

**THE INSTITUTE OF ELECTRICAL AND
ELECTRONICS ENGINEERS
CEDAR RAPIDS SECTION BYLAWS**

In all instances, the Institute of Electrical and Electronics Engineers (IEEE) Bylaws, Constitution, **MGA** 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 1.0: This organization shall be known as the Cedar Rapids Section of the Institute of Electrical and Electronics Engineers, Incorporated.

Section 2.0: The territory of the Cedar Rapids Section, as designated by the Regional Activities Board of the IEEE, includes the following counties in Iowa: Allamakee, Butler, Benton, Black Hawk, Bremer, Buchanan, Chickasaw, Clayton, Delaware, Fayette, Floyd, Grundy, Howard, Iowa, Johnson, Jones, Linn, Mitchell, Poweshiek, Tama, and Winneshiek.

ARTICLE II – MEMBERSHIP

Section 1.0: Section members are those individuals of Associate or higher grade membership and Student members 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.

Section 2.0: Section members with the grade of Member or higher and Graduate Student Members may vote in Section elections. Associate and Student members are not eligible to vote in Section elections. Associate Members shall be entitled to vote only on matters presented to groups of members (such as Societies and Sections), and to be appointed on committees with the right to vote when specifically approved by the Board of Directors (See Bylaw I-309). IEEE Society Affiliates are not members of the Section, but they will be notified of Section events and welcome to participate.

Section 3.0: Section members of Member or higher grade may hold elected office, or chair a Section Committee. Students and Associate members may not hold office nor chair a meeting

ARTICLE III: OFFICERS

Section 1.0: The **elected** officers of the Section shall be the Chair, Vice-Chair/Chair-Elect, Secretary, and Treasurer.

Section 2.0: The Vice-Chair/Chair-Elect, Secretary and Treasurer shall be elected. The Vice-Chair/Chair-Elect shall assume the duties and position of Chair upon completion of his/her term, except that if the Vice-Chair was appointed in accordance with Article III Section 5, the office of Chair shall be an elected position.

Section 3.0: The terms of the office of the officers shall be one year.

Section 4.0: Terms of office will begin January 1, but in any case the outgoing officers will continue until their successors are duly elected and take office.

Section 5.0: Any vacancy occurring during the year shall be filled by a majority vote of the Section Executive Committee, except that the Vice Chair shall perform the duties of the Chair.

Section 6.0: The duties of the officers shall be available from the Regional Activities Department.

Note: Descriptions of the duties of the officers are contained in the "New Officer Packets" which are sent to newly elected Section officers. This information is also available at http://www.ieee.org/web/geo_activities/units/Resources/Officer_Training/index.htm

ARTICLE IV: STANDING COMMITTEES

Section 1.0: The Standing Committees of the Section shall be as follows: Awards, Nominations, Conference, **and Professional** Activities Committee for Engineers, Education, Program, Government Activities, Historian, Membership Activities, **Communication**, and Student Activities.

Section 2.0: The Chairs of the Standing Committees, except the Nomination Committee (see Article VI, Section 2), shall be appointed by the Section Chair with the approval of the Section Executive Committee, and their term of office will be one year.

Section 3.0: Each Committee Chair shall appoint his/her committee members with the approval of the Section Executive Committee, and their term of office will be one year.

Section 4.0: Duties of the Standing Committees shall be available from the Regional Activities Department.

ARTICLE V: MANAGEMENT

Section 1.0: The management of the Section shall be by the Section Executive Committee, which shall consist of the elected officers and the Past Section Chair. All Society Chapter Chairs shall 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.

Section 2.0: A quorum of the Section Executive Committee shall consist of at least three Executive Committee members (i.e., three of the following officers: Section Chair, Section Vice-Chair, Section Secretary, Section Treasurer, or Past-Section Chair).

Section 3.0: A quorum of the Section Executive Committee shall be necessary to conduct business.

Section 4.0: Meetings of the Section Executive Committee will ordinarily 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 5.0: The fiscal year of the Section shall be from January 1 to December 31.

Section 6.0: Section Treasurer's records shall be audited annually within 90 days of the end of the fiscal year.

ARTICLE VI: NOMINATION AND ELECTION OF OFFICERS

Section 1.0: The Section nomination and election procedure shall be in accordance with the IEEE Bylaws and the following:

Section 2.0: Nominations for each office shall be made by a Nominating Committee appointed by the Section Chair and consisting of three or more members not then officers of the Section.

*Note: It is commonplace in this Section to assign the Past **Chair** (i.e. Junior Past Chair) to chair this committee.*

Section 3.0: A nomination notice containing the names of nominees for each office shall be mailed to each member by the business day on or immediately after September 15 each year.

Section 4.0: The nomination notice shall also contain the provisions for nominations by petition as follows:

1. A minimum of 10 member signatures must accompany a nomination by petition.
2. The nominee must have been contacted and agreed to serve if elected to office.
3. All petition nominations must be received by the Nominating Committee by the business day on or immediately after October 15 each year.

