

The Institute of Electrical & Electronics Engineers, Inc.

SHIN-ETSU SECTION BYLAWS

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

Article I - Name and Territory

Section 1

This organization shall be known as the Shin-etsu Section of the IEEE.

Section 2

The territory of the Shin-etsu Section, as approved by RAB, includes the following: Nagano and Niigata prefectures in JAPAN with postal codes starting 380 through 399 and 940 through 959.

Article II - Officers

Section 1

The elected officers of the Section shall be the Chair, Vice Chair, Secretary and Treasurer, hereinafter called the Section Officers. The offices of the Secretary and Treasurer may be combined.

Section 2

The terms of office of the elected officers and auditors shall be for two (2) years.

Section 3

The terms of office will begin on 1 January but in any case the outgoing Officers will continue until their successors are duly elected and take office.

Section 4

Any vacancy occurring during the years shall be filled for the remainder of the term by a majority vote of the Section Executive Committee.

Section 5

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

Article III - Standing Committee

Section 1

The Standing Committees of the Section will be as follows:

Membership Development

Nominations
Technical Program
Student Activities

Section 2

The Chair of the Standing Committees will be appointed by the Section Chair with the approval of the Section Executive Committee, and its term will correspond to the elected officers.

Section 3

Each Standing Committee Chair will appoint his/her committee members with approval from the Section Executive Committee, and their terms will correspond to the elected officers.

Section 4

Duties of the Standing Committees will be available from Regional Activities Department (RAD).

Article IV - Management

Section 1

The management of the IEEE Shin-etsu Section shall be conducted by the Section Executive Committee which shall consist of the elected officers, the Past Section Chair and the following: Chairs of the Standing Committees, such other members appointed by the Section Executive Committee, and such other members appointed by the Section Chairman.

Section 2

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

Section 3

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

Section 4

Meetings of the Section Executive Committee will be held at least twice a year, and will be called by the Chair or by a request of any three (3) members of the Section Executive Committee.

Section 5

A minimum of five (5) meetings of the Section will be held each year. Such meetings include the meeting(s) of the Section Executive Committee, as well as technical, administrative, social and educational meetings.

Section 6

The fiscal year for the Section shall be 1 January - 31 December.

Article V - Nomination and Election of Officers

Section 1

The Nominations Committee consisting of three (3) or more members, not then Section Officers, shall be appointed by the Section Chair with the approval of the Section Executive Committee.

Section 2

The nominations by the Nominations Committee will be announced to the Section membership and, following this, a minimum of twenty-eight (28) days allowed for additional nominations by petition. To be valid, the petition must be signed by two percent (2%) or more voting membership.

Section 3

If only one nomination is made for each office, the election will be made at the Annual Meeting. If additional nominations are made, election will be by ballot mailed to the membership. The votes will be counted by a Tellers Committee appointed by the Section Chair.

Section 4

The timetable for this procedure is as follows:

Announce nominations by 31 August

Close nominations by petition by 30 September

Mail a ballot, if required by 31 October

Hold elections by 30 November

Section 5

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

Article VI - Business Meeting

Section 1

In order to transact business at a Section meeting, at least three (3) Section Executive Committee members must be present to constitute a quorum.

Article VII - Finances

Section 1

All expenditures of Section funds must be approved by the Section Executive Committee.

Section 2

Without prior authorization of the IEEE Executive Committee, Section funds can only be used for normal operations of the Section.

Section 3

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

Section 4

An assessment can be charged to members of the Shin-etsu Section in accordance with the IEEE Bylaws.

Article VIII - Amendments

Section 1

Proposals for amendments to these Bylaws may originate in the Section Executive Committee or by a petition signed by twenty percent (20%) or more voting members.

Section 2

Amendment to or revocation of these Bylaws shall require a two thirds (2/3) majority vote of the Section Executive Committee.

Section 3

Following the approval of the IEEE Shin-etsu Section, amended Section Bylaws must be submitted to the IEEE Regional Activities Department(RAD) for review. RAD staff will then secure the approval of the Regional Director, following up where necessary with the Section ExCom. The bylaws will not be effective until such time as they have been approved by the Regional Activities Board.
