Charter of the EAB/SA Standards Education Committee

General
The Standards Education Committee (SEC) is a joint standing committee of the Educational Activities Board (EAB) and the Standards Association (SA).

Mission
(1) Promote the importance of standards in meeting technical, economic, environmental, and societal challenges.
(2) Secure and disseminate learning materials on the application of standards in the design and development aspects of educational programs.
(3) Secure and provide short courses about standards needed in the design and development phases of professional practice.
(4) Actively promote the integration of standards into academic programs.
(5) Lead other education initiatives planned jointly by EAB and the SA as needed.

Scope
Secure and disseminate high-quality learning materials, including short courses, about standards that are currently used in the design and development of products, processes, and services.

Functions
1. Determine what learning materials, such as tutorials and case illustrations, are needed by educational programs and professional practitioners.
2. Identify subject matter experts to design the learning materials.
3. Produce and disseminate the learning materials in cooperation with the subject matter experts.
4. Establish quality improvement practices with respect to the content and delivery of the learning materials.

Composition
The EAB/SA SEC shall consist of eight (8) regular voting members, two (2) ex-officio non-voting members, and corresponding non-voting members as follows:
1. Four voting members appointed by the VP EA;
2. The Vice President for Educational Activities (VP EA) serving ex-officio without vote;
3. Four voting members appointed by the President of the SA BoG;
4. The President of the SA BoG serving ex-officio without vote; and
5. Corresponding members without vote, appointed by the chair of the Committee upon endorsement by the voting members of the Committee and notification of the VP EA and President of the SA BoG.
Membership Requirements
Up to two voting members of the EAB/SA SEC may be nonmembers of the IEEE. All other voting members must be IEEE Graduate Student Members, Members, Senior Members, or Fellows.

Appointments and Terms of Office
1. All appointments of voting members are for one-year terms. Each member is eligible for consecutive reappointments of up to two additional one year terms.
2. Appointments and reappointments should be guided by the intention that at least half of the voting members representing the EAB and at least half of the voting members representing the SA be continuing appointments.
3. The Committee will elect its chair from among its voting members subject to the provision that successive chairs must alternately represent the EAB and SA.
4. The Committee will elect its vice-chair from among its voting members subject to the provision that the chair and vice-chair together represent both the EAB and SA.
5. All appointments of corresponding members are for one-year terms and are eligible for consecutive reappointments of up to three additional one-year terms.

Financial and Administrative Support
Financial support shall be provided through the fiscal processes of the EAB and SA, from IEEE allocations, external grant funds, and product revenues. Administrative support shall be provided by and through EAB and SA staff members. Both financial and administrative support shall be agreed upon jointly by the Vice President for Educational Activities and the President of the SA.

Meetings
1. Meetings shall be by conference call and scheduled as needed. The interval between scheduled meetings is expected to be not greater than ten weeks.
2. Face-to-face meeting may be arranged as necessary subject to availability of funding.
3. A quorum at meetings shall require at least a majority of the voting members and at least two voting members from each of the two partners.
4. Scheduled meetings will be conducted under an informal application of parliamentary procedures and rules of order, with the condition that a quorum of the committee membership be present.
5. Committee consensus may be established informally or by ballot between scheduled meetings using electronic mail provided that: (1) all members were notified of the proposed action within the same time frame; (2) a reasonable period was provided for electronic voting; and (3) a majority of the committee’s voting members participated in the voting. (see IEEE Bylaw I-300.4.4).
6. Meeting notes, out-of-meeting action documentation, and tables of milestones will serve as the record of the work of the EAB/SA SEC.
**Reports**
Status reports shall be provided for each meeting of the EAB and the SA BoG. An annual report shall be prepared and serve as the final status report for the last scheduled EAB and SA BoG meetings of the year. Other reports shall be prepared as necessary and as called for by the EAB and SA BoG.

**Amendments**
All amendments to this Charter must be approved by the EAB and the SA BoG and reported to the IEEE Board of Directors.

**Dissolution**
Either partner (EAB or the SA BoG), upon 120 days notice to the other partner, may withdraw from its participation in the Committee, thereby dissolving the Committee as a joint standing committee of the EAB and SA.

Approved June 2006
Modified June 2008
Modified June 2013
Modified November 2016