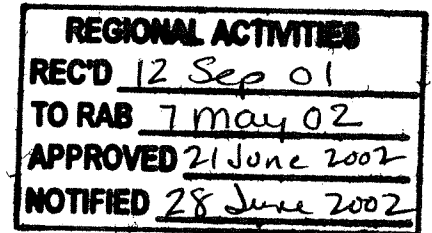BYLAWS
OF
THE INSTITUTE OF ELECTRICAL AND
ELECTRONICS ENGINEERS
PHOENIX SECTION
PHOENIX, ARIZONA USA
20 Sept 2001

In all instances, the Institute of Electrical and Electronics Engineers (IEEE) Constitution, Bylaws, IEEE Policy and Procedures, and RAB Operations Manual will prevail when there is a conflict between these documents and Section Bylaws.

ARTICLE I - NAME, PURPOSE, AND TERRITORY

Section 1
This IEEE section shall be known as the Institute of Electrical and Electronics Engineers (IEEE) Phoenix Section and shall hereafter be referred to as "the Section".

Section 2
The purpose of the Section is to advance the theory and practice of IEEE designated fields and the maintenance of high professional standards among its members. Special attention to support the purpose of the Section shall be in consonance with the IEEE Constitution, IEEE/RAB Bylaws, RAB Operations Manual, Region Bylaws, and these Bylaws. The Section shall promote the establishment and operations of chapters in accordance with IEEE Bylaws.

Section 3
The purpose of these Bylaws is to define the operation and management of the Section. The Section shall be managed by an Executive Committee, consisting of the Elected Section Officers, the Appointed Standing Committee Chairs, the Chapter Chairs (assigned, appointed, or elected by the individual the Section Society Chapter members within the Section), and Special Interest Chairs (assigned, appointed, or elected by the individual Special Interest members).

Section 4
The territory of the Phoenix Section, as approved by (RAB), shall be comprised of the following counties within the State of Arizona:

APACHE COUNTY, COCONINO COUNTY, GILA COUNTY, LA PAZ COUNTY, MARICOPA COUNTY, MOHAVE COUNTY, NAVAJO COUNTY, PINAL COUNTY, YAVAPAI COUNTY, YUMA COUNTY.

ARTICLE II - ELECTED OFFICERS

Section 1
The Elected Officers of the Section shall be Chair, Vice-Chair, Secretary, and Treasurer. Elected Officers must be of Fellow, Senior or Member Grade.

Section 2
The Terms of office of the Elected Officers shall be for one (1) year.

Section 3
Terms of office will begin on January 1 after their election, except that all officers shall remain in office until their successors are elected. The

consecutive period of service in any one office shall not exceed two (2) years.

Section 4
Any vacancy occurring during the year shall be filled by majority vote of the Section Executive Committee.

Section 5
The duties of the Elected Officers will be available from Regional Activities Department (RAD).

Section 6
The Chair of the Section shall be the representative of the Section on the Regional Committee. The Vice Chair of the Section shall be the alternate representative of the Section and will serve on the Regional Committee when the Chair is unable to serve.

Section 7 The Chair and the Vice Chair of the Section shall be the Section representatives on the Arizona Council of Engineering and Scientific Associations, unless the Section Executive Committee designates an alternate to either Officer.

ARTICLE III - STANDING COMMITTEES

Section 1
The Standing Committees of the Section shall be the Publicity Committee, Professional Activities Committee, Membership Development Committee, Awards Committee, Conferences Committee, and Student Activities Committee.

Section 2
The Chair of each Standing Committee shall be recommended by the Section Chair and shall be approved by 2/3 of the Elected Officers. Standing Committee chairs must be of Fellow, Senior or Member Grade.

Section 3
Each Standing Committee chair shall appoint additional members of the committee, with the approval of the Executive Committee.

Section 4
The duties of the Standing Committees will be available from Regional Activities Department (RAD).

Section 5
The Section Chair shall be an ex-officio member of all Standing Committees, except as noted below.

ARTICLE IV - CHAPTERS

Section 1
To promote the purpose of the Section, the Section shall encourage the establishment of IEEE Society Chapters in accordance with the rules of IEEE.

Section 2
The chair of each Chapter shall be elected by vote of the Chapter members.

Section 3

The annual financial activity of the Chapter shall be reported to the Section Treasurer by 15 January of the following year.

Section 4 The meeting reports (L31 Forms) shall be submitted to the Section Secretary periodically and no later than 15 January of the following year.

ARTICLE V - AFFINITY GROUPS

Section 1
To promote the purpose of the Section, the Section shall encourage the establishment of Affinity Groups in accordance with the rules of IEEE.

