

BY-LAWSWASHINGTON SECTIONAMERICAN INSTITUTE OF ELECTRICAL ENGINEERS

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1. **NAME:** This Association shall be known as the Washington Section of the American Institute of Electrical Engineers.
2. **OBJECT:** The object of the Section shall be to promote the interests of the American Institute of Electrical Engineers, to increase the benefits derived from membership therein, to hold meetings for the presentation and discussion of technical papers of interest to electrical engineers, and to advance the engineering profession through closer cooperation with other engineering and scientific societies.
3. **MEMBERSHIP:** All Honorary Members, Fellows, Members and Associates of the American Institute of Electrical Engineers, in good standing in the Institute, and residing in or near the District of Columbia within the boundaries established by the Institute, shall be considered members of the Washington Section.
4. **DUES:** Local Dues of Two Dollars (\$2.00) for all Institute membership grades of Associate and above shall be assessed annually.
5. **LOCAL MEMBERSHIP:** There shall be two classes of local membership, namely:
 - (a) **Local Members:** Any person interested in the work of the Section may become a Local Member by submitting to the Secretary-Treasurer an application endorsed by one or more voting members of the Section, by payment of a fee of Five Dollars (\$5.00) a year, in advance, and upon being duly

elected by a majority vote of the Executive Committee.

(b) Local Student Members: All Student members of the A.I.E.E. shall be considered Local Student Members of the Section without payment of local dues.

All Other students of engineering and technical schools within the area of the Washington Section may enroll as Local Student Members by submitting to the Secretary-Treasurer an application endorsed by one or more voting members of the Section, by the payment of a fee of \$1.50 a year, in advance, and upon being duly elected to membership by a majority vote of the Executive Committee.

Local members shall be entitled to all privileges of the Section except voting, holding office, serving as chairmen of committees and officially participating in the business meetings of the Section.

6. SECTION MEETINGS: Section Meetings shall be held the second Tuesday of each month from October to May, inclusive, unless otherwise ordered by the Executive Committee. The subjects of the papers to be presented at the meetings and the time and place of all meetings shall be approved by the Executive Committee.

Special meetings may be called at any time by the Executive Committee upon written notice to each member seven days in advance of the meeting date.

For the transaction of Section business fifty voting members shall constitute a quorum.

7. ANNUAL MEETING: The May meeting of each year shall be designated the Annual Meeting at which meeting such business shall be transacted as may be presented by the members.

8. VOTING: All members in good standing, provided for in Paragraph 3, shall be entitled to vote.

9. OFFICERS: The Officers of this Section shall be a Chairman, a Vice Chairman, a Secretary-Treasurer.

All elected officers shall be voting members of the Section.

Term of office for all officers shall be for a period of one year beginning the first day of June following election.

If the office of Chairman becomes vacant during a regular term, the Vice Chairman shall succeed to the Chairmanship. If any other office becomes vacant during a regular term, the Executive Committee shall fill the vacancy from the Section membership for the remainder of the unexpired term.

10. EXECUTIVE COMMITTEE: The Executive Committee shall consist of the three elected officers as provided for in "9. OFFICERS" and four additional members, two of whom shall be elected as provided for in "12. ELECTION". The remaining two shall consist of the retiring Chairman and retiring Secretary-Treasurer. If one or both of these are unable to serve, the Section shall elect members from previous Executive Committees in their stead. All members of the Executive Committee shall be voting members of the Section. Term of office for all members of the Executive Committee shall be for a period of one year beginning the first day of June following election.

The Chairman of the Section shall be Chairman of the Executive Committee. Four members of the Committee, assembling at the call of the Chairman, shall constitute a quorum.

Any vacancy occurring in the Executive Committee shall be filled for the unexpired term by action of the Executive Committee.

11. DELEGATE AND ALTERNATE TO THE ANNUAL SUMMER GENERAL MEETING: The Chairman shall be the Delegate to the Annual Summer General Meeting. He shall notify the Executive Committee within a reasonable time if he is unable to attend this meeting.

An Alternate Delegate to the Annual Summer General Meeting shall be elected at the same time as the Officers of the Section are elected. It shall be the duty of the Alternate to be the Delegate to the Annual Summer General Meeting of the Institute upon being notified by the Chairman and the Executive Committee that the Delegate will be unable to fulfill his duties as Delegate.

