

IEEE MADISON 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

Section 1

This organization shall be known as the IEEE Madison Section.

Section 2

The territory of the Madison Section, as approved by RAB, includes the following:
Adams, Columbia, Crawford, Dane, Dodge, Green, Green Lake, Grant, Iowa, Jefferson, Juneau, LaFayette, Marquette, Richland, Sauk, Vernon and Waushara counties of the state of Wisconsin.

ARTICLE II - Officers

Section 1

The elected officers of the Madison Section shall be: Chair, Vice Chair, Secretary, Treasurer and one or more Member(s) at Large.

Section 2

The terms of office of the elected officers shall be for 1 year. All officers are eligible for re-election, however, no officer may serve in the same position for more than two consecutive years.

Section 3

Terms of office will begin on 1 January. Outgoing officers will continue until their successors are duly elected and take office.

Section 4

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

Section 5

The duties of the elected officers will be available from Regional Activities Department (RAD).

ARTICLE III - Membership

Section 1

All those members holding Fellow, Senior, Member or Associate grade are eligible to vote in the Section elections. Those members holding Fellow, Senior or Member grade may be elected to office. Student members and Affiliates are invited to all Section events, but are not permitted to hold office or to vote.

ARTICLE IV - Management

Section 1

The management of the Section shall be by the Section Executive Committee which shall consist of the elected officers and the Past Section Chair.

The number of voting members elected must be at least one greater than those appointed.

Section 2

A majority of the Section Executive Committee shall constitute a quorum. A quorum shall be necessary for the Section Executive Committee to conduct the business of the Section

Section 3

Meetings of the Section Executive Committee ordinarily will be held monthly and will be called by the Section Chair or by a request of any three members of the Section Executive Committee.

Section 4

The fiscal year of the Section shall be 1 January — 31 December.

ARTICLE V - Nomination and Election of Officers

Section 1

A Nominating Committee consisting of 1 or more members, not then officers of the Section, shall be appointed by the Section Chair with the approval of the Section Executive Committee.

Section 2

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 5 or more voting members or 2% of the Section membership, whichever is fewer.

Section 3

In the event that a position is uncontested, the candidate will be declared elected by acclamation at the December meeting. If additional nominations are made, election of the officers will be by mail ballot which shall be mailed to the membership as soon as possible after nominations are closed, but not later than November 1.

Section 4

A plurality of votes cast shall be necessary for the election. Ballots received in the Section office after 5 PM on the last working day in November shall not be counted.

Section 5

Ballots shall be counted by a Tellers Committee appointed by the Section Chair. The Chair of this committee shall be the most recent Past Chair of the Section available, unless this person is a candidate for office. The Tellers Committee shall submit its report to the Executive Committee at its December Meeting, and the Section Chair shall then announce the results of the election.

Section 6

An approximate timetable for this procedure is as follows:

Nominating Committee identifies slate:	30 September
Nominating Committee issues call for petition candidates:	30 September
Deadline for submission of petitions:	30 October
Tellers Committee identified:	1 November
Deadline for ballots to be mailed:	1 November
Deadline for return of ballots:	30 November

ARTICLE VI - Finances

Section 1

All expenditures of Section funds must be approved by Section Treasurer or Chair.

Section 2

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

Section 3

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

Section 4

All unit bank accounts will provide for the IEEE Staff Director of Financial Services to be an authorized signer.

ARTICLE VII - Amendments

Section 1

Proposals for amendments to these Bylaws may originate in the Section Executive Committee or by a petition signed by 10 or more voting members.

Section 2

Amendments to or revocation of these Bylaws shall be in accordance with the IEEE Bylaws, RAB Bylaws and RAB Operations Manual.

Section Executive Committee Approval Signatures

Chair

Vice-Chair

Secretary

Treasurer

Member at Large

Member at Large

Member at Large

Member at Large

Region Director Signature

Date