Section 2
The chair of each Affinity Group shall be elected by vote of the Affinity Group members.

Section 3
The finances of the Affinity Group shall be reported to the Section Treasurer once each year.

Section 4
The meeting reports (L31 Forms) shall be submitted to the Section Secretary periodically and no later ~~less~~ than 15 January of the following year.

ARTICLE VI - STUDENT BRANCHES

Section 1
To promote the purpose of the Section, the Section shall encourage the establishment of Student Branches in accordance with the rules of IEEE.

Section 2
The Chair of the Student Branch shall be elected by vote of the Student Branch members.

Section 3
The finances of the Student Branch shall be reported to the Section Treasurer once each year.

Section 4
The meeting reports (L31 Forms) shall be submitted to the Section Secretary periodically and no less than once each year.

ARTICLE VII - STUDENT BRANCH CHAPTERS
Section 1
To promote the purpose of the Section, the Section shall encourage the establishment of Student Branch Chapters in accordance with the rules of IEEE.

Section 2
The Chair of the Student Branch Chapter shall be elected by vote of the Student Branch Chapter members.

Section 3
The finances of the Student Branch Chapter shall be reported to the Section Treasurer once each year.

Section 4
The meeting reports (L31 Forms) shall be submitted to the Section Secretary periodically and no less than once each year.

Section 5
Management of the Student Branch Chapter shall report to the Student Branch. Support by the Section of the Student Branch Chapter shall be treated on an equal basis as the Student Branch.

ARTICLE VIII - VOTING MANAGEMENT

Section 1
The Section shall be managed by a Section Executive Committee consisting of:
    a.   The elected Section Officers,
    b.   Standing Committee Chairs,
    c.   Chapter Chairs,
    d.   One Faculty Advisor who represents their respective Student Branch (not to include a Faculty Advisor of a Student Society Chapter), and
    e.   Affinity Group Chairs (as define by IEEE), which actively operate within the Section.

Section 2
Section members serving on the Section Executive Committee may serve in more than one position but shall not have more than one vote regardless of number of voting positions held. Student Branch Chairs may attend the Executive Committee meetings and participate, but are not voting members.

Section 3
The Section Secretary shall maintain a roster of Executive Committee members, with an indication of which individuals are voting members.

Section 4
A quorum of the Section Executive Committee must be present for all matters requiring a vote. A quorum shall be defined as 2/3 of the Section Executive Committee. The number of elected officers present (including Chapter and Affinity Group Chairs) must exceed the number of appointed members.

Section 5
The fiscal year of the Section and all subordinate bodies shall be January 1 through December 31.

Section 6
The voting members of the Executive Committee shall be member grade or higher in the IEEE.

ARTICLE X - NOMINATIONS AND ELECTIONS

Section 1
The Section Elected Officers shall be elected in the fourth quarter of each calendar year for terms of office beginning the following January 1, according to the procedures and timetable specified herein.

Section 2

The Nominating Committee shall consist of a minimum of three (3) members, not then Officers or committee chairs of the Section, and shall be appointed by the Section Chair with the approval of the Section Executive Committee. If available, the past Section chairs shall be considered when making appointments to the Nominating Committee. Nominating Committee members may not be current officers of the Section or its subunits, nor may they seek office in the Section or a subunit.

Section 3
All candidates for Elected Office positions shall be current members of IEEE, shall hold a membership grade of Member or higher, and shall reside within the boundaries of the Phoenix Section. In selecting nominees, the Nominating Committee shall be guided by the policies of the Executive committee.

Section 4
Nominations for all officers and standing committee chairs shall be presented to the Executive Committee at a meeting held between September 1 and October 15, and additionally published in the Section newsletter during that period. Additional nominations from the General Section Membership will be accepted by written petition signed by at least ten (10) Members, received by the Secretary prior to the first day of October. The written petition must provide a statement signed by the petition candidate stating his/her willingness to serve if elected.

Section 5
In the event that there is only one candidate for each position after the time allotted for nominations by petition has expired, the Executive Committee shall declare the candidates elected and shall publish a notice in the Section newsletter. Should there be more than one nominee for any elective office, the election shall be conducted by mail ballot. The ballots shall be mailed to the members of the Section not later than November 1. To be counted, the ballots must be enclosed in a signed envelope and be received by the Tellers committee not later than November 15. The Section Chair with majority approval of the Executive Committee shall appoint the Tellers Committee.

Section 6
Mail ballots shall be counted by a Tellers Committee. The nominee for each office receiving a plurality of the votes cast shall be declared elected. The Teller Committee shall present the results of the election, in writing, to the Section Chair prior to December 31.

