

Region 2; R2; Eastern USA

R20045 West Virginia Section

West Virginia Bylaws

4448

1968



THE INSTITUTE OF ELECTRICAL AND ELECTRONICS ENGINEERS, INC.

1969

WEST VIRGINIA SECTION

CHAIRMAN
L. B. McCLUNG

May 19, 1969

VICE-CHAIRMAN
P. W. SINSEL

Mr. D. C. Ports
Director, Region 2, IEEE

SEC'Y-TREAS.
A. F. GALL

Mr. Donald G. Fink
General Manager, IEEE

ASS'T SEC'Y-TREAS.
T. J. WILLS

Gentlemen:

ATTENDANCE
G. F. BICKHAM

The West Virginia Section has recently revised its Bylaws to bring them in accord with the Constitution and Bylaws of the Institute and with the Section Constitution.

EDUCATIONAL & TECHINCAL
J. T. ALLEN

A draft of the proposed revisions was reviewed by Miss Emily Sirjane and her comments were return to me on December 20, 1968. We have incorporated her suggested changes into the final document.

ENTERTAINMENT
H. L. AUSTIN

The attached Bylaws have been reviewed and approved by the Section Executive Committee and by the Section Membership. We chose to solicit ratification from the membership because the changes were quite extensive and because we wanted to let them become more familiar with the rules by which the Section is operated.

FELLOWSHIP
H. L. NIDA

We believe the revised Bylaws are constant with the IEEE Constitution and Bylaws and the Section Constitution. Your comments or approval are solicited.

MEMBERSHIP & TRANSFERS
J. D. KITTINGER

Very truly yours,

PROGRAM
M. C. LESHER

Ralph W. Greenwood
Past Chairman
West Virginia Section

PUBLICITY
D. D. CAMPBELL

SECTION DEVELOPMENT
R. W. GREENWOOD

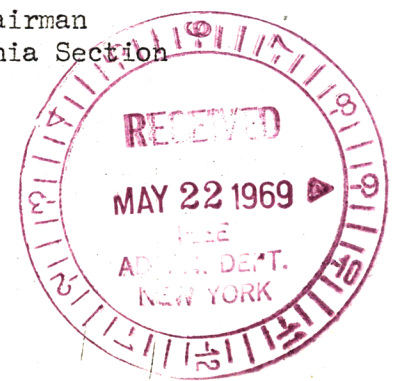
STUDENT ACTIVITIES
H. F. BELL

RWG:sd

Attachment

GROUP CHAPTERS
J. E. DENNIE

cc: Mr. Paul W. Sinsel
Mr. A. F. Gall
Miss Emily Sirjane ✓



THE INSTITUTE OF ELECTRICAL AND ELECTRONICS ENGINEERS
WEST VIRGINIA SECTION
BYLAWS

Nothing in these Bylaws is to be construed to be contrary to the IEEE Constitution and Bylaws, the Section Constitution or the IEEE Section Manual.

ARTICLE I - Name

- Sec. 1. This organization shall be known as the West Virginia Section of the Institute of Electrical and Electronics Engineers, Inc.

ARTICLE II - Officers

- Sec. 1. The officers of the Section shall be a Chairman, a Vice Chairman, a Secretary-Treasurer, and an Assistant Secretary-Treasurer.
- Sec. 2. The terms of office for all officers shall begin at the close of the Annual Meeting, or as soon thereafter as the election result is determined, and shall end at the close of the next Annual Meeting, or as soon thereafter as the result of the election of new officers is determined, and in any case continue until their successors are duly elected and take office.
- Sec. 3. The terms of office set forth above shall be approximately one year and may exceed this interval only in the case where the date of the Annual Meeting is being changed and a continuation in office is necessary to effect the new schedule, or no successor has been elected or appointed.

ARTICLE III - Finances

- Sec. 1. All expenditures of Section funds must be approved by the Chairman, Vice-Chairman, Secretary-Treasurer or Assistant Secretary Treasurer.
- Sec. 2. Without prior authorization of the IEEE Executive Committee, Section funds can only be used for normal operations of the Section, such as payment for meeting rooms, equipment used at meetings, mailings and promotional expense.
- Sec. 3. The Section fiscal year extends from July 1 to June 30 of the succeeding year.
- Sec. 4. The retiring Chairman shall appoint an Auditing Committee of three members prior to leaving office for the purpose of auditing the Secretary-Treasurer's books for the administrative year ending June 30. This committee must submit their report to the incoming Chairman not later than September 1 of the same year.

