

# **IEEE Pikes Peak Section Bylaws**

## **Approved 17 July 2002**

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 Territory**

#### **Section 1**

The name of this section shall be the Pikes Peak Section of the Institute of Electrical and Electronic Engineers, Inc., hereinafter called the Section.

#### **Section 2**

The territory of the Pikes Peak Section shall contain the following counties of San Miguel, Ouray, Gunnison, Chaffee, Lake, Park, Teller, El Paso, Lincoln, Kit Carson, and all counties south of said counties in Colorado.

The territory of the Section shall be approved by the IEEE Regional Activities Board, and may be enlarged, reduced, or otherwise altered by the Regional Activities Board at any time in accordance with the IEEE Bylaws.

### **ARTICLE II - Officers and Term of Office**

#### **Section 1**

To be eligible for an office, the candidate must hold the grade of Member, Senior Member, or Fellow of the IEEE. In addition, Chapter officers are required to be members of the society sponsoring the Chapter. Associates and Affiliates may be appointed to serve on committees.

#### **Section 2**

The elected officers of the Section shall be a Chair, a Vice-Chair, a Secretary, and a Treasurer. All officers shall be elected annually at the annual business meeting of the Section, usually held in November.

#### **Section 3**

The term of office shall be for one year, concurrent with the fiscal year but in all cases the outgoing officers shall continue until their successors have been duly elected and take office. The consecutive period of service in any one office shall not exceed two years. There shall be no extensions beyond this two-year term.

### **ARTICLE III - Management**

#### **Section 1**

There shall be a Section Executive Committee for the purpose of managing the operations and

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administration of the Section in accordance with these Bylaws, and the Constitution and Bylaws of the IEEE. Membership of the Executive Committee shall consist of the Section elected officers, the Past Chair, and the chairs of each of the Section standing committees established by these Bylaws. Additional non-voting members may be appointed by the Section Chair for a specified time or event, but in no case will their term extend beyond that of the Chair who appointed them.

Each Section Society Chapter Chair shall be an ex-officio member of the Pikes Peak Section Executive Committee with full voting power when present.

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**

Meetings of the Section Executive Committee ordinarily will be held monthly and may be called at the discretion of the Section Chair or by a petition signed by three (3) voting members of the Executive Committee. There shall be a minimum of six (6) Executive Committee meetings each fiscal year conducted within the geographic area of the Pikes Peak Section. They shall be open to all IEEE members.

### **Section 3**

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

### **Section 4**

The Section shall operate on a fiscal year beginning on January 1<sup>st</sup> and ending on December 31<sup>st</sup> of each calendar year.

### **Section 5**

Unless explicitly required by these Bylaws, meeting and other notifications to the members may be made by email and/or posting on the Section Web pages.

### **Section 6**

Executive Committee members are expected to execute their responsibilities and perform their assigned duties. If the obligations of any of the elected or appointed officers cannot be reliably executed, the Section Chair may, with approval of the Executive Committee, appoint a replacement officer for the duration of a the term.

## **ARTICLE IV - Duties of the Section Officers**

In addition to the duties described herein, other duties and responsibilities shall be available from

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Regional Activities Department staff, in the RAB Operations Manual.

### **Section 1 - Section Chair**

The Section Chair, responsible to the Section Executive Committee, shall be the senior executive officer of the Section and has general supervision of the affairs of the Section. The Chair shall have such powers and duties as are provided in the IEEE and Section Bylaws, including but not limited to the following:

- To appoint the Chairs of all Standing Committees as specified in these Bylaws.
- To make appointments for any special duties as may arise during the term of office.
- To act as Chair of the Executive Committee and call meetings as required or necessary to properly handle the affairs of the Section in the best interests of the Section and the IEEE.
- To represent the Section (unless an alternate is designated by the Section Executive Committee) as a member of the IEEE Regional Committee and carry out such duties relating thereto as prescribed in the IEEE Bylaws.
- To conduct the election of officers at the Annual Business Meeting of the Section.
- To prepare a consolidated report at the close of term of office. The report shall include a reviewing of the activities of the Section during the term of office. Copies of the report shall be furnished to the Regional Director, IEEE Headquarters, the incoming Section Chair, and a file copy for the Section's permanent records.

The Section Chair shall preside at all meetings of the Executive Committee, general section Annual Business Meeting, and the installation of incoming officers.

The Section Chair shall be the chair of the Long-range Planning Committee.

The Section Chair shall be an ex-officio member of all Section Standing Committees.

### **Section 2 - Section Vice-Chair**

The Section Vice-Chair shall assist the Section Chair in making recommendations for Section goals to the Executive Committee. This officer shall perform the duties of the Section Chair in the conduct of business when the Chair is unable to do so.

The Section Vice-Chair shall also fulfill any other duties assigned by the Section Chair or as a result of actions taken by the Executive Committee.

### **Section 3 - Section Secretary**

The Section Secretary shall record accurate minutes of all meetings of the Executive Committee and all Section Business Meetings; or, if unable to attend, shall arrange for an alternate to record the minutes of the meetings.

The Secretary shall be responsible for sending out meeting notices and agenda for the Executive

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Committee meetings and all Section Business Meetings.

The Secretary shall be the custodian of all records of the Section and shall pass on to the incoming Secretary those records that should be retained for historical or other purposes.

The Secretary is responsible for notifying IEEE Regional Activities Staff of all changes in Section Officers, Committee Chairs, and Chapter Chairs within 20 days of their election.

The Secretary shall maintain supplies of stationery and other forms as may be required by the Section.

The Secretary is responsible for submitting Section Bylaws to IEEE Headquarters and reporting any revisions made to them.

