

**BYLAWS  
OF THE  
TOLEDO SECTION OF  
THE INSTITUTE OF ELECTRICAL AND ELECTRONICS ENGINEERS, INC.**

**Toledo Section of the Institute of Electrical and Electronics Engineers, Inc. (IEEE)**

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.

The Section shall have for its purpose the advancement of the theory and practice of IEEE designated fields and the maintenance of high professional standards among its members, with special attention to such aims within the territory of the Section, all in consonance with the IEEE Constitution, IEEE Bylaws, Regional Activities Board (RAB) Operations Manual and Region Bylaws.

The Section shall strive to enhance the quality of life for all people through the constructive application of technology in its field of competence and shall promote understanding of the influence of such technology on public welfare.

**ARTICLE 1 - Name and Territory**

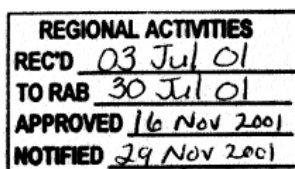
**Section 1**

This organization shall be known as the Toledo Section of the IEEE (or the IEEE - Toledo Section).

**Section 2**

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

Lenawee County, MI	Lucas County, OH	Ottawa County, OH
Monroe County, MI	Wood County, OH	Sandusky County, OH
Henry County, OH	Fulton County, OH	Seneca County, OH



## **ARTICLE II - Executive Committee**

The Executive Committee is defined as the elected Officers, the elected Members-at-Large, the immediate Past Chair, and the technical society Chapter Chairs.

### **Section 1**

The elected officers of the section shall be the Chair, Vice-Chair, Treasurer, and Secretary.

### **Section 2**

The terms of office of the elected officers shall normally be one (1) year, but may continue until a successor has been duly elected and takes office.

The terms of office of the elected members-at-large shall normally be two (2) years. Half of the members-at-large will be elected every year.

The consecutive period of service for the elected officers shall not exceed two (2) years. There shall be no extensions beyond this two-year term. The names of the newly elected OR appointed officers of the Section shall be reported by the Section Chair to IEEE Regional Activities Department within 20 days following election/appointment.

### **Section 3**

Beginning in the year 2003, 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**

**Section Chair** - shall serve as Chair for all meetings of the Section, the Section Committee and the Section Executive Committee where such Executive Committee exists

**Section Vice Chair** - shall assist the Chair in the coordination of all Section activities. At the request of the Section Chair or in the absence of the Section Chair, the Section Vice Chair shall chair meetings of the Section, Section Committee or Section Executive Committee

**Section Secretary** - shall include correspondence, the keeping of the minutes of the Committee meetings, mailing notices, and submission of meeting reports to the Regional Activities Department at the end of each year and such other duties as are assigned to him/her by the Chair

*Section Treasurer* - shall include the development of a Section budget for approval by the Section, accounting of all Section funds, keeping financial records, and submitting the Financial Operations Report of the Section to the IEEE Staff Director, Financial Services

## **Section 6**

The duties of the elected officers will be available from Regional Activities Department (RAD).

## **ARTICLE III - Standing Committees**

### **Section 1**

The Standing Committees of the Section will be as follows:

- Membership Development
- Professional Activities (PACE)
- Student Activities
- Technical Programs
- Social Programs

The Section Chair shall appoint ad hoc committees as necessary. The Section Executive Committee shall create any other Standing Committee as necessary. These committees may include Historian, Publicity, Awards, Nominating/Tellers, etc.

### **Section 2**

The Section Chair shall appoint the Chairs of the Standing Committees, subject to approval of the Section Executive Committee. Each Committee Chair shall be a member of the Section Executive Committee.

The Committee Chair's term shall expire at the end of the fiscal year, and shall correspond to the elected officer's end of term date. The term of an ad hoc committee shall not exceed that of the elected officer's of the section.

### **Section 3**

Each Committee Chair shall appoint the Committee members as necessary, subject to approval of the Section Executive Committee. The Committee members terms shall expire at the end of the fiscal year, and shall correspond to the elected officers' end of term date.

### **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 elected members-at-large, and the immediate Past Section Chair. All Society Chapter Chairs shall also be members of the Section Executive Committee.

The Chair may appoint, subject to majority vote of the Executive Committee, additional Executive Committee members from the Section membership. The number of voting members elected must be at least one greater than those appointed.

### **Section 2**

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

### **Section 3**

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

### **Section 4**

The fiscal year of the Section shall be 1 January through 31 December, beginning with January 1, 2002.

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

### **Section 1**

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

### **Section 2**

The nominations of the Nominating Committee will be announced to the Section membership via the Section newsletter. Additional nominations, by petition, will be accepted for a period of twenty-eight (28) days after the publication of said newsletter.

To be deemed valid, the petition shall be signed by five (5) or more voting members or 1% of the Section membership, whichever is fewer. All eligible candidates for elected office, whether nominated by the Committee or by petition, shall be a member in good standing of the Toledo Section and shall be of "Member" status or greater.

### **Section 3**

If only one nomination is made for each office, the election will be made by voice vote at the Fall Annual Meeting. If additional nominations are made, election shall be by secret ballot. The ballots will be mailed to the membership either electronically or by the United States Postal Service.

The Section Chair will appoint a Tellers Committee to tabulate the results of the election. The Tellers Committee will report the results of the election at the Fall Annual Meeting.

### **Section 4**

The timetable for this procedure is outlined below:

Appointment of Nominating Committee	May Board Meeting
Announcement of Nominations	September 1 <sup>st</sup> Newsletter
Close Nominations by Petition	Five (5) weeks prior to election
Ballots mailed to membership (if required)	Four (4) weeks prior to election
Ballots returned to Tellers Committee (if required)	Two (2) weeks prior to election
Election to be held	November (at Fall Annual Meeting)

### **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 4% of the membership (as determined by the most recently released SAMIEEE report) must be present to constitute a quorum.

## **ARTICLE VII - Finances**

### **Section 1**

All expenditures of Section funds must be approved by the Section Chair (or officer designee) and Section Treasurer.

### **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 Section 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 five (5) 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.