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NORTHERN VIRGINIA SECTION BYLAWS as of 12 July 1983
BYLAWS FOR NORTHERN VIRGINIA
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I. NAME AND TERRITORY

This organization shall be known as the Northern Virginia Section of the Institute of Electrical and Electronics Engineers, Inc., hereinafter called the Section in these Bylaws. The territory of the Section encompasses the six (6) Virginia counties of Arlington, Clarke, Fairfax, Frederick, Loudoun and Prince William; the independent four cities of Alexandria, Fairfax, Falls Church, and Winchester; and all other Governmental subdivisions within the above named six counties.

II. GUIDING PRINCIPLES

The Constitution and Bylaws of the Institute of Electrical and Electronics Engineers, Inc., (the IEEE), shall establish the guiding principles for the operation and management of the Section, supplemented by these Bylaws of the Section.

III. OFFICERS

The officers of the Section shall be Chairman, Vice Chairman, Treasurer and Secretary. They shall also be Directors-at-Large of the Section.

IV. COMMITTEES

- a. There shall be a Section Executive Committee consisting of the Officers, eight (8) elected Directors, and two (2) most recent Past Chairmen living in the Section and agreeable to participating in the meetings and activities of the Executive Committee who shall also be Directors-at-Large of the Section. The policies of the Section shall be determined by the Executive Committee.
- b. A simple majority of the Executive Committee shall constitute a quorum.
- c. Meeting of the Executive Committee shall be on call of the Chairman of the Section or when requested by any four (4) members of the Executive Committee.
- d. There shall be an Administrative Committee composed of the Section Executive Committee, Chairmen of Chapters assigned to the Section, all Chairmen of the Standing Committees and all other appointees. The Administrative Committee shall initiate and manage the activities of the Section.
- e. Regular meetings of the Administrative Committee shall be held on a schedule specified in advance for a period of six (6) months by the Chairman of the Section. Special meetings shall be on call by the Chairman or when requested by any four (4) Directors.
- f. The Section Chairman shall, subject to the approval of the Executive Committee, appoint the Chairmen of all Standing Committees and Ad Hoc Committees of the Section.

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The Standing Committees shall be:

Awards
Budget and Finance
Constitution and Bylaws
Continuing Education
Membership Development
Nominating
Planning
Professional Activities
Program
Public Relations
Student Activities
Technical Activities

The composition and responsibilities of the Standing Committees shall be as follows:

Awards Committee: To nominate qualified members for any local and/or other IEEE awards and honors available to the membership and elections to the grade of Fellow. In addition, a Certificate for Outstanding Service may be awarded. This certificate is to be awarded to a member or members of the Section, in good standing within the IEEE, who have performed services of an exceptional nature in assisting the objectives of the Section. The awarding of the Certificate or Certificates is not to be considered automatic with respect to the cases of any elected or appointed officer. It is reserved for those who, in the opinion of the Awards Committee, have rendered exceptional, outstanding services. The primary basis for such awards will be the ability to specifically cite cases of exceptional professional and individual services rendered to the Northern Virginia Section of the IEEE.

Budget and Finance Committee: The Trustee, the past Treasurer, and the incoming Treasurer shall be members of the committee; to prepare a yearly budget for approval of the Section Executive Committee; and to maintain an accurate comparison between the approved budget and actual financial transactions during the year.

Constitution and Bylaws Committee: To prepare and submit to the Section Executive Committee for approval, Section Bylaws revisions to accommodate changes in the IEEE Constitution and Bylaws and/or any new Section requirements; and to maintain current copies of the Section Bylaws. In addition to his other duties, the Chairman of the Constitution and Bylaws Committee shall be the parliamentarian of the Section.

Continuing Education Committee: To foster the further education of Section membership by means of educational courses, seminars, lecture series or other methods.

Membership Development Committee: To be responsible for expanding and upgrading Section membership and to encourage delinquent members to retain their membership.

Nominating Committee: To prepare a slate of officers for the coming Section Administrative year; to report the proposed slate to the Executive Committee and to the Section; to submit the proposed slate for publication in the Section Bulletin; to nominate candidates to fill vacancies on the Executive Committee; to nominate candidates from the Section for Regional and other offices.

Planning Committee: Chaired by the Vice Chairman; to coordinate activities for the following year in order to facilitate a smooth transition.

Professional Activities Committee: To organize programs for all Section members to enhance their professional status; to handle matters pertaining to professional engineering registration in the Section area; and to handle requests submitted to the Section for information concerning professional engineering in the Section area.

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Program Committee:

To organize the programs for all general Section meetings; to handle all correspondence for these programs; to arrange publicity for these programs; to keep the calendar of Section meetings dates and avoid conflicts.

Public Relations Committee:

To advise the Executive and Section Standing Committees on publicizing Section and Chapter activities; and to advise the publicity of any special Section or other events. In general, to be the advising authority on public relations activities for the Section.