The outgoing Secretary shall be responsible for reporting to the IEEE Headquarters, on the prescribed form, information about the meetings held by the Section, Chapters, and Societies. This report shall be submitted on or before the deadline date for the Section Rebate, which is usually within the third week of February.

### **Section 4 - Section Treasurer**

Immediately following installation of officers, the incoming Treasurer shall arrange with the Auditing Committee Chair and the outgoing Treasurer for the transfer of the Section financial records and funds.

The Treasurer shall attend all meetings of the Executive Committee or have another person present the current financial report.

The Treasurer shall be responsible for maintaining the Section's financial activities including:

- Receipts and disbursements record,
- Deposits of all monies received by the Section in a depository approved by the Executive Committee,
- Determine funds available to the Section from IEEE Headquarters, and
- Make disbursements only as authorized in the Section annual budget or as specifically approved by the Executive Committee.

The Treasurer shall work with the Finance Committee in the preparation of a Section budget for the ensuing fiscal year. This budget shall be submitted for approval of the Executive Committee prior to 1 January and may be modified as required by majority vote of those present at any official Executive Committee meeting.

The outgoing Treasurer shall submit the Section Financial Statement, on the prescribed form, for the year ending December 31<sup>st</sup> in time to be received in IEEE Headquarters on or before the deadline date (usually within the third week of February) for the Section Rebate.

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### **ARTICLE V - Standing Committees**

#### **Section 1**

The Section Chair shall be responsible for appointing all Standing Committee Chairs with recommendations and advice from the Executive Board. Tentative appointments may be made by the Section Chair-elect prior to taking office to allow new Committee Chairs the opportunity to learn about their committee tasks before assuming responsibility at the beginning of the next fiscal year. Committee Chair appointments are subject to ratification by the Executive Committee.

The Standing Committees of the Pikes Peak Section shall be:

- Awards
- Membership
- Finance
- Professional Activities
- Student Branch Activities
- Pre-College Student Activities
- Long-range Planning
- Education Program
- Publicity

#### **Section 2**

Membership of the Standing Committees will consist of the chair and additional members if required by the duties and workload of the committee.

Each Committee Chair shall appoint the members of their committees with the approval of the Section Executive Committee, and their terms will expire at the end of the fiscal year.

Each Committee Chair shall submit to the Section Chair an annual report and evaluation of their activities at the conclusion of the fiscal year.

#### **Section 3**

The duties of the Standing Committees shall be available from Regional Activities Department staff, in the RAB Operations Manual.

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

#### **Section 1**

A Nominating Committee shall be responsible for soliciting and recommending to the Executive Committee those names to be presented to the Section membership for the election of the next year's officers.

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The Nominating Committee Chair shall normally be the Past Section Chair. The Committee membership shall consist of 3 members, not then officers of the section, nor intending to stand as candidates for office, appointed by the Section Chair, with the approval of the Section Executive Committee.

### **Section 2**

The selections 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 fifteen (15) or more voting members.

### **Section 3**

Notice of the election, to be held at the Annual Meeting, will be sent to the Section membership. 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. IEEE Society Affiliates are not members of the Section and are not eligible to vote in Section elections.

### **Section 4**

If more than one nomination is made for any office, the election will be made by ballot, mailed, or made available on the Internet to the membership with the votes counted by a Tellers Committee appointed by the Section Chair. This will take place at the Annual Meeting. A plurality of the votes cast shall be necessary for election.

### **Section 5**

The timetable for this procedure is as follows:

- Set annual meeting date: 1 August
- Appointment of Nominating Committee: 3 months prior to meeting
- Announcement of Nominations: 56 days prior to meeting
- Close nomination by Petition: 28 days prior to meeting
- Mail-Annual Meeting announcement: 21 days prior to meeting

## **ARTICLE VII - Vacancies**

Vacancies in office shall be filled by an appointment made by the Section Chair subject to approval, within thirty (30) days following the appointment, by a majority vote of all members of the Executive Committee. If the vacancy is in the office of the Section Chair, the Section Vice-Chair shall automatically assume the office. The new Chair shall then appoint a replacement to complete the term of Vice-Chair, subject to approval as above.

If, for any reason, the best interests of the Section seem to require a change in the Section Executive Committee during the year, the matter shall be duly and carefully considered at a meeting of the Executive Committee at which a quorum is present. By at least a two-thirds vote

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of the Executive Committee members present, or upon submission of a written petition signed by fifteen (15) or more voting members of the Section, the matter shall be resolved by a two-thirds vote of the Section Executive Committee for replacing a Committee Chair or other Officer

## **ARTICLE VIII - Section Business Meeting**

In order to transact business at a Section meeting, at least 15 members must be present to constitute a quorum.

## **ARTICLE IX - Finances**

### **Section 1**

All expenditures of Section funds must be approved by the Section Executive Committee. Approval of the budget constitutes authority to expend funds as described therein.

### **Section 2**

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

### **Section 3**

All unit bank accounts will provide for the signature authority of the IEEE Staff Director, Financial Services.

## **ARTICLE X – 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 XI - Bylaw Additions, Deletions, and Revisions**

Additions, deletions, and revisions to these Bylaws may be proposed by three or more members of the Executive Committee, or by a petition signed by fifteen (15) or more Section members.

The proposed additions, deletions, or revisions shall be sent to all members of the Executive Committee at least twenty (20) days before the stipulated Executive Committee meeting at which the vote is to be taken. Providing a quorum is present, two-thirds of all votes cast shall be required to approve the proposed addition, deletion, or revision, or two-thirds mail vote of the Executive Committee, provided a 30- day period is allowed for such responses.

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

**ARTICLE XI - Other Provisions**

Any matters relating to the operation and affairs of the Section, which are not covered herein, shall be resolved by action of the Officers and Executive Committee in accordance with the provisions of the IEEE Constitution and Bylaws, and published interpretation of policy.