

IEEE Missouri Slope Section Bylaws

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

Article I – Name and Purpose

This organization shall be known as “IEEE Missouri Slope Section”. This Section is a basic operating entity of the “The Institute of Electrical and Electronics Engineers, Inc.”, and international scientific organization. The primary purpose of the organization is scientific and educational: the advancement of the theory and practice of electrical engineering electronics, radio and the allied branches of engineering and the related arts and sciences. This includes efforts to encourage research, education, and disseminate technical information in the applied science of electrical and electronic engineering.

The territory of the Missouri Slope Section, as approved by RAB, includes the western part of North Dakota. 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.

Article II – Officers

Section 1 – The Officers of the Section shall be a Chairman, a Vice-Chairman, a Secretary, and a Treasurer, all of whom shall hold office for one year beginning July 1st.

Section 2 – The management of the Section shall be by an Executive Committee consisting of the Chairman, Vice- Chairman, Secretary, Treasurer, and Past Section Chairman. 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. Meetings of the Section Executive Committee shall be determine and called by the Section Chairman or by a request of any three members of the Section Executive Committee.

Section 3 – All Officers or Executive Committee vacancies occurring during the year shall be filled for the remainder of the elected term by Executive Committee appointment. In making such appointments, the Executive Committee normally shall follow the plan of progression indicated in these Bylaws. All persons appointed to fill vacancies shall hold office until the next succeeding July 1st.

Article III – Nominations

Section 1 – On or before May 1st, the Chairman of the Section shall appoint a Nominating Committee of three or more members of the Section. Preference shall be given to appointing as Committee members a recent Past Chairman who is still residing in the territory of the Section. The Junior Past Chairman normally shall be Chairman of the Nominating Committee.

Section 2 – The Nominating Committee shall prepare a regular ticket consisting of one candidate for Chairman, one candidate for Vice-Chairman, one candidate for Secretary, and one candidate for Treasurer.

Section 3 – The Nominating Committee's actions shall be guided by the following:

- a. The Nominee for the office of Chairman, preferably, shall be the Section Vice-Chairman.
- b. The Nominee for the office of Vice-Chairman, preferably, shall be the Section Secretary.
- c. The Nominee for the office of Secretary, preferably, shall be the Section Treasurer.
- d. The Nominee for the office of Treasurer shall be chosen from among Section members who have been active in Section activities.
- e. The names of the candidates selected by the Nominating Committee shall be announced to the Section membership on or before May 31st.

Section 4 – Nominations for any or all offices also may be made by petition under the following provisions:

- a. Petitions bearing the personal signatures of at least 10 percent of regular voting members of the Section, and must be delivered to the Secretary not later than June 1st.
- b. The nominees covered by such petitions shall be included in the regular ballot and designated as being nominated by petition.

Article IV – Elections

Section 1 – Section members of Member or higher grade may hold elected office, or chair a Section Committee. Students and Associate members may not hold office or chair a committee.

Section 2 – No later than June 15th each year an Election Meeting will be held. The Secretary shall prepare for each qualified voting member of the Section an official ballot containing the names of all nominees duly proposed in accordance with these Bylaws.

Section 3 – Section members with the grade of Member or higher may vote in Section elections. Associate and student members are not eligible to vote in Section elections.

Section 4 – A committee of three or more tellers not running for office shall be appointed by the Section Chairman at the Election meeting. This committee shall receive from the Section members, all election ballots. The results of the election shall be released to the Section members at the Election Meeting.

The above ballot voting procedure can be replaced by voting with a show of hands if all present at the election meeting are in unanimous agreement.

A majority of the votes cast shall be necessary for election. In case of a tie in the votes for any office, it shall be resolved in favor of one of the candidates so tied by a majority of the votes cast by the members of the Executive Committee present at a meeting to be called as soon as feasible after the count of votes by the tellers but at least prior to the next regular Section meeting; a record of such vote shall be entered in the minutes of said meeting of the Executive Committee.

Section 5 – At the next regular Section meeting, succeeding the election, the newly elected Executive Committee shall preside. Outgoing officers shall continue until their successors are duly elected and take office.

Section 6 – The duties of the elected officers shall be available from the Regional Activities Department staff, in the FAB Operations Manual.

Article V – Standing Committees

Section 1 – Committees may be authorized by vote of the Section Executive Committee with their Chairman to be appointed by the Section Chairman.

Section 2 – Each Committee Chairman shall appoint his/her Committee members, with the approval of Section Executive Committee, and their terms are to be the same as the Chairs' end-of-term date.

Section 3 – The duties of the Committees shall be printed in the RAB Operations Manual.

Article VI – Meetings

Section 1 – At least 10 per cent of the voting members shall be required to constitute a quorum at meetings of the Section called for the transaction of regular business wherein a vote is to be taken and a majority vote of those present shall be necessary in the conduct of its business.

Section 2 – A majority of the Section Executive Committee members shall be required to constitute a quorum at its meetings and a majority vote of those present shall be necessary in the conduct of its business.

Article VII – Finances

Section 1 – Section funds shall not be used for purposes other than the normal operations of the Section, as hereinafter defined, without prior authorization of the IEEE Headquarters Executive Committee.

Section 2 – Expenditures incurred in the normal operations of the Section may be defrayed by Section funds for the following purposes:

- a. Stationary.
- b. Postage.
- c. Secretarial and other preparation, assembly and mailing costs of Section meeting notices, election ballots, etc.
- d. Other necessary expenses directly associated with specific Section operations, including necessary traveling, meal and lodging expenses for speakers at Section meetings.

Section 3 – All expenditures of Section funds must be approved by Section Treasurer and/or Chairman.

Section 4 – The Treasurer and Chairman shall be authorized to draw funds as approved by the Section Executive Committee.

Section 5 – If permitted by government and banking regulations, all unit bank accounts will provide for the signature authority of the IEEE Staff Director, Financial Services.

Section 6 – The fiscal year of the Section shall be January 1st – December 31st.

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 – 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 members.

Section 2 – Amendments to or revocation of these Bylaws shall be in accordance with the IEEE Bylaws, FAB Bylaws and RAB Operations Manual. Such amendments must be reviewed by IEEE Staff, and approved by the Region Director and Regional Activities Board.