ARTICLE XI - MEETINGS

Section 1
The Section Executive Committee shall hold regular monthly business meetings except in July and August. The Chair at a prior meeting will schedule all meetings. The chair as required may call additional meetings.

Section 2
An annual meeting for the Section membership shall be held once each year.

Section 3
An Awards Banquet shall be held for the Section membership each year for the purpose of recognizing Phoenix Section members, other IEEE members, non-members, companies or associations in the community worthy of recognition, or

other persons or associations as determined by the Awards Committee. This meeting may serve as the annual meeting of the Section.

Section 4
As mentioned above, a record of all meetings shall be documented on the L31 meeting report form.

ARTICLE XII - FINANCES

Section 1
All funds within the Section, from whatever source derived, are the property of the IEEE, and shall not be used for purposes other than the normal operations of the Section as defined in the IEEE/RAB Bylaws and Policy & Procedures Manual.

Section 2
The financial records of the Section shall be kept by the Treasurer.

Section 3
The Treasurer for the fiscal year ending December 31 shall prepare the financial operating budget for the subsequent year. The budget will become effective when adopted by the Section Executive Committee.

Section 4
Financial reports shall be submitted to IEEE headquarters as required.

Section 5
Reserve funds held by the Section shall be deposited in a financial institution under the name of the Institute of Electrical and Electronics Engineers, Phoenix Section.

Section 6
A revolving fund (checking account) shall be maintained in another financial institution under the name of the Institute of Electrical and Electronics Engineers, Phoenix Section. Disbursements/deposits of funds will be made from/to this account.

Section 7
The accounts specified in Section 4 and Section 5 shall have at least two signatories from the Executive Committee and there shall be a single signatory from the IEEE Operations Center in Piscataway, NJ. in accordance with IEEE policy.

Section 8
All funds and assets of the Section are the property of IEEE. Without prior authorization of the IEEE Executive committee, Section funds can be used only for normal operations of the Section.

Section 9
Financial records of the Section shall be audited by an Audit Committee before the books are transferred to the incoming Treasurer. The Audit Committee shall consist of three (3) members. The Chair of the Audit Committee will be the Past Section Chair. The Executive Committee will approve the appointment of two (2) other members by the Section Chair.

Section 10

The Budget for the management and operation of the Section to support the purpose of the Section shall be approved by a quorum of the Executive Committee.

Section 11
The Section shall have the right to obligate funds for all purposes necessary to promote the objectives of the Section except that no representative of the Section shall have any authority to contract debts for, pledge the credit of, or in any way bind the IEEE for activities specifically prohibited in the governing documents of the IEEE or published interpretation of IEEE policy.

Section 12
All expenditures of Section funds in accordance with the approved Section budget must be approved by the Section Chair or Section Treasurer at the time they are expended. All expenditures of Section funds not provided for in the approved Section budget must be approved by a quorum of the Executive Committee.

ARTICLE XIII - OTHER NON-VOTING COMMITTEES

Section 1
The Section or Standing Committee chair(s) may appoint other special committees as needed. Chair(s) of special or "ad hoc" committees shall have voice but no vote on the Executive Committee, unless already a voting member of the Executive Committee.

Section 2
The Non-voting Committees shall include, as a minimum, the Nomination Committee, the Tellers Committee, and the Audit Committee.

Section 3
The Nominating Committee shall be recommended by the Chair and approved by the Executive Committee. The Nominating Committee shall have no vote in the Executive Committee.

Section 4
The Section Chair shall be an ex-officio member of all committees except the Nomination Committee, the Tellers Committee, and the Audit Committee.

ARTICLE XIV - CHANGES OR AMENDMENTS TO THE BYLAWS

Section 1
Changes or Amendments to the Bylaws may be proposed by the Executive committee, or by petition signed by at least ten (10) voting members of the Section.

Section 2
The proposed changes or amendments to the Bylaws shall be mailed to all Executive Committee Members at least 21 days prior to the meeting to approve any changes to the Bylaws.

Section 3
Approval of changes to the Section ByLaws shall be by a quorum of the Executive Committee. A written notice identifying the exact change(s) to be made in the Bylaws shall be given to the Executive Committee. Notice of a

vote to change the ByLaws shall be given 31 calendar days prior to the vote to change the ByLaws.

Section 4
Proposed bylaw changes will be submitted to IEEE Regional Activities Staff for review and submission to the Region 6 Director for approval. The Bylaws will become effective upon final approval by the Regional Activities Board.