ARTICLE IV - Management

- Sec. 1. There shall be a Section Executive Committee consisting of at least the officers, the Junior Past Chairman and Chairman of all standing committees listed in Article IV, Section 6, of these Bylaws. The Chairman may appoint, subject to confirmation by a majority vote of the Section Executive Committee, additional members to the Section Executive Committee from the Section Membership.
- Sec. 2. The Chairman, Responsible to the Section Executive Committee, shall have general supervision of the affairs of the Section. He shall preside at meetings of the Section and the Section Executive Committee and have such other powers and perform such other duties as may be provided for in the Section Bylaws, or as may be delegated to him by vote of the Section. In his absence his duties shall be performed by the Vice-Chairman.
- Sec. 3. The Secretary-Treasurer shall receive and deposit all monies in the name of the Section in such depository as shall be determined by the Section Executive Committee. He shall make only such disbursements as shall be ordered by the Section Executive Committee or as provided in these Bylaws. He shall make such reports as may be required by the IEEE Executive Committee or by the IEEE Bylaws.
- Sec. 4. The Secretary-Treasurer shall prepare the agenda for, and record the minutes of all meetings of the Section and of the Section Executive Committee. He shall make such reports of his activities as may be required by the IEEE Executive Committee or by the IEEE Bylaws.
- Sec. 5. The assistant Secretary-Treasurer shall send out notices of all regular meetings and other Section activities to all IEEE members in the territory of the Section at least one week prior to the date of the meeting or activity. These notices shall contain a full statement of the time, place and business of the meeting.
- Sec. 6. The Chairman, as soon as expedient after the Annual Meeting, shall appoint Chairmen of the following standing committees:

Program (Meetings) Committee
Membership Committee
Prize Papers and Awards Committee
Student Activities Committee
Publicity Committee
Nominating Committee
Attendance Committee
Entertainment and Fellowship Committee
Transfer Committee
Section Development Committee
Technical Program and Study Courses Committee

- Sec. 7. Members appointed shall serve until their successors are appointed or the Committee dissolved.
- Sec. 8. Other committees may be authorized by vote of the Section Executive Committee at any regular meeting, with the Chairmen of these committees appointed by the Section Chairman.
- Sec. 9. The Chairman of the Section at the time the Winter Annual Meeting of the Institute is held, shall be the official delegate of the Section to the Convention. In the event of the Chairman's absence or inability to attend, his place shall be filled by an alternate delegate previously designated by the vote of the Section or Executive Committee.
- Sec. 10. A minimum of three meetings of the Section Executive Committee shall be held at such times as shall be found necessary. Section Executive Committee meetings may be called by the Chairman of the Section at his own discretion or shall be at the request of three members of the Committee.

ARTICLE V - Section Meetings

- Sec. 1. The Section shall not hold less than five regular meetings during the year; one, to be held during the month of May, shall be the Annual Meeting.
- Sec. 2. Fifteen percent of the voting members, or fifteen members, whichever is greater, shall be present to constitute a quorum at all meetings of the Section, called for the transaction of regular business and requiring a vote to be taken. A quorum may be waived, however, at meetings where the proceedings do not require a vote to be taken.

ARTICLE VI - Nomination and Election of Officers

- Sec. 1. The Section Chairman, Vice Chairman, Secretary-Treasurer and Assistant Secretary-Treasurer shall be elected by letter ballot.
- Sec. 2. Candidates for the offices of Section Chairman, Vice Chairman, Secretary-Treasurer and Asst. Secretary-Treasurer shall be selected by a nominating committee or by petition from the membership. The nominating committee shall be appointed by the Chairman and shall consist of at least three members of the Institute. They shall submit, no later than March 5 of each year, a list of candidates who have agreed to serve. The Chairman is an ex officio member of the nominating committee. The Vice Chairman, Secretary-Treasurer or Assistant Secretary-Treasurer may not serve on the nominating committee.

Members at large may nominate candidates by petition. Each petition must be signed by at least five voting members, and all candidates so nominated must have indicated their willingness to serve. Such petitions must be submitted to the Secretary-Treasurer not later than April 10.

Not later than March 10 of each year, the Secretary-Treasurer shall notify the membership of the candidates selected by the nominating committee.

