



IEEE Baltimore Section Bylaws

(Revised October 2001)

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The Institute of Electrical and Electronics Engineers, Inc.
IEEE Baltimore Section
<http://www.ewh.ieee.org/r2/baltimore/>



BYLAWS

In all instances, the IEEE Constitution, Bylaws, IEEE Policy and Procedures Manual, and RAB (Regional Activities Board) Operations Manual will prevail when there is a conflict between these documents and the Section Bylaws.

Article I – Name

Section 1

This organization shall be known as the Baltimore Section of the Institute of Electrical and Electronics Engineers, Inc. (Baltimore Section IEEE).

Section 2

These bylaws shall govern the activities of the Baltimore Section IEEE as well as its subunits, including Subsection(s), Chapter(s), and Affinity Group(s)

Article II - Territory

Section 1

The Baltimore Section IEEE, as approved by the RAB, is located within the boundaries of IEEE Region 2. The Section is constituted as follows:

a. Independent City of Baltimore

b. Maryland Counties:

- | | |
|------------------|------------------|
| (1) Anne Arundel | (8) Kent |
| (2) Baltimore | (9) Queen Anne's |
| (3) Calvert | (10) Somerset |
| (4) Carroll | (11) Talbot |
| (6) Hartford | (12) Wicomico |
| (7) Howard | (13) Worcester |

Article III - Guiding Principles

Section 1

It is the objective of the Baltimore Section IEEE to further the aims and ideals of the IEEE, as set forth in the IEEE Constitution.

Section 2

The following shall establish the guiding principles for the operation and management of the Section:

- a. IEEE Bylaws;
- b. IEEE Policy and Procedures Manual;
- c. IEEE RAB Operations Manual;
- d. These By-laws of the Baltimore Section.

Section 3

The purpose of the Section is to advance the theory and practice of IEEE designated fields and the maintenance of high professional standards among its members.

Article IV - Membership

Section 1

All members of the IEEE, with mailing addresses within the territory of the Baltimore Section IEEE are automatically members of this Section. A resident member may choose to become a member in a contiguous Section. Members of the IEEE residing in a contiguous Section may choose to become members in the Baltimore Section.

Article V- Executive officers

Section 1

The elected Executive Officers of the Baltimore Section shall be:

Chair

Vice Chair

Secretary

Treasurer

- a. The term of office for all officers of the Baltimore Section shall normally be one year starting January 1, except that any officer shall continue in office until a successor is duly elected or appointed and takes office. The functions of the elected officers shall be as described in the Section Bylaws and in the IEEE RAB Operations Manual.
- b. The term of appointment of an executive officer shall be for the calendar year of appointment. An officer may be re-appointed annually to serve for no more than two consecutive years, except the Treasurer, who has no limit on years served in the job.

Section 2

The function of the elected officers of the Baltimore Section follows:

- a. The Chair manages the operation of the Section.
- b. The Vice Chair performs the duties of the Section Chair in the absence of the Chair.
- c. The Treasurer manages the funds of the Section.
- d. The Secretary manages the records and correspondence of the Section.

Section 3

The Section Chair serves as a voting member of the Region 2 Committee as designated by Institute and Region 2 Bylaws. The Chair represents the Section as a voting member of the Sections' Congress. The Section Chair may appoint a representative in the event that the Chair cannot attend a Region or Area meeting. The delegation of an alternate for these duties shall follow a strict seniority path. The seniority is as follows: Vice Chair, Secretary, Treasurer and Annapolis Subsection Chair. If none of these individuals can accept the role of section representative, then the Executive Committee members shall select a representative from the Section Committees, Subsections, or from the Society Chapter Chairs.

Article VI - Management

Section 1

Management of the Section shall be the responsibility of the Baltimore Section Executive Committee.

