METSAC Bylaws
Revision 5

IEEE Metropolitan Sections Activities Council (METSAC) Bylaws

In all instances, the *Institute of Electrical and Electronics Engineers (IEEE) Bylaws, Constitution, Regional Activities Board (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

Sec. 1.1 This organization shall be known as the Metropolitan Sections Activities Council (METSAC) of the Institute of Electrical and Electronics Engineers, Inc.

Sec. 1.2 The constituent Sections of METSAC, as designated by the Regional Activities Board, include the following: the Connecticut, Long Island, New Jersey Coast, New York, North Jersey and Princeton/Central Jersey Sections of the IEEE.

Sec. 1.3 A Section may petition to join the Council by submitting their request to the Council Executive Committee and the Region 1 Director.

Sec 1.4 Any Section may withdraw from the Council by notifying the Council Executive Committee and Region 1 Director.

ARTICLE II Purpose

Sec 2.1 The Metropolitan Section Activities Council is composed of representatives from the Connecticut, Long Island, New Jersey Coast, New York, North Jersey and Princeton/Central Jersey Sections of IEEE. The Council provides a forum for discussion, and the preparation of recommendations, concerning matters of mutual interest to the member Sections. Its purpose shall include representation of the member Sections for purposes of unified action both within and outside the IEEE where such unified action is beneficial to the member Sections and/or the Institute.

Sec. 2.1.1 This purpose may include METSAC sponsorship and/or organization of conferences, seminars and exhibitions as well as joint sponsorships with other organizations and IEEE entities.

Sec. 2.1.2 It may also include other beneficial joint activities such as public relations in the metropolitan area, promotion of intersociety cooperation, encouragement of student, society and group activities, joint publications, annual joint meetings of the METSAC Sections' executive committees, and other matters of mutual interest.

ARTICLE III – Elected Officers

Sec. 3.1 The elected officers of the Council shall be the Chair, the Vice Chair, the Secretary, the Treasurer, and two (2) Members-At-Large with each Section represented by a single elected officer. The Region 1 AREA B Chair shall be an ex-officio Officer of the Council.

Sec. 3.2 The terms of office of the elected officers shall be two years. No officer may serve more than two consecutive years. An officer maybe re-elected to a position previously held for a two-year term, provided that at least one year has passed since the position was last held.

Sec 3.3 Terms of office for elected officers shall begin on January first of each even year, but in any case, the outgoing officers shall continue until their successors are duly elected and take office.

Sec. 3.4 Any vacancy of an office occurring during the year shall be filled by another representative from the vacating officer's Section. The Section shall be responsible for filling the void in representation within 60 days.

Sec. 3.5 The duties of the elected officers are:

Sec. 3.5.1 Chair - The Chair shall have general supervision, direction and control of the business affairs of METSAC. He/she shall preside at all meetings of the Council and shall represent METSAC in external commitments.

Sec. 3.5.2 Vice Chair - In the absence of the Chair, the Vice Chair performs the duties of the Chair. The Council Vice Chair will assist in coordinating training, upon request of the Region, Area Chair, or member Sections.

Sec. 3.5.3 Secretary - The duties of the Secretary shall include correspondence, the keeping of minutes of the Council meetings and the mailing of notices and Council meeting minutes. To provide for continuity of the Council, he/she shall maintain a complete file of Council minutes and correspondence, which, at the end of his/her term, he/she shall transfer to the incoming Secretary.

Sec. 3.5.4 Treasurer - The Treasurer is responsible for the administration of all METSAC funds, the keeping of financial records and the preparation of monthly financial reports. He/she shall prepare an annual statement of acquisition and distribution and after discussions at the last calendar year meeting of METSAC, shall forward it to the Secretary for incorporation into the METSAC record. He/she is also responsible for preparing the annual budget.

Sec. 3.5.5 Member-At-Large - The duties of each Council Member-At-Large shall include the chairmanship of a major standing committee of the Council.

ARTICLE IV - Council Committee

Sec. 4.1 The Council Committee shall consist of the elected Council Officers, the AREA B Chair, the Past Council Chair and one representative from each of the constituent sections (the present Section Chair or his/her designee). The Council Committee shall establish Standing Committees, and their membership, as needed. Included in these Standing Committees shall be:

Audit Committee
Budget Committee
Bylaws Committee
Conference and Program Committee
Electronic Communications Committee
Inter-Society Liaison Committee
Nominations and Appointments Committee
PACE Committee
Planning Committee
Publications Committee
Public Relations and Awards Committee
Student Activities Committee
Training Committee

When appropriate, Standing Committees may not be formed in a given year.

Sec. 4.2 All Council Committee members and standing Committee Chairs shall be Member Grade or higher.

Sec. 4.3 The fiscal year of the Council shall be from January 1st of one calendar year through December 31st of that same calendar year. This period shall also be the "Operating Year" of the Council.

Sec. 4.4 At Council Committee meetings, each Section shall have two votes by virtue of the make-up of the Council. The AREA B Chair votes only to break a tie. The Past Council Chair does not have a vote.

Sec. 4.5 All Standing Committee Chairs shall be non-voting members of the Council Committee unless they are otherwise entitled to a vote, as an elected Officer or Section Representative, per Section 4.4. They shall be appointed by the Council Chair and approved by the Council Committee. They shall however, be permitted to present and second motions.