Not later than April 15 of each year, the Secretary-Treasurer shall mail to each member entitled to vote, a ballot bearing the names of such candidates for election as have been nominated by the nominating committee or by petition.

- Sec. 3. The names of the candidates shall be grouped under the name of the office for which they are nominated. In addition to the names of the candidates, provision shall be made on the ballot for at least one blank space under each office to be filled, in order that the voter may have the privilege of voting for his choice without regard to whether the person or persons voted for were previously nominated. If the official ballot is lost, or mislaid, any unofficial ballot may be used.
- Sec. 4. Each ballot shall be enclosed in an envelope addressed to the Secretary-Treasurer. The ballot shall be marked "Ballot must be received by the Secretary-Treasurer or postmarked no later than April 30". The words "Official Ballot Enclosed" shall be printed on each envelope. In order to permit a check of ballot validity, each envelope shall bear the signature of the voting member. Only those ballots received or postmarked no later than April 30 will be counted. The return envelope, marked and addressed in accordance with these Bylaws, shall be mailed, with the ballot, to each member eligible to vote. The Secretary-Treasurer shall deliver the ballots, unopened, to the Tellers.
- Sec. 5. The Chairman shall appoint a Committee of Tellers to validate and count all ballots. The Tellers shall be voting members of the Institute and shall not currently be candidates for election or re-election. The Tellers shall certify the results of the election, in writing, to the Section Chairman no later than May 5. The results of the election shall be announced and the new officers shall be officially installed at a Section meeting held in May. This meeting shall be designated the Annual Meeting.
- Sec. 6. The Chairman shall inform the successful candidates of their election and arrange for the transfer of responsibility to the new officers without delay.
- Sec. 7. Vacancies in office occurring during the year shall be filled by candidates chosen by majority vote of an official meeting of the Section Executive Committee. Officers so selected shall serve for the remainder of the unexpired term unless otherwise provided for.
- Sec. 8. If for any reason the best interests of the Section seem to require a change in the governing body during the year, the

matter shall be duly and carefully considered by the Section Executive Committee, or upon receipt by the Section Executive Committee of a petition signed by fifteen (15) members of the Section. A letter shall be sent to all voting members advising them of the action. A two-thirds approval of those members eligible to vote shall be necessary before any office can so be declared vacant.

After an office is declared vacant, the new officer shall be selected in accordance with Article VI, Sec. 7, of these Bylaws.

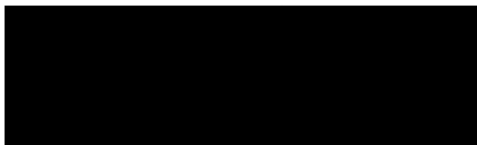
- Sec. 9. The Secretary-Treasurer shall mail a copy of Article VI of the Bylaws to each member entitled to vote. This notice shall accompany any ballot for election or recall of officers.

ARTICLE VII - Amendments

- Sec. 1. Proposals for amendments may originate in the Section Executive Committee or by a petition signed by five or more members.

May 26, 1969

Mr. Ralph W. Greenwood



Dear Mr. Greenwood:

We have received copy of the revised Bylaws of the West Virginia Section which appear to be in order. As soon as we have the approval of the Regional Director, these will be submitted to the IEEE Executive Committee for formal approval.

Sincerely,

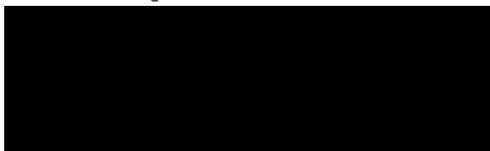
Emily Sirjane, Manager
Membership Services

ES:ohg

cc: D.C. Parks
fcc: D.G. Fink

June 30, 1969

Mr. Ralph W. Greenwood



Dear Mr. Greenwood:

We are pleased to advise that the IEEE Executive Committee at the meeting on June 26 approved the revised Bylaws of the West Virginia Section.

Sincerely,

Emily Sirjane, Manager
Membership Services

ES:ohg
cc: D. C. Ports



IEEE

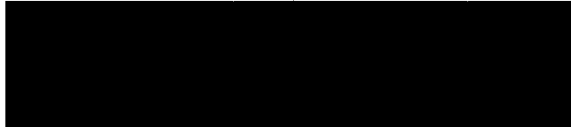
FIELD SERVICES

THE INSTITUTE OF ELECTRICAL AND ELECTRONICS ENGINEERS, INC.
445 HOES LANE, P.O. BOX 1331, PISCATAWAY, NJ 08855-1331, U.S.A., TELEX 833-233

November 14, 1991

(908) 562-5515

Muhammad U Farooq, Chairman



Dear Prof Farooq:

We are very pleased that you have taken an interest in reactivating the West Virginia Section. My telephone conversation with Mark Messner on 11/11/91 was so enthusiastic. I believe you have a very good assistant for this project.