Student Activities Committee:

To encourage student participation in Section affairs; to develop strong and active student branches; to distribute IEEE and engineering curriculum promotional materials to area high schools; to participate in area science fairs; and to participate in conferences of the Joint Board on Science Engineering Education. Liaison to the Board shall be via a member of this committee.

Technical Activities Committee:

To promote participation of Section members in technical meetings, symposia and seminars.

V. APPOINTMENTS

To promote the efficient administration and operation of the Section, the Section Chairman shall, with the approval of the Executive Committee, annually make appointments of individuals (from Section members), one to each of the following, except as otherwise indicated:

Trustee: To hold the Section securities and investments in the name of the Section; to advise the Executive Committee concerning investment matters; and to be a member of the Budget and Finance Committee.

Special Representative:

To provide Section representation to activities and agencies within the area where desirable and to promote the objectives of the Section.

VI. INTER-SOCIETY ACTIVITIES

The Section may coordinate and co-sponsor activities with other Societies or Groups.

VII. PUBLICATIONS

The Section shall use and support the Section bulletin as the primary means of communication with the Section membership.

VIII. FINANCES

The fiscal year of the Section shall be January 1st to December 31st. All funds received by the Section shall be deposited in one or more accounts designated by the Section Executive Committee. The signature of the Treasurer is required for withdrawals. In his absence, the signature of the Chairman, Vice Chairman or Secretary, in that order of precedence, is required for the withdrawals.

IX. ELECTIONS

- a. The following officials shall be elected by the Section membership:
 - (1) Section Officers:
Chairman, Vice Chairman, Treasurer and Secretary, who shall also be Directors-at-Large.
 - (2) 8 Directors.
- b. The term of office for Chairman, Vice Chairman, Treasurer and Secretary shall be one (1) year. Any officer may be elected to succeed himself for not more than one term.
The term of office for elected Directors shall be for two (2) years with four Directors being elected each year.
- c. Not later than October 1st of each year, the Section Chairman shall appoint a Nominating Committee consisting of at least

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- three members not currently officers of the Section.
- d. Nominations for officers and directors shall be made by the Nominating Committee in time for publication in the February issue of the Section Bulletin.
 - e. Additional nominations may be made by mail not later than March 15th by petition, signed by at least ten (10) voting members of the Section.
 - f. All nominations shall be published again in the May issue of the Section Bulletin.
 - g. In the event that there is no contest for any office, the election shall take place at the May Section meeting by voice vote of voting members present.
 - h. In the event there is more than one (1) nominee for any elective office, the election of the entire slate shall be conducted by means of a secret ballot. The ballot may be part of the May issue of the Section bulletin or may be mailed separately. Alternatively, the election may take place at the May Section Meeting by means of a secret ballot.
 - i. Ballots shall be counted by a committee of tellers appointed by the Section Chairman, subject to the approval of the Executive Committee, consisting of three (3) members of the Section who are neither candidates, members of the Nominating Committee, nor members of the Executive Committee.
 - j. A plurality of ballots cast shall be necessary for election. The results of the election shall be published in the next available issue of the Section bulletin.
 - k. The incoming officers shall assume their duties on or before July 1st on the date fixed by the outgoing Executive Committee.

- I. If for any reason an elected officer or director leaves his position vacant or is unable to perform the duties of his office, the Nominating Committee shall submit recommendations to the Chairman for action by the Executive Committee. In the event of unexcused absence in excess of three (3) consecutive regular meetings by an elected member of the Executive Committee, the Chairman, with the approval of two-thirds (2/3) of the Executive Committee, may declare the position vacant and take the necessary action to fill the vacancy. Absence on the part of a member of the Executive Committee from a total of five (5) regular meetings of the Executive Committee during the Administrative year shall be equivalent to resignation from office. Before action can be taken, twenty-five (25) days prior notification shall be given.

X. PARLIAMENTARY AUTHORITY

The rules contained in the current edition of Robert's Rules of Order, Newly Revised shall govern the Section in all cases to which they are applicable and in which they are not inconsistent with these Bylaws and any special rules of order the Section may adopt.

XI. AMENDMENTS

To be adopted, amendments to these Bylaws must be approved by a two-third (2/3) vote of those eligible voting members present at a Section general meeting, the notice of which shall have been published, with the text of the proposed amendments, at least three (3) weeks in advance of the meeting; and provided that

the amendments shall have been previously approved by a two-thirds vote of the entire Section Executive Committee, have been reviewed by the Regional Director, and are in accordance with the Constitution and Bylaws of the IEEE. Alternatively, the membership vote may be by means of a mail ballot, in which case a proposed amendment must be approved by a two-third (2/3) vote of those eligible voters who voted. Amendments may be debated but shall not undergo revision at a Section general meeting.