

BYLAWS

FOR THE

**NEW ORLEANS SECTION
OF THE
INSTITUTE OF ELECTRICAL AND
ELECTRONICS
ENGINEERS
(IEEE)**

May 12, 2011

<u>ARTICLE I</u>	1
<u>ARTICLE II</u>	1
<u>SECTION 1</u>	1
<u>SECTION 2</u>	1
<u>ARTICLE III</u>	1
<u>SECTION 1</u>	1
<u>SECTION 2</u>	2
<u>SECTION 3</u>	2
<u>ARTICLE IV</u>	2
<u>SECTION 1</u>	2
<u>SECTION 2</u>	2
<u>SECTION 3</u>	3
<u>SECTION 4</u>	3
<u>SECTION 5</u>	3
<u>SECTION 6</u>	3
<u>SECTION 7</u>	3
<u>SECTION 8</u>	4
<u>SECTION 9</u>	4
<u>SECTION 10</u>	4
<u>ARTICLE V</u>	4
<u>SECTION 1</u>	4
<u>SECTION 2</u>	5
<u>SECTION 3</u>	5
<u>SECTION 4</u>	5
<u>ARTICLE VI</u>	6
<u>SECTION 1</u>	6
<u>SECTION 2</u>	6
<u>SECTION 3</u>	6
<u>SECTION 4</u>	6
<u>SECTION 5</u>	6
<u>SECTION 6</u>	7
<u>SECTION 7</u>	7
<u>SECTION 8</u>	7
<u>ARTICLE VII</u>	7
<u>SECTION 1</u>	7
<u>SECTION 2</u>	7
<u>SECTION 3</u>	7
<u>ARTICLE VIII</u>	8
<u>SECTION 1</u>	8
<u>SECTION 2</u>	8
<u>SECTION 3</u>	8
<u>ARTICLE IX</u>	8
<u>SECTION 1</u>	8
<u>ARTICLE X</u>	8
<u>SECTION 1</u>	8
<u>SECTION 2</u>	8
<u>SECTION 3</u>	9
<u>SECTION 4</u>	9
<u>SECTION 5</u>	9
<u>ARTICLE XI</u>	9
<u>SECTION 1</u>	9
<u>SECTION 2</u>	9
<u>SECTION 3</u>	9
<u>SECTION 4</u>	10

<u>ARTICLE XII</u>	10
<u>SECTION 1</u>	10
<u>SECTION 2</u>	10
<u>SECTION 3</u>	10
<u>SECTION 4</u>	10
<u>SECTION 5</u>	10
<u>SECTION 6</u>	11
<u>SECTION 7</u>	11
<u>SECTION 8</u>	11

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(IEEE)

ARTICLE I

Name

This *organization* shall be known as the New Orleans Section of The Institute of Electrical and Electronics Engineers.

ARTICLE II

Organization and Scope

SECTION 1

It is the *objective* of this Section to further the aims and ideals of the Institute. The Section will endeavor to promote the welfare of its own members through the holding of meetings and field trips for the study of subjects of an engineering or scientific nature or of interest and value to Institute members. This will be accomplished by sponsoring programs and activities of benefit to the profession.

SECTION 2

The *territory* served by this Section shall be designated in the Institute Bylaws and as decreed by the Board of Directors of the Institute.

ARTICLE III

Membership

SECTION 1

Members of this Section shall be of two classes: Regular Members and Student Members, as defined in the following paragraphs:

SECTION 2

Regular members of this Section shall be defined as those IEEE Honorary Members, Life Members, Fellows, Senior Members, Members, and Associates in good standing and having residence within the jurisdiction of this Section. Only regular members shall be entitled to vote or hold office, except that neither Honorary Members nor Associates may hold any office. Life Members shall have those privileges associated with their membership grade immediately before becoming a Life Member or with such higher membership grade to which they may be advanced.

SECTION 3

Student members of this Section shall be defined as those IEEE enrolled Students in good standing and residing within the jurisdiction of the Section. Student members shall not be entitled to vote or hold office.

ARTICLE IV *Officers*

SECTION 1

The *Officers* of the Section shall be a Chair, a Vice Chair, a Secretary and a Treasurer, who shall hold office for one year beginning on January 1, which will also be the first day of the fiscal year of the Section, and thereafter until successors are elected and installed. All Officers shall be eligible for re-election in accordance with RAB policies.