To assist you I am providing a West Virginia Section list of active members showing telephone numbers. A copy of the West Virginia Section Bylaws is also included.

Should you need further assistance please feel free to contact me at any time. I can be reached by telephone (908) 562-5515, telex 833-233, compmail g.gutwein, email g.gutwein@ieee.org.

Cordially,

A handwritten signature in cursive script that reads "Gloria Gutwein".

Gloria Gutwein, Supervisor
Section/Chapter Support

Terry H. Burns, Manager, Section/Chapter Support



IEEE

REGIONAL ACTIVITIES

THE INSTITUTE OF ELECTRICAL AND ELECTRONICS ENGINEERS, INC.
445 HOES LANE, P.O. BOX 1331, PISCATAWAY, NJ 08855-1331, U.S.A. TELEX 833-233

FILE

June 27, 1995

Stephen D. Goodman




Dear Chairman Goodman:

I have just finished looking over the **West Virginia Section Bylaws** that have been on file since 1969. After careful review, I discovered several changes that need to be made in order for these bylaws to conform with the IEEE format. Enclosed, you will find a copy of your Section's bylaws, the changes that need to be made, and a copy of model bylaws for your use.

Simply retype the bylaws to include the changes and resubmit them to me. Once I review them again, if everything looks OK, I will forward them on to the Region Director for approval. If you have any questions, please contact me at (908)562-5511 (phone), (908)463-9359 (fax), or at g.leeman@ieee.org (email). Thank you!

Sincerely,


Gail Leeman

Enclosures

cc: Daniel R. Benigni, Region 2 Director

PLEASE FOLLOW OUR SUGGESTED FORMAT

CHANGES THAT NEED TO BE MADE TO YOUR BYLAWS

WEST VIRGINIA

1) Please change top sentence to read:

"Nothing in these Bylaws is to be construed as to be contrary to the IEEE Constitution, Bylaws and Policy and Procedures."

2) Article I, Section 2 (See your Article I)

Please add:

"The territory of the West Virginia Section, as approved by the Regional Activities Board, includes the following: _____."

3) Article III, Section 2 (See your Article IV, Section 6)

Please say:

"The Chairmen of the Standing Committees will be appointed by the Section Chairman WITH THE APPROVAL OF THE SECTION EXECUTIVE COMMITTEE, AND THEIR TERMS WILL EXPIRE ON _____."

4) Article III, Section 2 (See your Article IV, Section 6)

Please add:

"Each Committee Chairman will appoint his/her committee members, with the approval of the Section Executive Committee, and their terms will expire on _____."

5) Article III, Section 4 (See your Article IV, Section 6)

Please add:

"Duties of the Standing Committees will be generally as described in the IEEE Section Operations Guide."

6) Article IV, Section 2 (See your Article IV)

Please add:

"A majority of the Section Executive Committee shall constitute a quorum."

7) Article IV, Section 3 (See your Article IV)

Please add:

"A majority of the Section Executive Committee present shall be necessary in the conduct of its business."

8) Article V, Section 1 (See your Article VI, Section 2)

Please separate out your paragraph. One section should read:

"A Nominating Committee consisting of _____ members, NOT THEN OFFICERS OF THE SECTION, shall be appointed by the Section Chairman, WITH THE APPROVAL OF THE SECTION EXECUTIVE COMMITTEE."

9) Article V, Section 2 (See your Article VI, Section 2)

Please include:

THE NOMINATIONS OF THE NOMINATING COMMITTEE WILL BE ANNOUNCED TO THE SECTION MEMBERSHIP AND , FOLLOWING THIS, A MINIMUM OF 28 DAYS ALLOWED FOR ADDITIONAL NOMINATIONS BY PETITION. TO BE VALID, the petition must be signed by at least 5 or more voting members."

10) Article V, Section 5 (See your Article VI, Section 5)

Please add:

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

11) Article VII, Section 3 (See your Article III - Finances)

Please add:

"The _____ shall be authorized to draw funds as approved by the Section Executive Committee."