ARTICLE V - Election of Officers

Sec. 5.1 The positions of the elected officers of METSAC: Chair, Vice Chair, Secretary, Treasurer, and two (2) Members-At-Large, shall be elected bi-annually.

Sec. 5.2 A slate shall be identified by nominations submitted by each constituent Section, from a pool of nominees consisting of the Past Chairs of the constituent Sections, or the Section's alternate nominee, if no Past Section Chair is available.

Sec 5.3 The outgoing METSAC Committee's voting membership shall elect the officers of the Council. In the event of a tie, the Area B Chair shall cast a deciding vote. The election will take place either by paper ballot or by web-based or email ballot. All Officers and Section Representatives of the METSAC Committee will be permitted to vote.

Sec. 5.4 The Council shall provide written notification of METSAC Election procedures to the Chairs of the constituent Sections by October 1st of each Council Operating Year.

Sec. 5.5 The Past Council Chair shall serve as the Chair of the Nominating Committee. Prior to October 1st, the Nominations and Appointments Committee Chair shall prepare a slate of nominees in accordance with Sections 5.1 and 5.2. The Chair will distribute a copy of this slate of officers to each of the constituent section Council representatives prior to the first Council meeting scheduled after October 1st of that Council Operating Year

Sec. 5.6 Should a constituent section's candidate, as identified in Section 5.1, not be available to fill the scheduled Council office, then an alternative candidate shall be designated by the Constituent Section.

ARTICLE VI- Business Meetings

Sec. 6.1 To transact business at a meeting, at least a majority of the voting members of the committee representing at least four sections, must be present to constitute a quorum.

Sec. 6.2 The Council shall hold no less than three meetings during the calendar year, one of these meetings shall be a general meeting where all Section Officers and Section Standing Committee and Chapter Chairs convene to exchange mutual plans, problems and ideas to foster more effective Section and Council operation.

Sec 6.2.1 The Council may meet at any time through means of telecommunication. The normal voting requirements shall apply when action is taken by means of telecommunications equipment allowing all persons participating in the meeting to hear each other, or see the comments of each other at the same time. Given these conditions, normal Council meeting procedures will apply. All actions shall be ratified at a duly constituted meeting. Minutes of such meetings shall be distributed to all members.

ARTICLE VII - Finances

Sec. 7.1 Any funds required by the Council in excess of self-generated income, shall be provided by the member Sections. Any such requirement shall be voted upon by the Executive Committee of each of the six member Sections. Any Section which does not approve the requirement for providing funds cannot be compelled to arrange a disbursement to the Council. Each member Section's share shall be in proportion to the number of non-student members in that Section.

Sec. 7.2 Funds within the Council, from whatever source derived, are the property of the IEEE, and shall not be used for purposes other than the normal operations of the Council as defined in the Council Bylaws, without the prior authorization of the member Section Executive Committees and the IEEE Executive Committee.

Sec. 7.3 All financial transactions and fiscal accountability shall be administered in strict accordance with IEEE policy and procedures.

Sec. 7.4 All unit bank accounts shall provide for the signature authorization of the IEEE Staff Director, Financial Services.

ARTICLE VIII - Amendments

Sec. 8.1 Proposed amendments to these Bylaws may originate in the Council Committee or by the individual Section Executive Committees of member Sections.

Sec. 8.2 Amendments to or revocation of these Bylaws shall be in accordance with IEEE Bylaws.

Sec. 8.3 Bylaw amendments must be approved by each of the member Section Executive Committees and by a majority vote of the Council Committee.

Sec. 8.4 All Council Committee members shall be advised of any proposed amendments in writing at least 60 days prior to the meeting at which they are to be acted upon.

ARTICLE IX - Effective Date and Duration

Sec. 9.1 These Bylaws became effective July 1,1982 and shall be in effect indefinitely, as amended or revised, unless terminated or replaced.

ORIGINAL BYLAWS
Adopted by: METSAC 4/27/82
New York Section 5/21/82; Long Island Section 5/82;
North Jersey Section 5/82; Princeton Section 5/82
Approved by: IEEE RAB 5/11/82; Region 1 5/25/82

REVISION NO. 1
Adopted by: METSAC 1/12/87
Long Island Section 1/6/87; New York Section 1/6/87;
North Jersey Section 1/6/87; Princeton Section 1/6/87
Approved by: Region 1 3/4/87; IEEE RAB 6/20/87

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REVISION No. 2
Adopted by: METSAC 9/10/91
Long Island Section 10/28/91; New Jersey Coast Section 10/9/91;
New York Section 10/24/91; North Jersey Section 1/8/92; Princeton Section 9/24/91
Approved by: Region 1 1/29/92; IEEE RAB 5/10/92

REVISION No. 3
Adopted by: METSAC 5/4/99
Approved by: Region 1, IEEE RAB 6/24/1999

REVISION No. 4
Adopted by: METSAC 10/19/2001
Connecticut Section; Long Island Section; New Jersey Coast Section
New York Section; North Jersey Section; Princeton/Central Jersey Section

REVISION No. 5
Adopted by: METSAC 3/16/2002
Connecticut Section; Long Island Section; New Jersey Coast Section
New York Section; North Jersey Section; Princeton/Central Jersey Section
Approved by: Region 1, IEEE RAB 6/21/2002