

# IEEE Jordan 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 Jordan Section of the Institute of Electrical and Electronic Engineers (or the IEEE Jordan Section).

### ***Section 2***

The territory of the Jordan Section, as approved by the Regional Activities Board, includes the whole of the Hashemite Kingdom of Jordan. The Jordan Section have for its purpose the advancement of the theory and practice of electrical, electronic, and computer engineering and the maintenance of high professional standards among its members, with special attention to such aims within the territory of the Section.

## ***Article II- Officers***

### ***Section 1***

The elected officers of the Jordan Section shall be:

- Section Chair,
- Vice-Chair
- Secretary,
- Treasurer,
- Secretary - general activities,
- Chapter Chairs,
- Sub-Section Chairs.

### ***Section 2***

The terms of office of the elected officers shall be two years. No officer may serve in the same position for more than two successive two-year terms. The elected officers should present themselves for re-election after the first term (two years in office).

### ***Section 3***

Terms of office will begin on January 1st, 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 year shall be filled by a majority vote of the Section Executive Committee.

### ***Section 5***

The duties of the elected officers, available from Regional Activities Department (RAD), shall be:

- a. The Section Chair shall have general supervision of the Section in all its activities, shall preside all meetings of the Section and the Executive Committee and shall represent the Section in all meetings, Region 8, Section Congress, or otherwise related to the Section activities. The Chair presents appointments of Committee Chairs to the Executive Committee. The Chair shall review the Section Budget before submitting to Section Executive Committee.
- b. The Vice-Chair shall assume the duties of the Chair during absence of the latter.
- c. The Secretary shall keep minutes of Section and Executive Committee meetings. He shall prepare and submit required reports and information to the Institute in the required form and within the required time.
- d. The treasurer shall collect and, under direction from the Executive Committee, disperse the funds of the Section and keep a regular account thereof. The treasurer shall submit annual financial reporting to IEEE Headquarters.
- e. The secretary - general activities shall become conversant with the affairs of the Section and assist in the transaction of the affairs of the Section concerning general activities.
- f. In certain circumstances, as deemed appropriate by the executive committee, the functions of any two members of the Executive Committee may be assigned to one officer.

### **Section 6**

Elected and appointed officers of the Section and its subunits must be IEEE members of Member or higher grade. Associates, Students and Affiliates are not eligible to hold office. Associate members are permitted to attend meetings and vote in Section elections. Student members are invited to attend meetings, but do not have voting privileges.

## **Article III- Subunits**

### **Section 1**

The Jordan Section may establish Subunits, including Subsections, Chapters and Affinity Groups, according to IEEE requirements.

### **Section 2**

All Subunits will be managed by these Section Bylaws.

## **Article IV- Standing Committees**

### **Section 1**

The Standing Committees of the Section will be as follows:

1. Membership Development Committee.
2. Educational Activities Committee.
3. Awards Committee.
4. Student Activities Committee.
5. Professional Activities Committee.

### **Section 2**

The Chairs of all the Standing Committees will be appointed by the Section Chair with the approval of the Section Executive Committee, within one month of the ExCom taking office, for a two-year period.

### **Section 3**

Each Committee Chair will appoint his/her Committee members, within two weeks from his appointment, with the approval of the Section Executive Committee for a period of two years.

### **Section 4**

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

## **Article V- Management**

### **Section 1**

The management of the Section shall be by the Section Executive Committee that shall consist of the elected officers, the past Chair of the Section, and Subunit Chair(s).

### **Section 2**

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

### **Section 3**

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

### **Section 4**

Meetings of the Executive Committee will be held bimonthly and will be called by the Section Chair or by a request of any two of the Section Executive Committee members.

### **Section 5**

The fiscal year of the Section shall be from 01 January to 31 December.

## **Article VI- Nomination and Election of Officers**

### **Section 1**

A Nominating Committee consisting of 3 members, not then officers, of the Section, shall be appointed, at the beginning of the final year of the present Section Executive Committee, 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 4 weeks allowed for additional nominations by petition to the Nominating Committee.

### **Section 3**

If only one nomination is made for each office, the election will be made at a general meeting to be held before the end of May of the final year of the present Section Executive Committee. If additional nominations are made, election will be made by ballot mailed to the membership with the vote counted by a Tellers Committee appointed by the Nominating Committee.

### **Section 4**

The timetable for this procedure is as follows:

- Before the end of January: Appointment of the Nominating Committee.
- Before the end of February: Announcement of nominations.
- Before the end of March: Close nominations by petition.
- Before the end of June: Hold election (Annual Meeting).
- A ballot, if required, shall be mailed prior to the end of April.

### **Section 5**

A plurality of the votes shall be necessary for election.

### **Section 6**

The elected officers of the incoming Section Executive Committee are to attend the Section Executive Committee meetings, without voting power, till they take over in the 1st of January.

## **Article VII- Business Meeting**

### **Section 1**

In order to transact business at a Section Meeting at least 15 members must be present to constitute a quorum.

### ***Article VIII- Finances***

#### ***Section 1***

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

#### ***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 Chair and either the Secretary or Treasurer shall be authorized to draw funds as approved by the Section Executive Committee.

### ***Article IX- Inter-Society Affiliations***

#### ***Section 1***

The Section may affiliate with other national societies in informal relationships with no monetary or legal implications, provided the affiliation has been approved by a two-third vote of the Section Executive Committee, has been reviewed by the Regional Director and approved by the Executive Committee of the IEEE.

### ***Article X- Amendments***

#### ***Section 1***

Proposals for amendments to these Bylaws may originate in the Section Executive Committee or by a petition signed by 15 or more voting members.

#### ***Section 2***

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

### **IEEE Jordan Section,**

Adopted: July 2001

Modified: November 2003

Approved: November 2004