

The Institute of Electrical and Electronics Engineers, Inc.

Buffalo Section Bylaws

Approved

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.

Section 1.0 The Buffalo Section

1.1 Name

This organization shall be known as the Institute of Electrical and Electronics Engineers, Inc. (IEEE), Buffalo Section referred to herein as the "Buffalo Section".

1.2 Territory

The territory of the Buffalo Section shall be the one designated by the IEEE (as approved by the Regional Activities Board). Its territorial area includes the Western New York counties of Erie, Niagara, Genesee, Cattaragus, Chautauqua, and Allegheny.

Section 2.0

Membership

2.1 All Fellows, Senior Members, and Members of the Institute, residing within the territory of the Section, shall be entitled to membership in the Buffalo Section, and to all the privileges of the Section, including the right to vote and to hold office.

2.2 All Associate Members of the Institute, residing within the territory of the Section, shall be entitled to membership in the Buffalo Section and to all the privileges of the Section, except the right to hold office.

2.3 Enrolled Students of the Institute shall be entitled to the privileges of receiving notices of and attending meetings; but they shall not have the right to vote or hold office.

Section 3.0

Officers

3.1 The elected officers of the Section shall be Chair, Vice-Chair, Secretary, Treasurer.

3.2 The terms of office of the elected officers shall be for one year, beginning January first. The outgoing Chair, who at the expiration of the term for which elected, shall be a member, ex-officio, of the Executive Committee for the following year. The Secretary and Treasurer shall hold alternating two year terms, beginning January first, moving into the Vice-Chair position after the two year term as Secretary or Treasurer. All officers shall be eligible for reelection. They must be Fellows, Senior Members, or Members of the IEEE. No officer may serve in the same position for more than two consecutive years.

- 3.3 Each officer's term of office shall begin immediately after the Annual Meeting. Following this meeting, the retiring Treasurer shall remain responsible for the financial affairs of the Section until the thirty-first of January and shall work jointly with the incoming Treasurer until that date.
- 3.4 The Executive Committee shall consist of the Section Chair, Vice Chair, Secretary, Treasurer, Junior Past-Chairman, Chairs of Standing Committees, and additional members as appointed by the Section Chair, subject to confirmation by majority vote of the members mentioned above. All Subsection Chairs, Student Branch Chairs and Technical Society Chairs will be members ex-officio.
- 3.5 Officers shall be elected by a majority vote of the members present at the Annual Meeting, which will be the December Section Meeting. The use of a ballot shall be optional.
- 3.6 Any vacancy occurring during the year shall be filled for the remainder of the unexpired term by majority vote of the Executive Committee.

Section 4.0 Meetings

- 4.1 All local technical meetings shall be under the management of the Executive Committee. Unless otherwise ordered by the Executive Committee, Section meetings will be held monthly with the exception of June, July, and August.
- 4.2 The Executive Committee may call special meetings at any time or by written request of any three members of the Executive Committee. Written notice thereof being sent out one week in advance of the meeting.
- 4.3 The Annual Meeting shall be held not later than December thirty-first. At this meeting, the officers for the next year shall be elected, and such other business transacted as should properly come before the Annual Meeting or as the Executive Committee may refer to it.

Section 5.0 Committees

- 5.1 The Section Chair shall appoint the Chairs of the following Standing Committees as soon after his election as practicable.

(a) Membership	(d) nominating	(g) Professional Activities
(b) Publicity	(e) Student Activities	(h) Technical Societies
(c) Awards	(f) Hospitality	(i) Education
- 5.2 The Chair may appoint such standing and special committees as may be considered desirable, subject to the approval of the Executive Committee.
- 5.3 The terms of all committees shall coincide with those of the Section officers.

Section 6.0 Nomination Process

- 6.1 The Nominating Committee (consisting of Past Chairs) shall be responsible for nominating, before the Annual Section Meeting, a slate of candidates for the elective offices of the Section.
- 6.2 The Chair of the Nominating Committee (Senior Past Chair) shall call a meeting, at least two months previous to the Annual or December Meeting, of available Past Chairs (preferably not less than six) to act as a nominating committee of the Section.

- 6.3 The Nominating Committee shall select, from the Section membership, candidates qualified for the office of Section Chair, Vice-Chair, Secretary, and Treasurer.
- 6.4 The Nominating Committee shall determine that each of the nominees is willing to accept the nomination and the office if elected.
- 6.5 The Nominating Committee shall report to the Section Chair in time to announce the names of the candidates in the notice of the meeting the month prior to the Annual Section Meeting. Said notice shall be mailed to all members of the Section and, following this, a minimum of 28 days allowed for additional nominations by petition. To be valid, the petition must be signed by 1% of the Section's voting membership, or 10 people, whichever is fewer.
- 6.6 If only one nomination is made for each office, the election shall be declared by acclamation at a meeting of the Section general membership, or the Section Executive Committee. If additional nominations are made, election shall be made by ballot, mailed or made available on the Internet to the membership with the vote counted by a Tellers Committee appointed by the Section Chair.
- 6.7 A plurality of the votes cast shall be necessary for election.

Section 7.0

General

- 7.1 A quorum for conduct of business at Section meetings shall consist of the voting members in attendance at any Section meeting for which the time, date, and subject of business has been announced by individual mailing, via U. S. Postal service or electronic mail, to the membership, not less than one week before the date of the meeting. A quorum may be waived, however, at meetings where the proceedings do not require a vote to be taken.
- 7.2 A majority of members attending shall constitute a quorum at all committee meetings, except for the Nominating Committee, which shall be no less than three members.
- 7.3 The expense of social functions shall be paid from local funds (not rebates) raised through subscription or otherwise, such expenses not being chargeable to the Institute.
- 7.4 In order to provide for the proper handling of the Section's routine work and the management of its affairs, the Executive Committee may adopt in connection with these Bylaws such rules and regulations as may be found necessary, but no rule or regulation shall be adopted which will conflict with *IEEE Bylaws, Constitution, IEEE Policy Manual, and Regional Activities Board (RAB) Operations Manual*.
- 7.5 The fiscal year of the Section shall be the calendar year. The books of account for the Section shall be closed and balanced as of the thirty-first of December, at which time the Treasurer shall make a report to the IEEE Headquarters.

Section 8.0

Publications

- 8.1 The Section may publish a periodical, which will be the major medium of Communication with the Section membership.
- 8.2 This periodical may accept advertising.

Section 9.0

Technical Society Chapters

- 9.1 Technical Society Chapters will be formed and operated in accordance with the IEEE Bylaws.
- 9.2 Each Chapter will be financially responsible to the Executive Committee.

- 9.3 Each Chapter must maintain sufficient activity as required by IEEE Bylaws and report all activity to the Executive Committee by the December Meeting.
- 9.4 Activities and meetings must be approved by the Executive Committee, and all Section members advised of the meeting in accordance with IEEE Bylaws.
- 9.5 Chapter Chairs shall be elected in accordance with the Section Bylaws.

Section 10.0

Amendments

- 10.1 Bylaws may be amended by two-thirds vote of the members present at any meeting provided that notice of the proposed amendment, and the date and time of the meeting at which it will be submitted to vote, has been sent to all members of the Section at least one week in advance of the meeting and, further provided, that the proposed amendment or amendments have received the approval of the Executive Committee in advance of their submission to the membership.
- 10.2 Amendments to or revocation of these Bylaws shall be in accordance with the *IEEE Bylaws*, *RAB Bylaws* and *RAB Operations Manual*. Such amendments must be reviewed by IEEE Staff, and approved by the Region Director and Regional Activities Board.