SECTION 2

The Officers named in Section I shall also be, respectively, the Officers of the Executive Committee. In addition, the following shall be voting members of the Executive Committee:

1. Three Directors whose terms of office shall be the same as that of the other Officers.
2. The Chair of each Subsection, Technical Group, Society Chapter, and Affinity Group, whose term of office shall be as prescribed by the Subsection, Group or Society she/he serves.
3. The immediate Past Chair, who shall be a Member *ex officio*.

The Associate Director, Chairs of Student Branches and Student Branch Counselors within the Section shall be Honorary nonvoting members of the Executive Committee.

SECTION 3

The *Chair* shall have general supervision of the affairs of the Section, under the Executive Committee. She/he shall preside at meetings and shall perform such other duties and have such other powers as may be provided for in these Bylaws or as may be delegated to her/him by the vote of the EXECUTIVE COMMITTEE, provided such powers are not contrary to specific policies of the Institute.

SECTION 4

The *Vice Chair* shall perform the duties of the Chair in the absence of the Chair. In the Vice Chair's absence, these duties may be performed by any other officer of the Executive Committee as delegated by the Chair.

SECTION 5

The *Secretary* shall perform the duties usually devolving upon the office of Secretary of an organization. These duties include all correspondence between the Section and Headquarters, taking minutes at all Executive Committee meetings, and delivering these minutes to the IEEE Section membership. In addition, the Secretary shall report to the General Manager of the Institute the proceedings at all meetings as directed, including filing Meeting Reports and New Officers Reports. She/he shall have such other duties as may be assigned to her/him by the Executive Committee.

SECTION 6

The *Treasurer* shall be responsible for the fiscal affairs of the Section. She/he shall deposit into Section checking and/or savings account(s), all receipts received and disburse funds as required to liquidate all authorized debts of the Section. A record of all financial transactions shall be maintained. She/he shall prepare and certify all financial reports required by the General Manager of the Institute. The financial record of the section shall be audited within 30 days after the end of each fiscal year by two members in good standing who shall be appointed by the Chair. The Budget Committee Shall be directed by the Finance Chair of the excom.

SECTION 7

The *Directors* shall have general supervision of the standing and special committees of the Section as assigned by the Section Chair and approved by the Executive Committee. In addition, they shall have such other duties as may be assigned to them by the Executive Committee. The Associate Director shall have the responsibilities as may be assigned by the Chair and approved by the Executive Committee.

SECTION 8

The *Executive Committee* shall be the governing body of the Section and shall direct the management of its affairs. Special meetings may be called at any time upon the request of the Chair or of any three voting members of the committee. A quorum shall consist of a majority of the voting members of the committee. The voting members of the committee are as follows: Chair, Vice Chair, Secretary, Treasurer, Directors (3), Immediate Past Chair, and the Chairs of the various Society Chapters, and Affinity Groups. The Society Chapter Chairs may, in their absence, proxy their vote to the Vice Chair of that Society Chapter or to any other voting member of the Executive Committee. Voting members of the Executive Committee may proxy their vote to any other voting member of the Executive Committee. This proxy of voting rights must be prearranged by the voting member with a specific person when attendance at an Executive Committee meeting is not possible. A prearranged proxy vote will be counted in determining if a quorum exists. No Executive Committee voting member will be permitted to cast more than two proxy votes and any proxy must be submitted before the meeting commences, with recordation in the meeting minutes.

SECTION 9

Any *Officer or Director* may be removed for cause¹ by the Executive Committee at any Executive Committee meeting upon the vote of at least 75 percent of the total Executive Committee membership, provided a motion to that effect has been made at a similar meeting at least thirty days before and provided that a copy of such motion together with a statement of charges shall have been delivered forthwith to the Officer in question. Such Officer shall have the right to defense.

SECTION 10

Any vacancy occurring during the year shall be filled by appointment by the Executive Committee for the remainder of the unexpired term.

ARTICLE V *Nominations*

SECTION 1

The Nominating Committee shall be composed of three members, the three most recent Section Past Chairs who are able and willing to serve. The Section Chair shall assume the duty of forming the Nominating Committee, and the Senior Past Chair in this group shall be its Chair. This Nominating Committee shall meet not later than July 1 and shall announce the slate before

¹ With respect to removal from office for “cause,” means for reasons which law and public policy recognize as sufficient warrant for removal and such cause is “legal cause” and not merely a cause which the appointing power in the exercise of discretion may deem sufficient.

