

The Institute of Electrical and Electronics Engineers, Inc. Tokyo 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 Section Bylaws.

Article I - Name and Territory

1. This organization shall be known as the Tokyo Section of The Institute of Electrical and Electronics Engineers, Inc., hereinafter called the IEEE Tokyo Section.
2. The territory of the IEEE Tokyo Section, as approved by the Regional Activities Board, shall be the Kanto district in Japan with postal codes starting 100 through 379 and 400 through 409. (Note: The members whose postal codes are not recorded in the IEEE database shall tentatively belong to the Tokyo Section until they are clarified.)

Article II - Officers

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.
2. The terms of office of the elected officers shall be for two (2) years.
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.
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.
5. The consecutive period of service in any one office shall not exceed three years. However, an office may not serve more than one successive two-year term without approval of the Regional Director.
6. The duties of the Section Officers will be available from Regional Activities Department (RAD).

Article III - Standing Committees

1. The Standing Committees of the Section will be as follows:
 - Chapter Operations
 - Fellow Nominations
 - Membership Development
 - Nominations
 - Technical Program
 - Publications
 - Student Activities
 - History
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.
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.
4. Duties of the Standing Committees will be available from Regional Activities Department (RAD).

Article IV - Management

1. The management of the IEEE Tokyo Section shall be conducted by the Section Executive Committee which shall consist of the elected Officers, the Past Section Chair, the Standing Committee Chairs, representatives from Society Chapters and such other members appointed by the Section Chair and/or Section Executive Committee. The number of the Section Executive Committee members shall not exceed nineteen (19) and the number of voting members elected must be at least one greater than those appointed.
2. A majority of the Section Executive Committee shall constitute a quorum, provided that delegates elected by the Section membership are at least one greater in number than delegates appointed to the Committee.
3. A majority of the Section Executive Committee present shall be necessary in the conduct of Section business.
4. Meetings of the Section Executive Committee will be held at least four (4) times a year, and will be called by the Chair or by a request of any three (3) members of the Section Executive Committee.
5. The fiscal year of the Section shall be 1 January - 31 December.

Article V - Nomination and Election of Officers

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

Article VI - Business Meeting

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

1. All expenditures of Section funds must be approved by the Section Executive Committee.
2. Without prior authorization of the IEEE Executive Committee, Section funds can only be used for normal operations of the Section.
3. The Treasurer shall be authorized to draw funds as approved by the Section Executive Committee.
4. An assessment can be charged to members of the Tokyo Section in accordance with the IEEE Bylaws.

Article VIII - Amendments

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.
2. Amendment to or revocation of these Bylaws shall require a two thirds ($\frac{2}{3}$) majority vote of the Section Executive Committee.

3. Following the approval of the IEEE Tokyo 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 Region 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.

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- The Tokyo Section Executive Committee approved the revision at its meeting on 29th March 2016.