Section 2

The Baltimore Section Executive Committee shall consist of:

- a. Section Executive Officers - one-year terms. (See Article V Section 1.)
- b. Chair of Subsection(s) (ex officio).
- c. Three most recent, available Past Section Chairs.
- d. Eight (8) Section Standing Committee Chairs, holding office for not more than two consecutive years.
- e. Chair of a duly established local chapter of a society of the Institute (Society Chapter Chairs).
- f. All Standing Committee Chairs that are properly appointed to fill vacancies and approved by the Executive Committee.
- g. Delegate and Alternate to the Engineers Council of Maryland. (See Article VII, Section 7a.)
- h. IEEE Baltimore Section Representative on the Maryland State Board for Professional Engineers. (See Article VII, Section 6.)
- i. Chair for groups jointly sponsored with Washington and Northern Virginia.
- j. Delegate and/or Alternate to the Engineering Society of Baltimore, (ESB) Associate Council. (See Article VII, Section 7b.)
- k. Delegate to Maryland Society of Professional Engineers (MSPE). (See Article VII, Section 7c.)
- l. Chairs of the Section Student Branches

Section 3

All members of the Executive Committee shall be voting members, provided that the elected voting members are at least one (1) greater than those appointed voting members of the Executive Committee.

Section 4

The Executive Committee meetings shall be held on the second Monday of each month or at the call of the Section Chair, or at the request of at least three members of the Executive Committee.

Section 5

A majority vote of the Section Executive Committee members present shall be necessary in the conduct of its business. A quorum for a meeting shall consist of a majority of the voting members of the Section Executive Committee, provided that the number of elected members shall be at least one (1) greater than those appointed.

Article VII - Section Committees

Section 1

The Standing Committees of the Baltimore Section shall be:

1. Awards and Recognition
2. Programs
3. Continuing Educational Activities
4. Membership Development
5. Student Activities
6. Publications and Internet Solutions
7. PACE (Professional Activities Committee for Engineers) Coordinator
8. Audits & Bylaws

(The duties of these Committees are available from the IEEE Regional Activities Department.)

Section 2

The Section Chair, subject to the approval of the Executive Committee, shall appoint the Chair of the Audits & Bylaws Committee for a one-year term. The other seven Standing Committee Directors are elected or appointed. (See Article VI, Section 2 Subsection d.)

Section 3

The Chair of each Committee shall be responsible for the proper operation of the Section activities assigned to the Committee. The Chair shall organize the Standing Committee(s) as required to perform the Committee function and shall appoint the Committee members subject to the approval of the Section Executive Committee. If a Committee Chair is unable to attend an Executive Committee Meeting, the Chair shall designate a member of the Committee to represent the Committee at the meeting.

Section 4

The terms of all Committee Members appointed by Chairs shall coincide with those of Section Officers.

Section 5

The Chair shall also appoint Chairs of additional ad-hoc and special Committees, as may be desired or required. Chairs of these additional committees may attend meetings of the Executive Committee, and shall have the right to vote at such meetings.

Section 6

The Section Chair, when requested by the State Governor, subject to the approval of the Executive Committee, shall designate Nominees (who must be licensed in the State of Maryland) to the Board for Professional Engineers, State of Maryland. The Member selected by the Governor of the State of Maryland from the IEEE Nominees shall serve on the Board for Professional Engineers in accordance with the Annotated Code of Maryland.

Section 7

The Section Chair shall designate two representatives, a delegate and an alternate to the following:

- a. Engineers Council of Maryland (ECM)- An organization developed to provide technical input to the legislative process.
- b. Engineering Society of Baltimore (ESB) Associate Council - An organization developed to provide cooperation and improve relations between the various societies.
- c. The Maryland Society of Professional Engineers (MSPE). (Delegate and alternate must be MSPE members.)

Article VIII - Nominations and Elections

Section 1

No later than May 1, the Section Chair shall appoint a Nominating Committee of three or more members, not then officers of the Section, with the approval of the Baltimore Section Executive Committee. If available, the Past Section Chair will serve as Chair of the Nominations and Elections Committee.

Section 2

No later than July 25, the Nominating Committee shall inform the Executive Committee and the Section Membership of its nominations for the four Section executive offices: Chair, Vice Chair, Secretary, and Treasurer, and the Standing Committee Chairs. Nominations may also be made by petition of not less than 25 voting Section members received by the Section Secretary by August 22, or exactly 28 days after the announcement is made. Only Fellows, Senior Members and Members of IEEE of the Baltimore Section are eligible to hold office.