If an emergency arises wherein neither the Delegate nor the Alternate can represent the Section at the Annual Summer General Meeting of the Institute, a delegate shall be selected by the Executive Committee.

12. ELECTION: A Nominating Committee, appointed by the Chairman of the Section, shall be constituted each year.

The Nominating Committee shall nominate one person for each office as provided for under "9. OFFICERS", two for membership on the Executive Committee, and one for Alternate Delegate to the Annual Summer General Meeting.

The Nominating Committee shall prepare a list of nominees for the offices to be filled at the next election and shall notify the Secretary of the Section of its selections not later than January 31st.

Notice of the nominations of the Nominating Committee shall be sent by the Secretary to all qualified voters not later than February 15th of each year, together with a reminder of the following provision:

Independent nominations may be made by a petition of ten (10) or more members sent to the Secretary not later than March 15th of each year for inclusion in the ballot of such candidates as are eligible.

If the only nominations are those of the Nominating Committee, the election shall be held at the May meeting by a voice vote of the members present. If other nominations are received, the following procedure shall apply:

(a) Not later than April 1st of each year the Secretary shall mail to each member entitled to vote an official ballot bearing the names of candidates for election as officers of the Section, as provided for in "9. OFFICERS"; two members of the Executive Committee, as provided for in "10. EXECUTIVE COMMITTEE"; and an Alternate to the Annual Summer General Meeting, as provided for in "11. DELEGATE AND ALTERNATE TO THE ANNUAL SUMMER GENERAL MEETING".

(b) The official ballot shall have the names of the candidates for each office grouped under the name of the office for which they are nominated, the first name under each office being the choice of the Nominating Committee and so designated. It shall bear the notation, "This ballot must be mailed to reach the Secretary on or before April 30th of this year".

(c) Enclosed with the official ballot shall be a plain envelope and a return envelope addressed to the Secretary of the Section. The return envelope shall have a space in its upper left-hand corner for the signature of the voting member.

(d) Members shall vote for one candidate for each office by marking an "X" in the box provided after the names of candidates. Voting for more than one candidate for any one office will invalidate the ballot and ballots so marked will be thrown out by the Committee of Tellers.

(e) After marking the ballot, the voting member shall place it in the plain envelope and seal it. The plain envelope shall then be enclosed in the envelope addressed to the Secretary of the Section. The member shall write his name in the space provided on the envelope, and it shall then be forwarded to the Secretary.

(f) The Chairman of the Section during the month of April shall appoint, subject to the approval of the Executive Committee, a Committee of Tellers consisting of three members entitled to vote. The appointees shall not be members of the Executive Committee or of the Nominating Committee.

(g) The Committee of Tellers shall meet between May 1st and May 5th and shall receive, unopened, all ballots from the Secretary. It shall forthwith proceed to check the names of members appearing on the ballot envelopes for eligibility to vote. Any envelopes bearing names of members ineligible to vote shall be destroyed, unopened, together with their contents.

(h) The plain envelopes containing legal ballots shall be removed from the outer mailing envelopes and the outer mailing envelopes destroyed.

(i) After the mailing envelopes have been destroyed, the ballots shall be removed from the plain envelopes, the voting tabulated and the results of the election shall be forwarded to the Chairman of the Section, in writing, signed by the Committee of Tellers. The results of the election shall be announced by the Chairman at the Annual Meeting.

13. DUTIES OF CHAIRMAN: The Chairman shall perform the duties usually devolving upon such position. In addition to being Chairman of the Section, he shall be Chairman of the Executive Committee.

14. DUTIES OF VICE CHAIRMAN: The Vice Chairman shall assist the Chairman in such activities as shall be delegated to him, and, in the absence of the Chairman, shall preside in his stead.

15. DUTIES OF SECRETARY-TREASURER: The Secretary-Treasurer shall be responsible for the records of the Section, except as otherwise directed by the Executive Committee. He shall keep accurate minutes of all meetings of the Section and of the Executive Committee, shall conduct necessary correspondence and, in general, discharge the duties usually associated with his position. He shall be guided by instructions from Institute Headquarters in reporting meetings and functions.

He shall be responsible to the Institute for the proper expenditure of all Institute funds, and shall maintain at all times accurate records of all receipts and expenditures. He shall prepare the annual financial report of the Section for presentation to the outgoing Executive Committee on or before May 31. See "17. DUTIES OF EXECUTIVE COMMITTEE".