August 1 to allow a minimum of twenty-eight days for nominations by petition for any of the elected positions.

SECTION 2

The Nominating Committee will nominate at least one candidate for each of the following offices: Chair, Vice Chair, Secretary and Treasurer. The Nominating Committee shall also nominate five candidates for Director of the Executive Committee.

SECTION 3

The Nominating Committee shall guide its actions by the following specific provisions:

1. The nominees for the office of Chair shall have served as an Officer of the Section in at least one of the previous three years.
2. The nominees for the offices of Vice Chair, Secretary, and Treasurer shall have served as members of an IEEE Executive Committee at the Section level or above in at least one of the previous five years.

SECTION 4

Nominations for any or all offices may be made by petition under the following provisions: (Such nominations are not to be restricted by the provisions given the Nominating Committee).

1. Such petition or petitions must bear the personal signature of at least one percent of the regular members of this Section, and not more than 25 signatures, at the time the petition is submitted.
2. Such petition or petitions must be delivered to the Secretary not later than September 15.
3. The nominee or nominees covered by such petition or petitions shall be included in the regular ballot and designated as such.

ARTICLE VI

Elections

SECTION 1

Not later than September 30 of each year, the Secretary shall prepare an official ballot for the election.

SECTION 2

The official ballot shall contain the names of all nominees duly proposed in accordance with these Bylaws. The ballot shall be made available electronically.

SECTION 3

The official ballot shall also contain one blank space for every office, which space may be used by voting members for the purpose of writing in an alternative name.

SECTION 4

Only official ballots shall be counted. Ballots must be received by the Section not later than October 15.

SECTION 5

A committee of three or more tellers who are not candidates for office shall be appointed by the Section Chair prior to October 15th of each year. This committee shall receive from the Secretary, unopened, all election ballots received by the Tellers Committee in accordance with these Bylaws, and the Tellers Committee shall check the names on the electronic trail against the authentic, up-to-date list of the regular members of this Section, separating, unopened, any and all ballots from ineligible persons. The results of the election shall be typed in triplicate, bearing the personal signature of all members of the committee of tellers, together with the date of the count. One such copy shall be delivered by October 25th to the secretary and one to the Chair. The third such copy shall remain in the possession of the Chair of the committee of tellers at least until after publication of the announcement of the election results. The copy delivered to the Secretary shall be retained in the permanent files of the section.

In case of a tie in the votes for any office, it shall be resolved in favor of one of the candidates so tied by a majority of votes cast by the members of the Executive Committee at a meeting to be called immediately after the count of votes by the tellers. A record of such vote shall be entered in the minutes of said meeting of the Executive Committee.

SECTION 6

At the Section meeting immediately following the annual election, the presiding Officer shall read the report of the committee of tellers and shall declare duly elected the eligible candidates receiving the greatest number of votes for each office.

SECTION 7

Duly elected Officers shall assume their official duties on the first of January immediately following their election and shall hold office for one year or until their successors take office.

SECTION 8

Within twenty days of receipt of the report of the Committee of Tellers, the Secretary shall transmit to IEEE Headquarters the names of newly elected Officers and Directors.

ARTICLE VII *Committees*

SECTION 1

The Section Chair, along with the Directors, shall appoint Chairs of such standing and special committees as may be considered desirable, subject to the approval of the Executive Committee. Standing committees of this section shall include a Membership Development Committee, Program Committee, a Publicity Committee and a Student Activities Committee. Special committees such as Awards, Attendance and Fellowship, Career Guidance, Code, Finance, History, Professional Activities, Future Conferences, and Intersociety Relations are recommended.

SECTION 2

The personnel of any standing or special committee may be appointed by its Chair subject to the approval of the Executive Committee.

SECTION 3

The terms of all committees shall coincide with those of the Section Officers.

ARTICLE VIII

Meetings

SECTION 1

Unless otherwise ordered by the Executive Committee, Section meetings shall be held monthly. They may be held in conjunction with Society Chapters and Affinity Groups. Society Chapters and Affinity Groups may schedule additional separate meetings.

SECTION 2

Each regular and student member of this Section shall be notified of the time and place of each Section meeting and of the subject to be presented at the meeting.

