

IEEE WINNIPEG SECTION BYLAWS
Adopted by the Section on 27 June 2002
Ratified by the Regional Activities Board (Region 7 – Canada) on 14 November 2002

In all instances, the *Institute of Electrical and Electronics Engineers (IEEE) Bylaws, Constitution, IEEE Policy and Procedures*, and *Regional Activities Board (RAB) Operations Manual* shall 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 Winnipeg Section.

Section 2

The territory of the Winnipeg Section, as approved by RAB, includes the following:
The Province of Manitoba and the Territorial District of Northwest Ontario in the Province of Ontario, Canada.

ARTICLE II - Membership

Section 1

Section members are those individuals of Student or higher grade membership residing within the boundaries of the Section, or who live or work in a neighboring Section and have requested Contiguous Section Membership status from the Regional Activities Department.

Section 2

Section members with the grade of Associate or higher may vote in Section elections. Student members are not eligible to vote in Section elections. IEEE Society Affiliates are not members of the Section, but they will be notified of Section events and welcome to participate.

Section 3

Section members of Member or higher grade may hold elected office, or chair a Section Committee. Students and Associate members may not hold office nor chair a committee.

ARTICLE III - Officers

Section 1

The elected officers of the Winnipeg Section shall be

1. Chair
2. Vice-Chair
3. Treasurer
4. Secretary

Section 2

The terms of office of the elected officers shall be for one (1) year.

Section 3

Terms of office shall begin on 1 January. Outgoing officers shall continue until their successors are duly elected and take office. However, no officer may serve in the same position for more than two consecutive years.

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 shall be available from Regional Activities Department staff, in the RAB Operations Manual.

ARTICLE IV - Standing Committees

Section 1

The Standing Committees of the Section shall be as follows (responsibilities in parentheses) :

1. Audit (conduct an audit of financial records as kept by the Treasurer at least annually).
2. Awards (recommend recipients for awards that the Winnipeg Section administers)
3. Conference, Education & Program (co-ordinate and facilitate conferences, courses, seminars and technical programs within the Winnipeg Section's territory).
4. History and Archives (maintain archival records of Winnipeg Section minutes and other historical information as it relates to the Winnipeg Section and the IEEE at large)
5. Membership Development (promote membership in the IEEE. Promote understanding of the IEEE and the section to the members).
6. Publicity and Publications (publish and distribute information about the section and its activities).
7. Newsletter & E-Magazine Editor (collect articles, edit and publish the section newsletter to be distributed to Section members in September, January and May).
8. Web-Site Editor (edit and update the section web pages).
9. Nominations (recommend persons for election or appointment to officer and committee chair positions).
10. Inter-Society Relations (promote cooperation and communication between Winnipeg Section and other, related learned societies in the Winnipeg Section's territory).
11. Student Activities (coordinate activities with that of the student branch(es) in the Winnipeg section's territory, facilitate communications between the Winnipeg Section and the student branch(es) in the Winnipeg Section's territory).
12. Section and Chapter Development (promote the healthy growth of the Winnipeg Section and its Chapters, and coordinate Chapter development and maintenance).
13. Bylaws (maintain and communicate Winnipeg Section Bylaws)
14. G.O.L.D. Program (promote and coordinate Winnipeg Section activities for IEEE "Graduates of the Last Decade" (G.O.L.D.) program).
15. Professional Activities ()

Section 2

The Chairs of the Standing Committees shall be appointed by the Section Chair with the approval of the Section Executive Committee, and their terms correspond to the term of office of the elected officers of the Section.

Section 3

Each Committee Chair shall appoint his/her Committee members, with the approval of the Section Executive Committee, and their terms are to be the same as the Chairs' end-of-term date.

Section 4

The duties of the Standing Committees shall be printed in the RAB Operations Manual.

ARTICLE V - Management

Section 1

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

1. Chair of each standing committee
2. Chair of each IEEE Chapter and IEEE Affinity Group active within the Winnipeg Section
3. IEEE student branch counsellors within the Winnipeg Section
4. Chair of each IEEE Student Chapter and IEEE Student Branch active within the Winnipeg Section

The number of voting members elected must be at least one greater than those appointed. Chapter Chairs, as elected by their membership, are considered "elected" official, as is the Past Section Chair.

Section 2

A majority of the Section Executive Committee which incorporates a majority of the elected officials 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 shall be held monthly and shall 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 VI - Nomination and Election of Officers

Section 1

A Nominating Committee consisting of three (3) or more members, not then officers of the Section, nor intending to stand as candidates for office, shall be appointed by the Section Chair with the approval of the Section Executive Committee. If available to do so, the Past Section Chair will serve as Chair of the Nominating Committee.

Section 2

The nominations of the Nominating Committee shall 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 1% of the Section's voting membership or three (3) members whichever is greater.

Section 3

If only one nomination is made for each office, the election shall be declared by acclamation at a meeting of the Section general membership, or the Section Executive Committee. If additional nominations are made, election shall be made by ballot, mailed or made available on the Internet to the membership with the vote counted by a Tellers Committee appointed by the Section Chair.

Section 4

The timetable for this procedure is as follows:

Appointment of Nominating Committee:	No later than June 30
Announcement of Nominations:	No later than September 30
Close nominations by petition:	No Later than October 15
Hold election:	No later than December 15
If required, a ballot shall be mailed prior to	No later than October 31

Section 5

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

ARTICLE VII - Finances

Section 1

Without prior authorization of the IEEE Executive Committee, Section funds can be used only for normal operations of the Section. Those activities which fall outside of normal operations include donations, establishment of scholarship funds, and investment of funds outside of the IEEE Investment Program. Additional information is available from IEEE Financial Services Staff.

Section 2

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

Section 3

The Section Treasurer, Section Chair, Past Section Chair and/or Designate of the Section Chair as approved by the Section Executive Committee shall be authorized to draw funds as approved by the Section Executive Committee.

Section 4

If permitted by government and banking regulations, all unit bank accounts will provide for the signature authority of the IEEE Staff Director, Financial Services.

ARTICLE VIII – Subunits

Section 1

The Section shall encourage the formation of subunits, including Society Chapters and Affinity Groups. The Section shall support the efforts of subunits to serve the members.

Section 2

Management of the subunit will be undertaken by the Section and governed as detailed in these bylaws, including financial activity where appropriate, as well as officer and election activity.

ARTICLE IX - Amendments

Section 1

Proposals for amendments to these Bylaws may originate in the Section Executive Committee or by a petition signed by **twenty (20)** 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.