regional Committees shall have no rights to represent the Forum except as stated in the charter
2. Regional Committees shall have a clearly defined region established in their charter
3. The establishment of a Regional Committee and maintenance of a Regional Committee requires the concurrence of at least 3 members in that region, referred to as Charter Members.
 - a. The Board may make exceptions on a temporary basis should a region not have 3 member organizations
4. A Regional Committee will have a steering group consisting of a Chair, Secretary, Treasurer and up to 2 at-large members.

- a. The steering group members shall be representatives of Charter Member organizations and shall be elected on an annual basis by the charter members
 - b. The chapter chair may be invited by the nominating committee to become a member of the Board
5. Regional Committee membership and fees
- a. Eligibility to be a Regional Committee members shall follow the eligibility rules established in the Forum's bylaws (<http://www.wirelessinnovation.org/Bylaws#four>)
 - b. A WINNF Member wishing to become a Charter Member shall pay an additional annual fee.
 - i. Fee will be proposed by the chapter steering group and approved by the Board
 - ii. Minimum fee shall be \$100
 - iii. Charter Members shall have the right to identify themselves as charter members of the Regional *Committee*
 - iv. Charter Members shall have full rights to participate in Regional Committee activities
 - v. Charter Members shall be eligible to participate in the Regional Committee steering group, to vote on Regional Committee business and in Regional Committee elections
 - c. Non-WINNF members who wish to join a Regional Committee will pay a Regional Committee fee
 - i. Fee will be proposed by the Regional Committee steering group and approved by the Board
 - ii. Organizations paying this fee shall have the right to identify themselves as affiliate members of the Regional Committee
 - iii. Affiliate members shall have full rights to participate in the Regional Committee activities
 - iv. Affiliate members shall not have voting rights within the Regional Committee
 - v. Affiliate members shall have no rights in the full Forum unless otherwise granted by the Board
 - vi. Minimum fee shall be \$100
 - d. Fees may be used, on an annual basis, to support Regional Committee activities.
 - e. Fees not used at the end of the fiscal year may be carried over to the next fiscal year to support the established regional committee at the discretion of the Forum CFO and CEO.
6. Regional Committee activities:
- a. A regional committee shall have the rights, privileges and duties of the other committees of the Forum, including:
 - i. Regional Committees may organize local events to support its members, such as a guest lecture or regional workshop
 - ii. Regional Committees may maintain their own website, and engage in marketing to support local events and membership recruitment, etc.
 - iii. Regional Committees shall submit an annual budget supporting their planned activities to be included in the annual operating plan. Variances against this budget shall require approval of the Board.

- iv. Regional Committees shall report to the Board progress in their planned activities as required by the Board.
 - c. Organization of Regional Committee activities shall be managed primarily by Regional Committee members on a volunteer basis
 - d. Staff support shall be provided to Regional Committee as required to support Regional Committee activities. Such support may be paid for by Regional Committee fees
- 7. Closing a Regional Committee
 - a. The existence of the Regional Committee is at the will of the Board and the Board may revoke the Regional Committee's charter at any time
 - b. A Regional Committee may be closed if there are no longer at least three charter members
 - c. A Regional Committee may surrender its charter at any time with approval of two thirds of the charter members