

# **IEEE HAMPTON ROADS SECTION**

## **BYLAWS**

<b>Record of Amendments</b>		
<b>Amendment Date</b>	<b>Affected Page(s)</b>	<b>Description of Change</b>
10/17/1985		
9/21/2001	All	Revised "Nomination and Election of Officers" article to reflect a shift from academic year to a calender year.
8/5/2003	All	Restructured section bylaws to IEEE Headquarters 2002 format.

# **IEEE HAMPTON ROADS SECTION BYLAWS**

## **ARTICLE I – Name and Territory**

### **Section 1.**

This organization shall be known as the IEEE Hampton Roads Section.

### **Section 2.**

The territory IEEE Hampton Roads Section, as approved by RAB, includes the following: the counties of Accomack, Essex, Gloucester, Isle of Wight, James City, King and Queen, Lancaster, Mathews, Middlesex, Northumberland, Poquoson, Richmond, Southampton, Surry, York; and independent cities of Chesapeake, Franklin, Hampton, Newport News, Norfolk, Portsmouth, Suffolk, Virginia Beach, Williamsburg.

## **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 Regional Activities Department.

### **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 Member 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 IEEE Hampton Roads Section shall be

1. Chair
2. Vice Chair
3. Secretary
4. Treasurer

### **Section 2**

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

### **Section 3**

Terms of office shall begin on 1 January. Outgoing officers shall continue until their successors are duly elected and take office. However, no officer may serve in the same position for more than two consecutive years.

#### **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 shall be available from Regional Activities Department staff, in the RAB Operations Manual.

### **ARTICLE IV - Standing Committees**

#### **Section 1**

The Standing Committees of the Section shall be as follows:

1. Membership Development
2. Professional Activities
3. Educational Activities
4. Awards
5. Publicity
6. Nominating (Appoint in September)
7. Student Activities

#### **Section 2**

The Chair of the Standing Committees shall be appointed by the Section Chair with the approval of the Section Executive Committee, and their terms correspond to the term of office of the elected officers of the Section.

#### **Section 3**

Each Committee Chair shall appoint his/her Committee members, with the approval of the Section Executive Committee, and their terms are to be the same as the Chairs' end-of-term date.

#### **Section 4**

The duties of the Standing Committees shall be printed in the RAB Operations Manual.

#### **Section 5**

The Nominating Committee must consist of three or more Section members who are not currently officers of the Section.

#### **Section 6**

Other committees may be formed as necessary, with the Chairmen of these committees appointed by the Section Chairman.

### **ARTICLE V - Management**

#### **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:

1. Chapter Chairs
2. Standing Committee Chairs

The number of voting members elected must be at least one greater than those appointed. Chapter Chairs, as elected by their membership, are considered "elected" official, as is the Past Section Chair.

**Section 2**

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

**Section 3**

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

**Section 4**

The minutes of all Executive Council meetings and Section business meetings shall be recorded by the Section Secretary or his appointed representative and maintained as a file of official Section activities.

**Section 5**

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 three 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 Executive Committee. 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, or 10 people whichever is fewer.

**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 Executive Committee. 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**

The timetable for this procedure is as follows:

Appointment of Nominating Committee:	no later than 1 August
Announcement of Nominations/Call for petition candidates:	no later than 15 September
Close nominations by petition:	no later than 15 October
If required, a ballot shall be mailed/posted on the web prior to:	30 October

**Section 5**

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

## **ARTICLE VII - Finances**

### **Section 1**

Without prior authorization of the IEEE Executive Committee, Section funds can be used only for normal operations of the Section. Those activities which fall outside of normal operations include donations, establishment of scholarship funds, and investment of funds outside of the IEEE Investment Program. Additional information is available from IEEE Financial Services Staff.

### **Section 2**

All expenditures of Section funds must be approved by Section Treasurer and Chair.

### **Section 3**

The Treasurer and Chair shall be authorized to draw funds as approved by the Section Executive Committee.

### **Section 4**

If permitted by government and banking regulations, all unit bank accounts will provide for the signature authority of the IEEE Staff Director, Financial Services.

## **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.

### **Section 2**

Management of the subunit will be undertaken by the Section and governed as detailed in these bylaws, including financial activity where appropriate, as well as officer and election activity.

## **Article IX - The Virginia Council of the IEEE**

### **Section 1**

The Hampton Roads Section of the IEEE shall be a member of the Virginia Council of the IEEE.

### **Section 2**

The Hampton Roads Section of the IEEE shall fill one office and any vacancies in that office on a rotational basis each year.

### **Section 3**

The Nominating Committee shall nominate a candidate for the allocated officer and the election shall proceed as proscribed in Article VI. The Section Chairman shall advise the outgoing Council Chairman of the results of the election not later than December 1 preceding the January 1 beginning of the term of office.

## **ARTICLE X - Amendments**

### **Section 1**

Proposals for amendments to these Bylaws may originate in the Section Executive Committee or by a petition signed by two-thirds vote 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. Such amendments must be reviewed by IEEE Staff, and if found to be in conflict with IEEE governance documents, must be approved by the Regional Director and Regional Activities Board.