

**BYLAWS OF THE NORTHWEST FLORIDA SECTION
OF
THE INSTITUTE OF ELECTRICAL AND ELECTRONIC ENGINEERS**

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

Section 1

This organization shall be known as the Northwest Florida Section of The Institute of Electrical and Electronics Engineers "IEEE", Incorporated, hereinafter called the "Section."

ARTICLE II - Purpose

Section 1

It is the object of this Section to further the aims and ideals of the IEEE as set forth in the Constitution.

ARTICLE III - Territory

Section 1

The territory of the Section shall be the counties of Escambia, Holmes, Okaloosa, Santa Rosa, and Walton in Florida; and the counties of Conecuh, Covington, Escambia, Geneva, and Monroe in Alabama. This may be revised as provided in the Section Constitution by action of the IEEE Executive Committee.

Section 2

Subsections or Chapters may be formed and function within the Northwest Florida Section, consistent with the IEEE and Section constitution bylaws.

ARTICLE IV - Membership

Section 1

Section members are defined as members of all grades of the IEEE in good standing whose IEEE mailing address is within the Section Territory. Privileges and rights of members are described in the Constitution and bylaws of the IEEE.

Section 2

The Section Executive Committee may extend the courtesy of notification, Section publications, and attendance at Section meetings to non-members by individual identification. None of the other rights and privileges of Section membership will be implied or accorded under any circumstance by this action.

Section 3

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 committee.

ARTICLE V - Finances

Section 1

The Section Fiscal year shall extend from January 1 to December 31. The Section shall submit to the IEEE General Manager and to its Regional Director a financial statement at the end of each calendar year.

Section 2

All funds received by the Section shall be deposited in a bank approved by the Executive Committee. The signature of either the Treasurer or the Chairman shall be required for all withdrawals from this account.

Section 3

Without prior authorization of the IEEE Executive Committee, Section funds can be used only for normal operations of the Section. Those activities which fall outside of normal operations include donations, establishment of scholarship funds, and investment of funds outside of the IEEE Investment Program. Additional information is available from IEEE Financial Services Staff.

Section 4

If permitted by government and banking regulations, all unit bank accounts will provide for the signature authority of the IEEE Staff Director, Financial Services.

Section 5

The Section books shall be reviewed annually by an auditor appointed by the Executive Committee. The auditor will report the results of the review as an item of business at the Section annual meeting. The outgoing Treasurer shall make a written and signed financial report to the incoming Treasurer for use in the December National Report.

ARTICLE VI - Officers

Section 1

The Officers of the Section shall be:

- Chairman Vice-Chairman
- Secretary Treasurer
- Membership Development

Section 2

The Chairman, Vice-Chairman, Secretary, Treasurer and Membership Development shall be elected annually, normally for a term of one year. All officers are eligible for re-election except

that no officer may succeed himself. In any case, the officers shall continue until their successors are duly elected and take office.

ARTICLE VII - Management

Section 1

The duties of the Officers shall be as follows:

Chairman: The Chairman, who is responsible to the Section Executive Committee, shall have general supervision of the affairs of the Section. The Chairman shall preside at all regular and special meetings of the Section. The Chairman shall act as chairman at all Executive Committee Meetings. The Chairman shall be responsible for appointing the Chairman of all committees. The Chairman shall call meetings of the Section Executive Committee as such meetings are found necessary.

Vice Chairman: The Vice-Chairman shall perform the duties of the chairman in the conduct of the Section or the Executive Committee whenever the Chairman is unable to attend or participate in those activities. The Vice-Chairman shall fulfill any other assignments given by the Chairman.

Secretary: The Secretary shall attend all Section and Executive Committee meetings. The Secretary shall be responsible for sending out meeting notices for, and recording the minutes of those meetings. The Secretary shall prepare and send any necessary reports to IEEE Headquarters. The Secretary shall be responsible for maintaining the records of the Section.

Treasurer: The Treasurer shall attend all Section and Executive Committee meetings. The Treasurer shall serve as the chairman of the Section Finance Committee. The Treasurer shall maintain up to date financial accounting records. The Treasurer shall disburse all funds as ordered by the Chairman or the Executive Committee. In the absence of both the Chairman and the Vice-Chairman, the Treasurer shall preside at Section and Executive Committee meetings.

Membership Development: Membership Development shall attend all Section and Executive Committee meetings. Membership Development shall create, promote, and monitor appropriate and effective membership development programs to increase the Northwest Florida Section IEEE Membership.

Section 2

The Section Executive Committee shall consist of the elected officers, the Immediate Past Chairman, the Chairman of each Subsection or Chapter, the Chairman of each standing and appointed Committee, and such other members as the above listed members may elect by majority vote.

Section 3

The Section Chairman shall appoint the chairman of each Section Standing Committee within one month after taking office.

Standing Committees:

Program Committee
Membership Committee
Professional Activities Committee

Arrangement Committee
Student Activities Committee

The following committees may be appointed at the discretion of the Executive Committee:

Educational Activities Committee	Finance Committee
Fellowship Committee	Section History
Subsection and Chapter Operations	Section Publications
Awards Committee	

Section 4

The terms of office for all committees shall coincide with that of the Section officers as specified in Article VI, Section 2.

Article VIII - Nomination and Election of Officers

Section 1

The Chairman of the Section shall appoint in September a nominating committee of three or more Section members not then Officers of the Section.

Section 2

Nominations submitted by the Nominating Committee shall be announced at the regular October meeting.

Section 3

At the regular November meeting, additional nominations may be made by a petition from the members containing at least five (5) member signatures.

Section 4

In event there is no contest, election shall be by voice vote, or raising of hands vote at the discretion of the Chairman or Acting Chairman at the regular December meeting.

Section 5

In event there is more than one nominee for any elective office, the election shall be conducted by means of a secret ballot at the December meeting.

Section 6

Ballots shall be counted by a committee of tellers appointed by the Section Chairman.

Section 7

A plurality of the votes cast shall be necessary for election.

Section 8

The results of the election shall be reported at the December meeting.

Section 9

New Officers shall take office at the January annual meeting.

Section 10

Filling of vacancies in office occurring during the year shall be by the Section Executive Committee for the remainder of the unexpired term.

Article IX - Meetings

Section 1

Regular meetings shall be held in consecutive months, January through December inclusive, except that any meeting may be dropped from the schedule or its date changed, by a majority vote of the membership present at any previous meeting or by a majority vote of the Section Executive Committee. The dates to be decided upon by the executive committee.

Section 2

Meetings may be excluded during the summer months (July and August) if meeting attendance is not foreseen to be suitable. This will be determined by the Executive Committee.

Section 3

Meetings of the Section and meetings of the Section Executive Committee shall be conducted in accordance with the Roberts Rules of Order.

Section 4

Notices of all Section meetings shall be sent 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

The number of members present to constitute a quorum at meetings of the Section called for the transaction of regular business and requiring a vote to be taken shall not be less than fifteen (15).

Section 6

The annual meeting shall be the last Section meeting of the Business Year.

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 - Amendment of Bylaws

Section 1

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.

Proposed changes to these bylaws, and sufficient reasons for such changes, shall be delivered to the Section Executive Committee members at least twenty days before the stipulation meeting of the Executive Committee at which the vote shall be taken. A majority of all votes cast at that meeting shall be required to approve recommending to the Section members any addition, revisions, or revocations of the Bylaws.

These recommended amendments shall be delivered to the Section members at least one week prior to the Section meeting at which the vote shall be taken. A majority of all votes cast at that meeting shall be required to approve these amendments.

Revised 03/24/03
By Executive Committee