Section 3

- a. In the event that an office is contested, the Section Secretary and Nominating Committee Chair shall be responsible for preparing a ballot of the nominated individuals.
- b. Not later than September 15, the Section Secretary shall prepare and make available

- (through the NEWSLETTER or/and the WEB page) to each voting member of the Section, a voting ballot.
- c. Ballots, to be counted, shall be received by the Nominating Committee no later than November 30.
 - d. The members of the Nominating Committee shall serve as the Tellers Committee. A plurality of votes appearing on the valid ballots shall be necessary for election.
 - e. The Nominating Committee shall file its report with the Executive Committee at the December executive committee meeting, and shall notify the successful candidates at that time.
 - f. The results of the election shall be published in the first newsletter available and/or on the WEB page.

Section 4

Vacancies in the Officer roster and elected Executive Committee positions occurring during the year shall be filled by a majority vote of the Baltimore Section Executive Committee for the remainder of the unexpired term.

Section 5

The Section Secretary shall submit a report of elected officers to the IEEE Operations Center annually as required.

Article IX - Finances

Section 1

There shall be no Section dues. Region 2 may be asked to provide funding for emergency or extraordinary expenses.

- a. As noted in Articles VI and VII, the responsibility for Sub-section, Society Chapter management shall rest with the Section, which shall have control of all financial and other assets of these entities in carrying out their activities. The Baltimore Section Treasurer shall be made aware of all chapter accounts.
- b. These entities may maintain their own accounting of income and disbursements. The Treasurer of Section entities having separate financial accounts shall submit a year-end financial statement to the Section Treasurer by January 15, for the previous year.
- c. The Section shall be responsible for auditing, proper accounting, and submitting with its annual financial report, a Sub-section, Society Chapter financial statement to IEEE Financial Services Department at the end of each calendar year as defined in the Financial Operations Guide.
- d. The fiscal year of the Baltimore Section shall coincide with the calendar year.

Section 2

The ordinary expenses of the Section shall be defrayed by the funds supplied by the IEEE, either directly or by allocation from Region 2 along with funds derived from Section activities. Funds on hand in the Section treasury, from whatever source derived, are the property of IEEE, and shall not be used for purposes other than the normal operation of the Section. Without prior authorization of the Baltimore Section and IEEE Executive

Committees, Section funds can be used only for normal operations of the Section.

Section 3

Normal operation of the Baltimore Section is defined as:

- a. Routine operations, in furtherance of Article III, Section 1, which are covered by annual Baltimore Section budgets.
- b. Non-routine operations, in furtherance of Article III, Section 1, which are not covered by annual Baltimore Section budgets.

Section 4

The Vice-Chair and Treasurer shall prepare and submit the budget for routine operations to the Baltimore Section Executive Committee by the November meeting, each year. The Baltimore Section Executive Committee will normally consider and approve authorized expenditures for routine operations once per year for the entire year. Non-routine expenditures require individual authorization by the Baltimore Section Executive Committee.

Section 5

The Treasurer shall deposit all funds received by the Section in one or more financial institutions approved by the Section Executive Committee. The signatures of the Treasurer or Secretary shall normally be required for any withdrawals from Section accounts and will be done so with the approval of the Section Executive Committee. The Section Executive Committee may designate additional officers authorized to execute withdrawals at its discretion. The IEEE Staff Director of Financial Services will co-sign all Section and subunit Accounts.

Section 6

Non-routine disbursements shall not be made from the Section treasury without the approval of the Section Executive Committee.

Section 7

The Section Executive Committee shall arrange for an audit of the books of the Section Treasurer at the end of each calendar year.

Section 8

In the event that the Section serves non-members or groups wishing to receive meeting announcements and other Section publications, the Section may require that non-members pay for those mailing costs.

Section 9

Should the Baltimore Section be dissolved for any reason whatsoever, all the assets, of whatever nature, shall revert to the IEEE.

Article X - Meetings

Section 1

There shall normally be monthly ExCom Section meetings, but in no event less than five in number per year. Meetings will be called by the Section Chair or by a request of any three- (3) members of the Section Executive Committee

Section 2

All Fellows, Senior Members, Members and Associates of the IEEE who are members of the Baltimore Section shall be entitled to attend Section ExCom Meetings (and vote for the election of officers). Student members and Affiliates of the IEEE shall be entitled to attend ExCom meetings but shall not have the right to vote.

Section 3

The number of members present to constitute a quorum at business meetings of the Section called for the transaction of regular business and requiring a vote to be taken shall in no case be less than seven (7).

