

# SOUTHERN MINNESOTA SECTION BYLAWS

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 I – Name and Territory

### Section 1

This organization shall be known as the Southern Minnesota Section of the IEEE (or the IEEE Southern Minnesota Section).

### Section 2

The territory of the Southern Minnesota Section, as approved by RAB, includes the following counties:

Blue Earth, MN	Dodge, MN	Faribault, MN	Fillmore, MN
Freeborn, MN	Goodhue, MN	Houston, MN	Mower, MN
Olmsted, MN	Rice, MN	Steel, MN	Wabasha, MN
Waseca, MN	Winona, MN	Buffalo, WI	Jackson, WI
LaCrosse, WI	Monroe, WI	Trempeleau, WI	

## ARTICLE II – Officers

### Section 1

The elected officers of the Southern Minnesota Section shall be:

- ◆ Chair
- ◆ Vice Chair
- ◆ Secretary
- ◆ Treasurer

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### Section 2

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

### 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).

## **Section 6**

Exceptions to the maximum of two consecutive years of service in the same office must be reported to and approved by the Region 4 Director, in writing.

## **ARTICLE III – Standing Committees**

### **Section 1**

The Standing Committees of the Section will be as follows:

- ◆ Awards
- ◆ PACE
- ◆ Student
- ◆ Membership
- ◆ Computer Society
- ◆ Joint Communications / Signal Processing
- ◆ Newsletter

### **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 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 31 December.

### **Section 4**

The duties of the Standing Committees will be available from Regional Activities Department (RAD).

## **ARTICLE IV – 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 Chairs of the Standing Committees.

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. 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 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 4**

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

## **ARTICLE V – Nomination and Election of Officers**

### **Section 1**

A Nominating Committee consisting of 2 (two) 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 5 (five) or more voting members or 2% of the Section membership, whichever is fewer.

### **Section 3**

If only one nomination is made for each office, the election will be held at the November Section 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: 1 August
- ◆ Announcement of Nominations: September newsletter
- ◆ Close nominations by petition: 31 October
- ◆ Hold election: November Section meeting
- ◆ If required, a ballot shall be mailed prior to: 10 November

### **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 12 members must be present to constitute a quorum.

## **ARTICLE VII – Finances**

### **Section 1**

All expenditures of Section funds must be approved by the Section Chair.

### **Section 2**

Without prior authorization of the IEEE Executive Committee, Section funds can be used only for normal operations of the Section.

**Section 3**

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

**Section 4**

All unit bank accounts (including Subsections, Chapters and Affinity Groups) will provide for the IEEE Staff Director of Financial Services to be an authorized signer.

**ARTICLE VIII – Amendments**

**Section 1**

Proposals for amendments to these Bylaws may originate in the Section Executive Committee or by a petition signed by 10% 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.

Section Executive Committee Approval Signatures

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Date: 30 January 2002

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Region Director Signature