SECTION 3

The Executive Committee shall meet monthly. Each member of the EXECUTIVE COMMITTEE shall be notified of the time and place of each meeting and of the subject to be presented at the meeting.

ARTICLE IX

Dues

SECTION 1

There shall be no local Section dues.

ARTICLE X

General

SECTION 1

Five percent or not less than twenty voting members of the Section shall constitute a quorum for the transaction of business at all meetings. A quorum may be waived, however, at meetings where the proceedings do not require a vote to be taken.

SECTION 2

A simple majority shall constitute a quorum at all committee meetings.

SECTION 3

The Chair shall be the official delegate of the Section during her/his term of office. In the event of the Chair's absence or inability to attend, her/his place shall be filled by the Vice Chair, Secretary, Treasurer or one of the voting Directors of the Executive Committee. If none of the aforementioned are able to attend, the Chair may appoint any regular member to be her/his alternate.

SECTION 4

In order to provide for the proper handling of the routine work of the Section 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 these Bylaws or with the Constitution and Bylaws of the Institute.

SECTION 5

A copy of the Section publication, *The Section Bits*, shall be made available to all members. In addition, selected non-members may receive the Section publication.

ARTICLE XI ***Amendments to Bylaws***

SECTION 1

Proposals for amendments may originate by request of any three members of the Executive Committee or by petition.

SECTION 2

Petitions for amendments must bear the membership numbers and names of at least twenty (20) regular members of this Section. The petitions must be dated.

SECTION 3

Proposed Bylaws or changes thereto, and sufficient reasons therefore, shall be delivered or mailed to the Executive Committee Members at least twenty (20) days before the meeting of the Executive Committee at which the vote will be taken. Approval of two-thirds of the total

membership of the Executive Committee shall be required to enact any amendments to the Bylaws.

SECTION 4

The Executive Committee may, at its discretion, refuse to resubmit a defeated proposal within the current fiscal year.

ARTICLE XII

Subsections

SECTION 1

The section shall encourage the formation of subunits, including Society Chapters and Affinity Groups. Subsections, including but not limited to, the Computer Society, Communications Society, Engineering in Medicine and Biology Society, Power Society, and our Graduates Of the Last Decade, (GOLD) Affinity Group shall be subject to the Bylaws of the Section and shall be under the general jurisdiction of the Section Executive Committee.

SECTION 2

The territory and limits of the Subsections shall be subject to definition and change by the Section Executive Committee. Management of the subunit will be overseen by the section and governed as detailed in in the Bylaws of the Section and the RAB Operations Manual, Section 9. This shall include the financial activities, elections, and officer activities.

SECTION 3

The Subsection shall have at least a Chair, Vice Chair, Secretary and Treasurer. Procedures for nomination and election of Subsection Officers shall be the same as prescribed for Section Officers in Articles V and VI of these By-Laws. The Subsection shall have an Executive Committee and such committees as provided in their Bylaws.

SECTION 4

Any vacancy occurring in the offices of the Subsection shall be filled by appointment of the Chair of the Subsection or of the Subsection Executive Committee.

SECTION 5

All committee Chairs shall be appointed by the Subsection Chair.

SECTION 6

The personnel of any standing or special committee shall be appointed by the Chair of the committee with the approval of the Executive Committee of the Subsection.

SECTION 7

Finances of the Subsection shall be operated on an annual budget approved by the Section Executive Committee. Expenditures from the Subsection funds shall not exceed the annual budget without prior approval of the Section Executive Committee. Any expenditures that exceed the budgeted moneys, must be reported with justification by completed voucher(s) at the next meeting of the Executive Committee.

SECTION 8

Regular meetings shall generally be held monthly, or as deemed necessary by the subsections EXECUTIVE COMMITTEE so long as the minimum requirements of the IEEE are satisfied. Meetings shall be held at such times and places as may be designated by the Subsection Chair or as deemed necessary by the subsections EXECUTIVE COMMITTEE.

The existing IEEE New Orleans Section By-Laws were:

Last Adopted by Section Membership
December, 1971

Last Approved by IEEE Headquarters
February 2, 1972

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Revised February 18, 2003
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January 20, 2005

These revisions of the IEEE New Orleans Section By-Laws are:

Adopted by Section Membership

Approved by IEEE Headquarters

Edited on 1/15/2012