He shall be responsible for the maintenance of an accurate address list of all members of the Section, which shall be accessible at all time, and for having Headquarters promptly informed of any change in the list. He shall be responsible for making the Section Addressograph plates correspond to the current address list.

He shall, at the Annual Meeting of the Section, report for the Executive Committee such actions as have been taken by it since the last Annual Meeting as provided for in "17. DUTIES OF EXECUTIVE COMMITTEE".

16. ASSISTANT SECRETARY-TREASURER: The Assistant Secretary-Treasurer shall be appointed by the Chairman of the Section, with the concurrence of the Secretary-Treasurer and the approval of the Executive Committee, to serve throughout the term of the Secretary-Treasurer. He shall perform such duties as the Secretary-Treasurer shall designate.

17. DUTIES OF EXECUTIVE COMMITTEE: It shall be the duty of the Executive Committee to have jurisdiction over all Section activities and to decide all matters of administration and policy. It shall direct the expenditure of all Section funds, shall approve all bills, and shall on or before May 31 approve the annual financial statement for its jurisdictional year, June 1 - May 31, certified to by the Auditing Committee as provided under "21. AUDITING COMMITTEE".

The Executive Committee, through the Secretary-Treasurer, shall report at the Annual Meeting of the Section such actions as have been taken by it since the last Annual Meeting.

Any action of the Executive Committee may be overruled by a majority vote of members present at the next regular meeting of the Section following 30 days' written notice given each voting member of the Section, upon the request in writing of ten members of the intent to question any given action of this Committee.

18. MEETINGS OF EXECUTIVE COMMITTEE: The meetings of the Executive Committee shall be held when called for by the Chairman of the Section, and at such time and place as he may direct.

19. ADVISORY BOARD: The Advisory Board shall be the judicial body of the Section. It shall be comprised of seven members who are voting members of the Institute but not members of the Executive Committee except that the Junior Past Chairman of the Section, who is automatically a member of the Executive Committee, shall be eligible for appointment to the Advisory Board. At least three of the members of this Board shall be Past Chairmen of the Section. The Chairman of the Board shall be selected by the Chairman of the Section and shall not serve more than one year consecutively. The other six members of the Board shall be chosen by the Board with the assistance and approval of the Chairman of the Section. The terms of Board members shall be three years each, with the terms of two members expiring each year. A Vice Chairman shall be chosen by the Section Chairman from the six other members of the Board. The Vice Chairman shall serve in this capacity for a period of one year only.

The duties of the Advisory Board shall be to consider and report, as promptly as possible, its recommendation on any matter referred to it by the Chairman of the Section, Executive Committee, ten members of the Section in writing or initiated by itself.

The Chairman of the Advisory Board shall call a meeting upon the request of the Section Chairman, Executive Committee, upon request of two members of the Advisory Board, or at any other time at his own discretion.

20. COMMITTEES: The following Committees shall be regularly appointed early in each Section year by the Chairman. Each committee shall perform such duties as it may be called upon to perform by the Chairman of the Section and as normally may be expected of such a committee.

- (1) Meetings and Papers Committee
- (2) Membership Committee
- (3) Attendance and Sociability Committee
- (4) Student Activities Committee
- (5) Publicity Committee
- (6) Technical Program Committee
- (7) Committee on Transfers

In addition to the standing committees mentioned, there shall be appointed such additional committees as may be required from time to time, including the Nominating Committee and the Auditing Committee.

All committee appointments shall be subject to approval of the Executive Committee.

21. AUDITING COMMITTEE: At the Annual Meeting, the Chairman shall announce the appointment of an Auditing Committee of three members to audit the accounts of the retiring Secretary-Treasurer. This Committee shall on or before May 31, certify to the annual financial report prepared by the Secretary-Treasurer and the same shall be duly approved on or before May 31st by the outgoing Executive Committee prior to the transfer of funds to the incoming Secretary-Treasurer. The report of the Auditing Committee and the financial statement shall be presented for approval of the Section at the first meeting of the new fiscal year.

22. AMENDMENTS: These By-Laws may be amended by a two-thirds vote of the members present at any regular meeting, after thirty days' notice has been given that such amendment is to be considered.

23. GENERAL: Without changing their import, the Secretary may number and, from time to time when amendments are adopted, may renumber the various sections of the By-Laws, so as to serve the purpose of ready reference thereto.