12) Article VIII, Section 2 (See your Article VII)

Please add:

"Amendments to or revocation of these Bylaws shall be in accordance with the IEEE Bylaws."



Phone 732.562.5501
Fax 732.463.3657
Email regional.activities@ieee.org

13 January 2000

Shekhar Pradhan


Shekhar Pradhan


Dear Shekhar:

As I explained in a letter to all current Section Chairs in November, all Sections and Councils are asked to review and update their bylaws in order to comply with IEEE Bylaws, Policy and Procedures and the IEEE RAB Operations Manual.

In order to assist you in the process of updating your unit's bylaws, we have enclosed the following materials in this packet:

- A copy of your unit's last approved bylaws on file
- The IEEE Bylaws Guide for Sections and Councils, which includes a template for developing unit bylaws *
- IEEE RAB Operations Manual Section 9 (Geographic Entities)

There are several items of importance that should be addressed when reviewing your unit's bylaws. In particular:

- Calendar year term of office for your unit's leadership
- Managing unit funds on a calendar fiscal year
- Revised definition of the term "quorum" in relation to unit management

Please note that units are required to be in compliance by 31 December 2001. If you find that your unit will not be able to comply with these requirements due to government regulation, please communicate this fact to your Region Director, with a copy to me. Please note that Region Directors are authorized to make exceptions to RAB Operations Manual requirements, provided those exceptions do not conflict with IEEE Bylaws.

After you have reviewed your bylaws for compliance utilizing the documents enclosed in this packet, please forward a copy (preferably electronically) to Maria Vuolo (m.vuolo@ieee.org) in Section/Chapter Support. Be sure to include the date of revision on the bylaws. Section/Chapter Support staff are available to assist you with your bylaws inquiries. Please do not hesitate to contact us at sec-bylaw@ieee.org or +1 732 562 5511.

Sincerely,

Tracy L. Hawkins

Tracy Hawkins
Manager, Section/Chapter Support

* Please note that all documents referenced in this letter are available on the Internet at <http://www.ieee.org/ra/scs> by clicking on "Bylaws".

The Institute of Electrical and Electronics Engineers, Inc.

Regional Activities • 445 Hoes Lane • P.O. Box 1331 • Piscataway NJ 08855-1331, USA • www.ieee.org



IEEE
Networking the World™

Phone 732.562.5501
Fax 732.463.3657
Email regional.activities@ieee.org

10 November 1999

Shekhar Pradhan

Dear Shekhar:

Beginning in 2000, the IEEE Regional Activities Department will be reviewing all IEEE Section and Council bylaws to determine their compliance with the recently revised IEEE Bylaws, Policy & Procedures and the RAB Operations Manual. It is important that each unit's bylaws be updated and compliant with the current version of the IEEE bylaws, IEEE Policy and Procedures, and RAB Operations Manual. After 1 January, 2000, we will be sending a complete package of information to you. This package will include the WEST VIRGINIA Section's most recent bylaws, dated 1969.

In order to assist you in the process of updating your unit's bylaws, we have made available the IEEE Bylaws Guide for Sections and Councils, which includes a template for developing bylaws. The Bylaws Guide and the template are available on our web page (www.ieee.org/ra/scs). The template is available as a Word document, downloadable from the web. Also available is the RAB Operations Manual at www.ieee.org/organizations/rab/rab. This document is also helpful in the process of developing bylaws and understanding what is expected of your unit. Hard copy of both the Bylaws Guide and the appropriate sections of the RAB Operations Manual will be in the package of material you receive in January.

Please note that recently established requirements include a calendar year term of office for your unit's leadership as well as managing your unit's funds on a calendar fiscal year. Units are to be in compliance by 31 December, 2001. If you find that your unit will not be able to comply with either of these requirements due to government regulation, please communicate this fact to your Region Director, with a copy to me.

If you have recently updated your bylaws, please forward a copy of that document to Maria Vuolo in Section/Chapter Support as soon as possible. If you do not have a copy of your bylaws, and you would like to receive one at this time, please contact Maria to obtain one. Please review the bylaws for compliance, utilizing the documents mentioned above. Section/Chapter Support staff are available to assist you in this process with reference documents, templates, and advice. Please do not hesitate to contact us at sec-bylaw@ieee.org.

Sincerely,

Tracy L. Hawkins

Tracy Hawkins
Manager, Section/Chapter Support