

The mission of IEEE Puerto Rico and Caribbean Section is to organize technical meetings of high quality and relevance, and facilitate professional networks among its members.

THE INSTITUTE OF ELECTRICAL AND ELECTRONICS ENGINEERS INC.

IEEE Puerto Rico and Caribbean Section Bylaws (2019 - 2021)

In all instances, the Institute of Electrical and Electronics Engineers (IEEE) Bylaws, Constitution, IEEE Region 9 Operations Manual Rev. 2.5, from CLE Center for Leadership Excellence 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 Puerto Rico and Caribbean Section of the IEEE. Is a Section within IEEE Region 9 Latin America and the Caribbean. Founded in 1964 and it's organizational unit number is R90009.

Section 2

The island of Puerto Rico is an unincorporated territory of the United States located in the northeast Caribbean Sea. Also known officially the Commonwealth of Puerto Rico.

ARTICLE II – Officers

Section 1

The elected officers of the Puerto Rico and Caribbean Section shall be:

- Chair
- Vice chair
- Secretary
- Treasurer

Section 2

The terms of office of the elected officers shall be for 2 years in the same office. After having served one term the elected officers shall be eligible to be re-elected for one additional term in the future.

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 the Region 9 Operations Manual, CLE Center for Leadership Excellence and IEEE Bylaws.

ARTICLE III – Standing Committees

Section 1

The Standing Committees of the Puerto Rico and Caribbean will be as follows:

Student Activities	Membership Development
Young Professionals	Life Member
IEEE Sights	Woman in Engineering (WIE)

Section 2

The Chair of the Standing Committees will be appointed by the Section Chair with the approval of the Section Executive Committee, and their terms will expire each year on 31 December.

Section 3

Each Committee Chair will appoint his/her Committee members, with the approval of the Section Executive Committee, and their terms will expire each year on 31 December.

Section 4

(The duties of the Standing Committees will be available from the Region 9 Operations Manual, CLE Center for Leadership Excellence, and IEEE Bylaws.)

ARTICLE IV – Management

Section 1

The management of the Section shall be by the Section Executive Committee (ExCom) which shall consist of the elected officers, the Past Section Chair and the Chapter Chairs.

Section 2

A majority of the Section Executive Committee shall constitute a quorum. The Standing Committee Chairs and other appointed delegates to the Executive Committee are not Voting Members of the Executive Committee.

Section 3

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

Section 4

Meetings of the Section Executive Committee at least six times a year and will be called by the Section Chair or by a request of any three members of the Section Executive Committee.

Section 5

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 3 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 10 or more voting members or 2% of the Section membership, whichever is fewer.

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 with the vote counted by a Tellers Committee appointed by the Section Chair.

Section 4

The timetable for this procedure is in each even year as follows:

Appointment of Nominating Committee:	10 May
Announcement of Nominations:	10 September
Close nominations by petition:	15 October
Hold election:	November/December
If required, a ballot shall be mailed prior to:	1 November

Section 5

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

ARTICLE VI – Business Meeting

Section 1

In order to gather or register at a Section meeting, at least 5% of the voting members must be present to constitute a quorum.

ARTICLE VII – Finances

(See financial procedures in CLE Center for Leadership Excellence)

Section 1

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

Section 2

Without prior authorization of the IEEE Executive Committee, Section funds can be used only for normal operations of the Section. (See IEEE Policy & Procedure 11.4)

Section 3

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



IEEE Puerto Rico and Caribbean Section Bylaws – Revision 2019 - 2021

Bylaws are rules and regulations adopted by the Section for governing its members and for the overall management of its affairs. They provide guidance to govern all phases of the organization, management and activities, as outlined in the Constitution. Bylaws may not be in conflict with the Constitution. Bylaws are approved and amended by the Board of Governors and may be changed as Section interests evolve.