Section 4

Notices of all Section meetings shall be made available to all IEEE members in the Section at least one week prior to the date of the meeting. These notices shall contain a full statement of the time, place and business of the meeting.

Section 5

Meetings of the Section and of the Executive Committee shall be conducted in accordance with Robert's Rules of Order.

Section 6

The Section Secretary shall submit a report of all meetings annually to the IEEE Operations Center, as required.

Article XI - Subsections

Section 1

A Subsection is deemed established after approval of a petition, signed by at least 20 Section voting members, by the Section Executive Committee, the Regional Director and the Regional Activities Board.

Section 2

Subsections shall be geographical subdivisions of the Section, set by the Baltimore Section Executive Committee, and subject to the same limitations as the Section.

Section 3

Subsection membership consists of active IEEE members with IEEE mailing addresses within the territorial limits of the Subsection, and those IEEE members residing in a contiguous territory who choose membership in the Subsection in accordance with IEEE Bylaws.

Section 4

The Baltimore Section shall pay to each of its Subsections a portion (determined by the Baltimore Section Executive Committee) of the rebate received from the IEEE for each Subsection member.

Section 5

Funds on hand in any Subsection treasury, from whatever source derived, are the property of the Baltimore Section. A Subsection shall not have authority to contract debts, pledge the credit of, or in any way bind the Baltimore Section or the IEEE. Any Subsection funds/assets existing at the time of dissolution of that Subsection shall become the property of the Baltimore Section.

Section 6

Subsection operation regarding finances, reports, Section support, obligations of financial indebtedness to the Section, meeting notices and like matters shall be governed by the provisions of these Bylaws and the IEEE Bylaws, Policy & Procedures, and RAB Operations Manual. Subsection financial reports shall be submitted to the Section Treasurer as required by the Section.

Article XII - Society Chapters and Section Technical Groups

Section 1

A duly established Society Chapter of the Institute is a recognized technical organizational unit of the Baltimore Section membership in association with the parent Society.

Section 2

All local technical meetings in the Baltimore Section area are under the management and control of Baltimore Section. Each Chapter should be encouraged to designate local technical meetings as "Meetings of the Society Chapter on . . . of the Baltimore Section, IEEE." The designation, "Administrative Meeting of a Chapter" shall be limited to meetings without speakers or papers at which work of Committee nature or election only is to be undertaken.

Section 3

All meetings of the Baltimore Section promoted by Society Chapters shall be open to all Section members and affiliates.

Section 4

The Society Chapter Chair or the designated alternate shall represent Society Chapters on the Baltimore Section Executive Committee.

Section 5

A Society Chapter may elect its own chair and other desired officers. Those elected shall hold the grade of Fellow, Senior Member or Member in IEEE, and shall be members of the Baltimore Section. These officers will be reported to the Section

Secretary annually.

Section 6

A Society Chapter shall administer and have authority over funds given to it by the associated Society, or allocated to it by the Baltimore Section Executive Committee or by the Region. A report of financial activity of the Society Chapter shall be submitted to the Section Treasurer annually.

Section 7

Section Society Chapters shall hold a minimum of two technical meetings per year to maintain active status. These meeting reports will be submitted to the Section Secretary within ten days after the meeting.

Article XIII - Publications

Section 1

The Section shall periodically publish a Newsletter for communication with the Section membership. The Newsletter shall be distributed through an Internet home page, e-mail or may be mailed to any Section member requesting a hard copy. This Newsletter may accept advertising. The Section newsletter shall conform to all requirements provided in the IEEE Policy & Procedures.

Section 2

The section shall maintain a home page on the Internet. The homepage may accept advertising.

Article XIV - Amendment of Bylaws

Section 1

Section Bylaws must be consonant with the IEEE Constitution and Bylaws and RAB Operations Manual.

Section 2

Proposed Bylaws or changes thereto, and the reasons therefore, shall be supplied to the Section Executive Committee members at least twenty days prior to the stipulated meeting of the Section Executive Committee at which the vote (including written proxy's presented by the chair) shall be taken, see Article X, Section 3 (assumes quorum requirements are in compliance). Two-thirds of all votes cast at that meeting shall be required to approve new Bylaws, amendments, or revocation.

Section 3

Proposals for amendments to these Bylaws may originate in the Section Executive Committee or by a petition signed by twenty-five or more voting members.