

**BYLAWS of the
IEEE NEW HAMPSHIRE SECTION**

March 2008

In all instances, the *Institute of Electrical and Electronics Engineers (IEEE) Bylaws, Constitution, Policy Manual, and Member and Geographic Activities (MGA) Operations Manual* shall prevail when there is a conflict between these documents and the Section Bylaws.

ARTICLE I - Name and Territory

Section 1

This organization shall be known as the New Hampshire Section of the Institute of Electrical and Electronics Engineers.

Section 2

The territory of the New Hampshire Section, as approved by the MGA, consists of the State of New Hampshire

ARTICLE II - Membership

Section 1

Section members are those individuals of Associate or higher grade membership residing within the boundaries of the Section, or who live or work in a neighboring Section and have requested Contiguous Section Membership status from the MGA.

Section 2

Section members with the grade of Associate or higher may vote in Section elections. Student members are not eligible to vote in Section elections. IEEE Society Affiliates are not members of the Section, but they will be notified of Section events and welcome to participate.

Section 3

Section members of Graduate Student or higher grade may hold elected office, or chair a Section Committee. Students and Associate members may not hold office nor chair a committee.

ARTICLE III - Officers

Section 1

The elected officers of the New Hampshire Section shall be:

1. Chair
2. Vice-Chair
3. Treasurer
4. Secretary
5. Member at Large

Section 2

The terms of office of the elected officers shall be for 1 year.

Section 3

Terms of office shall begin January 1st and continue through December 31st.

Section 4

Any vacancy shall be filled by a majority vote of the Section Executive Committee (Ex Com), if the committee deems it necessary. Terms for vacant seats will begin immediately after appointment.

Section 5

The duties of the elected officers shall be in accordance with the MGA Operation Manual.

ARTICLE IV - Committees and Other Appointed Positions

Section 1

Creation or elimination of committees is the responsibility of the Section Ex Com.

Committee Chairs and Other Appointed Positions shall be appointed by the Section Chair, with the approval of the Section Ex Com.

Committee Chairs shall appoint their Committee members, with the approval of the Section Ex Com.

Section 2

The Standing Committees of the Section may include:

1. Membership Development
2. Professional Activities
3. Student Activities
4. Educational Activities
5. Awards and Recognition
6. Pre-university Education
7. Communications
8. Publicity

Section 3

The Ad Hoc Committees of the Section may include:

1. Awards Banquet
2. Audit
3. Bylaws
4. Nominations
5. Summer Outing
6. Tellers

Section 4

Other Appointed Positions may include:

1. Two CNEC Representatives
2. NH Engineers Week Committee Representatives
3. Newsletter Editor
4. NHJES Representatives
5. Webmaster

Section 5

Guidelines of the duties of the Standing Committees shall be as in the MGA Operations Manual and as specified by the Section Ex Com. The duties of the Ad Hoc Committees and other appointed positions shall be as specified by the Section Ex Com.

ARTICLE V - Management

Section 1

The management of the Section shall be by the Section Ex Com which shall consist of the following elected officers:

1. The five Section Officers
2. The Past Section Chair
3. Chapter Chair(s)
4. Affinity Group Chair(s)

and the appointed Standing Committee Chairs.

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

Section 2

A majority of the Section Ex Com shall constitute a quorum. A quorum shall be necessary for the Section Ex Com to conduct the business of the Section.

Section 3

Meetings of the Section Ex Com ordinarily shall be held monthly and shall be called by the Section Chair or by a request of any three members of the Section Ex Com.

Section 4 - Fiscal Year

The fiscal year of the Section shall be 1 January - 31 December.

ARTICLE VI - Nomination and Election of Officers

Section 1

A Nominating Committee consisting of 3 or more members, not then officers of the Section, nor intending to stand as candidates for office, shall be appointed by the Section Chair with the approval of the Section Ex Com. If available to do so, the Past Section Chair will serve as Chair of the Nominating Committee.

Section 2

The nominations of the Nominating Committee shall 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 1% of the Section's voting membership.

Section 3

If only one nomination is made for each office, the election shall be declared by acclamation at a meeting of the Section general membership, or the Section Ex Com. If additional nominations are made, election shall be made by ballot, mailed or made available on the Internet to the membership with the vote counted by a Tellers Committee appointed by the Section Chair.

Section 4

Annually, the Section Ex Com will announce an election of officers to the general membership, solicit nominees, and provide for a fair election of contested offices. The time table for the election process is as follows:

- Appointment of the nominating committee will occur in June.
- Announcement of the elections and a call for nominees will occur in July.
- The nominating committee will present a slate of candidates to the Ex Com in August.
- The Ex Com will announce the slate of candidates and the closing date for nominations by petition in September.
- The election, if there are contested offices, will be held in November. The Section Secretary is responsible for sending electronic or paper ballots.
- The Section Chair will select a Tellers committee to count the ballots.
- The Tellers Committee shall present the results to the Ex Com within a week of the closing date of the election.

Section 5

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

ARTICLE VII - Finances

Section 1

Without prior authorization of the Ex Com, Section funds can be used only for items in the approved Section budget for the current year.

Section 2

The section shall conduct all banking through the IEEE Concentration Banking Account.

ARTICLE VIII - Subunits

Section 1

The Section shall encourage the formation of subunits, including Society Chapters and Affinity Groups. The Section shall support the efforts of subunits to serve the members.