Section 5.0: Ballots containing the nominations submitted by the Nominating Committee, as well as the names of eligible candidates submitted by petition, shall be mailed to all members by the business day on or immediately after October 25 each year.

Section 6.0: Ballots that have been voted by members must reach the Nominating Committee, or be postmarked, by the business day on or immediately after November 10 each year, to be counted.

Section 7.0: Each officer shall be elected by a plurality of votes cast for that office.

Section 8.0: The results of the election shall be announced so as to provide the incoming officers with at least a one month preparation period before actually taking office.

ARTICLE VII: BUSINESS MEETING

Section 1.0: In order to transact business at a Section meeting, at least ten members must be present to constitute a quorum.

ARTICLE VII: FINANCES

Section 1.0: All expenditures of Section funds must be approved by Section Executive Committee.

Section 2.0: Without prior authorization of the IEEE Executive Committee, Section funds can only be used for normal operations of the Section, such as payment for meeting rooms, equipment used at meetings, mailings, and promotional expenses.

Section 3.0: The Treasurer shall be authorized to draw funds as approved by the Section Executive Committee.

Section 4.0: Without prior authorization from the IEEE Executive Committee, Council funds can only be used for normal operations of the Council.

Section 5.0: All unit bank accounts (including those of Chapters and Affinity Groups) will provide for the IEEE Staff Director of Financial Services or authorized representative to be an authorized signer.

ARTICLE IX: ESTABLISHMENT OF SOCIETY CHAPTERS INCLUDING ADMINISTRATION AND FINANCIAL MANAGEMENT OF THEM AFTERWARD

Section 1.0: The Section shall promote the establishment and administer the management of Society Chapters. Society Chapter Chairs shall be members of the Section Executive Committee.

ARTICLE X: LIAISON WITH STUDENT BRANCHES

Section 1.0: Liaison with the Student Branches within the territory of the Section shall be maintained by the Chair of Student Activities Committee through the advisor of the Student Branch concerned. Liaison with a Student Branch of a college or University located outside the stated territory of the Section may be maintained by the Chair of the Student Activities Committee through the Advisor of the Student Branch concerned with the full knowledge of the Chair of the Section in which the Student Branch is located.

ARTICLE XI: AMENDMENTS

Section 1.0: Proposals for amendments may originate in the Section Executive Committee or by a petition signed by ten or more voting members.

Section 2.0: Amendments to or revocation of these Bylaws shall be in accordance with the IEEE Bylaws.

Section 3.0: Following the approval of the IEEE Cedar Rapids Section, amended Section bylaws shall be submitted to the IEEE Regional Activities Department (RAD) for review.

Note: RAD staff will then secure the approval of the Region Director, following up where necessary with the Section ExCom. The bylaws will not be effective until such time as they have been approved by the Regional Activities Board.

ARTICLE XII: AWARDS

Section 1.0: The Awards Committee shall consist of the Awards Chair, and no less than two additional committee members.

Note: It is commonplace in this Section to assign the previous year's Past-Chair (i.e Senior Past-Chair) to chair this committee.

Section 2.0: There shall be one Section Award designated the TED A. HUNTER AWARD, in recognition of outstanding individual service in furthering the purposes and objectives of the Section as defined by its Bylaws. It shall be awarded annually when in the judgment of the Awards Committee a qualifying recipient is available. Recipients of the Section Award shall be members of the Section, except that under exceptional circumstances, the Executive Committee may approve the award to a former Section member who, at the time of selection does not reside within the territorial limits of the Section, but who is a member of IEEE in good standing.

Section 2.1: The Section Award shall be presented in the name of the Cedar Rapids Section.

Section 2.2: Selection of a recipient to receive the Section Award shall be by the Awards Committee. No past or present member of the current Awards Committee shall be a recipient for the Section Award. The recipient of the Section Award shall be approved by the Section Officers.

Section 2.3: The Section Award shall be presented at the Annual Section meeting.

Section 3.0: There shall be one Section Award designated ENGINEERING PROFESSIONAL EXCELLENCE AWARD, in recognition of outstanding service or contribution to the engineering

profession at large. It shall be awarded annually when in the judgment of the Awards Committee a qualifying recipient is available. Recipients of the Section Award may be individuals or corporate, private, and academic entities or organizations.

Section 3.1: This award shall be presented in the name of the Cedar Rapids Section.

Section 3.2: Selection of a recipient to receive this award shall be by the Awards Committee. No past or present member of the current Awards Committee shall be a recipient of this award. The recipient of this award shall be approved by a quorum vote of the Section Executive Committee.

Section 3.3: The Section award shall be presented at the Annual Section meeting or at a time and place deemed appropriate by the Section Officers.

ARTICLE XIII: COMMUNICATION

Section 1.0: The Section **may** publish a periodical named THE CORONA, **as necessary to** communicate with the Section membership.

Section 2.0: The **Section website shall be used to communicate news and upcoming events.**

Revised: May 9, 1980
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