RA APPENDIX I – SECTION BYLAW GUIDE

IEEE requests that each Section submit an updated, or at least a reviewed copy of its Bylaws to the Regional Activities Department (RAD) for processing, at least every 5 years.

SUGGESTED FORMAT

IEEE SECTION BYLAWS

_____SECTION BYLAWS

(Section Name)

In all instances, the *Institute of Electrical and Electronics Engineers (IEEE) Bylaws, Constitution, RAB Operations Manual* and IEEE *Policy and Procedures* will prevail when there is a conflict between these documents and Section Bylaws.

ARTICLE 1- Name and Territory

Section 1

This organization shall be known as the _____ Section of the IEEE (or the IEEE_____Section).

Section 2

The territory of the _____ Section, as approved by RAB, includes the following

_____ _____

_____ _____

_____ _____

_____ _____

(Note: Please name the cities/counties AND postal code ranges for the Section territory.)

ARTICLE II - Officers

Section 1

The elected officers of the _____ Section shall be

_____ _____

_____ _____

(Suggested: the 4 Executive officers: Chair, Vice Chair, Secretary & Treasurer)

Section 2

The terms of office of the elected officers shall be for _____ (ex: 1 or 2 years).

Section 3

Terms of office will begin on 1 January. Outgoing officers will continue until their successors are duly elected and take office.

Section 4

Any vacancy occurring during the year shall be filled by a majority vote of the Section Executive Committee.

Section 5

The duties of the elected officers will be available from Regional Activities Department (RAD) in the *RAB Operations Manual* and *IEEE Bylaws*.)

ARTICLE III - Standing Committees

Section 1

The Standing Committees of the Section will be as follows:

_____ _____

_____ _____

(Examples: Membership Development, Professional Activities, Student Activities, Educational Activities, Awards and Recognition)

Section 2

The Chair of the Standing Committees will be appointed by the Section Chair with the approval of the Section Executive Committee, and their terms will expire on _____.

(Note: Chair should be a member of the Section Executive Committee; the Chairs' end-of-term date corresponds to the elected officers' end-of-term date 31 December.)

Section 3

Each Committee Chair will appoint his/her Committee members, with the approval of the Section Executive Committee, and their terms will expire on _____.

Section 4

(The duties of the Standing Committees will be available from RAD in the *RAB Operations Manual*, and

IEEE Bylaws.)

ARTICLE IV - Management

(Note: This Article was revised to specify that the number of **voting members elected** by the Section members must be at least one **greater that those appointed**, and furthermore that a quorum requires more elected than appointed delegates.)

Section 1

The management of the Section shall be by the Section Executive Committee which shall consist of the elected officers, the Past Section Chair and the following:

_____ _____

_____ _____

(Suggested: Chapter Chair and Standing Committee Chair).

The number of voting members elected must be at least one greater than those appointed.

Section 2

A majority of the Section Executive Committee shall constitute a quorum, provided that delegates elected by the Section membership are at least one greater in number that delegates appointed to the Committee.

Section 3

A majority of the Section Executive Committee present shall be necessary in the conduct of its business.

Section 4

Meetings of the Section Executive Committee ordinarily will be held monthly and will be called by the Section Chair or by a request of any three members of the Section Executive Committee.

Section 5

The fiscal year of the Section shall be _____
(recommended: 1 January- 31 December).

ARTICLE V - Nomination and Election of Officers

Section 1

A Nominating Committee consisting of _____ members, not then officers of the Section, shall be appointed by the Section Chair with the approval of the Section Executive Committee.

Section 2

The nominations of the Nominating Committee will be announced to the Section membership and, following this, a minimum of 28 days allowed for additional nominations by petition. To be valid, the petition must be signed by_____ or more voting members or 2% of the Section membership, whichever is fewer.

(Note: A Section may not require signatures of more than 2% of the Section membership to establish a valid petition.)

Section 3

If only one nomination is made for each office, the election will be made at the Annual Meeting. If additional nominations are made, election will be by ballot, mailed to the membership with the vote counted by a Tellers Committee appointed by the Section Chair.

Section 4

The timetable for this procedure is as follows:

Appointment of Nominating Committee:

Announcement of Nominations:

Close nominations by petition:

Hold election:

If required, a ballot shall be mailed prior to:

Section 5

A plurality of the votes cast shall be necessary for election.

ARTICLE VI - Business Meeting

Section 1

In order to transact business at a Section meeting, at least _____ members must be present to constitute a quorum.

ARTICLE VII - Finances

(See financial procedures in RAB Operations Manual.-Section 9.4.J.)

Section 1

All expenditures of Section funds must be approved by _____.

(Suggested: Section Treasurer or Chair)

Section 2

Without prior authorization of the IEEE Executive Committee, Section funds can be used only for normal operations of the Section. (See IEEE Policy & Procedure 11.4)

Section 3

The _____shall be authorized to draw funds as approved by the Section Executive Committee.

ARTICLE VIII - Amendments

Section 1

Proposals for amendments to these Bylaws may originate in the Section Executive Committee or by a petition signed by _____ or more voting members.

Section 2

Amendments to or revocation of these Bylaws shall be in accordance with the IEEE Bylaws**,** RAB Bylaws and RAB Operations Manual.

***NOTE**: For those Sections just being established, the Interim Section Chair can sign these Bylaws.*

Section Executive Committee Approval Signatures

_____ _____

_____ _____

Date:_____

_____

Region Director Signature Date