

INSTITUTE OF ELECTRICAL AND ELECTRONICS ENGINEERS

SOUTH AUSTRALIA SECTION BYLAWS

(Revised 20th June 2001)

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 1- Name and Territory

Section 1

This organization shall be known as the IEEE South Australia Section of the Institute of Electrical and Electronics Engineers.

Section 2

The territory of the South Australia Section, as approved by the Regional Activities Board, is the whole of the State of South Australia within the Commonwealth of Australia, including and limited to those regions with postcodes in the range from 5000 to 5999 inclusive.

ARTICLE II - Aims

Section 1

The Section shall have for its purpose the advancement of the theory and practice of electrical and electronics engineering, allied branches of engineering and of the related arts and sciences, and the maintenance of high professional standards among its members, with specific attention to such aims within the territory of the Section, all in consonance with the IEEE Constitution, IEEE/RAB Bylaws, RAB Operations manual.

Section 2

The Section shall hold meetings for the transaction of the regular business of the Section and for the presentation of papers, either at Section, Chapter or joint meetings with other Australian societies, and shall engage in other activities as necessary, suitable and proper for the fulfillment of its objectives.

ARTICLE III - Officers

Section 1

The elected officers of the Section shall be:

The Chair

The Vice-chair

The Secretary
The Treasurer

Section 2

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

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

The consecutive period of service by any member in any one office shall not exceed two years.

Section 5

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

Section 6

The duties of the elected officers will be available from the Regional Activities Department, as described in the *RAB Operations Manual*.

ARTICLE IV - Standing Committees

Section 1

The Standing Committees of the Section will be as follows:

- Membership Development
- Professional/Technical Activities
- Student Activities
- Educational Activities
- Awards
- Newsletter and Publicity

Section 2

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

Section 3

Chairs of the Standing Committees shall become ex-officio members of the Section Executive Committee.

Section 4

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

Section 5

The duties of the Standing Committees will be available from the Regional Activities Department, as described 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, the Chairs of each Chapter, Student Branch and Affinity Group currently in operation within the Section, the Chairs of the Standing Committees and any other persons duly appointed to the Committee at the Annual meeting or subsequently co-opted by the Section Chair.

The number of voting members elected must be at least one greater than those appointed. The elected chairs of Chapters, Student Branches and Affinity Groups shall be deemed to be elected members of the Section Executive Committee for this purpose.

Section 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.

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 ordinarily will be held approximately every two months, subject to the condition that there be at least four meetings per year. Meetings 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 1st January to 31st December.

ARTICLE VI - Nomination and Election of Officers

Section 1

A Nominating Committee consisting of three or more Section members, not then officers of the Section, shall be appointed by the Section Chair with the approval of the Section Executive Committee. The Section Chair shall appoint the Chair of the Nominating Committee. No member of the Nominating Committee may be a candidate for election to any office.

The Nominating Committee shall also serve as the Tellers 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 two 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 as follows:

Appointment of Nominating Committee: September/October

Announcement of Nominations: October/November

Close nominations by petition: November/December

Hold election: November/December (after close of nominations by petition).

If required, a ballot shall be mailed one week after the close of nominations by petition.

Section 5

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

ARTICLE VII - Business Meeting

Section 1

In order to transact business at a Section meeting, at least 5 members must be present to constitute a quorum.

ARTICLE VIII - Finances

Section 1

There shall be no Section dues payable by members directly to the Section.

Section 2

The ordinary expenses of the Section shall be defrayed by funds supplied either by the IEEE Headquarters directly or by allocation from the Region, or from funds derived from reasonable charges or fees associated with the activities of the Section.

Section 3

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

Section 4

Funds within the Section, however derived, are the property of the IEEE. Without prior authorization of the IEEE Executive Committee, Section funds can be used only for normal operations of the Section.

Section 5

The Treasurer (or in his or her absence the Section Chair, Vice-Chair or Secretary) shall be authorized to draw funds as approved by the Section Executive Committee.

Section 6

The income and property of the Section whencesoever derived shall be applied solely towards the promotion of the objectives of the Section and no portion thereof shall be paid or transferred directly or indirectly by way of dividend, bonus or otherwise howsoever by way of profit to the members of the Section provided that nothing herein shall prevent the payment in good faith of remuneration to any officer or servant of the Section or to any member of the Section in return for any services actually rendered to the Section or reasonable and proper rent for premises let by any member of the Section.

The conduct of committee members shall at all times be in accord with the IEEE Code of Ethics and in particular any IEEE member or Section volunteer receiving payment for services rendered or rent for premises let shall abstain from participating any decision-making process which may be subject a conflict of interest. The Section Committee may, by a majority vote, require that a member of the committee abstain from participating in a decision-making process for this reason, should the officer/committee member not take the initiative to do so.

Section 7

In the event of the dissolution of the IEEE South Australia Section if there remains after the satisfaction of all its debts and liabilities any property whatsoever the same shall not be paid to or distributed among the members of the Section but shall be returned to the Institute of Electrical and Electronics Engineers, Inc. in the United States of America, the said Institute having the same or similar objectives of the Section, and which also prohibits the distribution of its property among its members.

ARTICLE IX - Chapter, Student Branches and Affinity Groups

Section 1

Chapters of the Section may be established by direct association with one or more Technical Societies of the IEEE.

Section 2

Affinity Groups of the Section may be established within the territory of the Section in accordance with established rules and procedures.

Section 3

Student Branches of the Section may be established within universities located within the territory of the Section in accordance with established rules and procedures.

Section 4

The Chair of each Chapter, Student Branch and Affinity Group shall represent that Chapter, Student Branch or Affinity Group on the Section Executive Committee.

Section 5

Chapter, Student Branch and Affinity Group finances are governed by the same conditions as the Section. Each Chapter, Student Branch and Affinity Group shall manage its own finances but shall report details of all financial operations to the Section Treasurer. Funds are not to be used for other than normal operations of that Chapter, Student Branch or Affinity Group without the approval of the Section Executive Committee.

Section 6

Each Chapter, Student Branch and Affinity Group shall have a committee comprising not less than three members of the Chapter, Student Branch and Affinity Group including a Chair and such other roles as the Chapter, Student Branch and Affinity Group deems appropriate. The processes of Article VI for nomination and election of Section Officers shall apply except that eligibility to nominate, vote and serve as Officers shall be limited to members of the respective Chapter, Student Branch and Affinity Group. Student Branches may change the timetable of Article VI Section 4 according to their own Constitution or by-laws, but shall maintain an annual cycle.

ARTICLE X - Amendments

Section 1

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

Section 2

Amendments to or revocation of these Bylaws shall require approval of the Section Executive Committee by a two thirds majority, endorsement by the Region Director and approval by the Regional Activities Board, in accordance with the IEEE Bylaws, RAB Bylaws and RAB Operations Manual.

Section Executive Committee Approval Signatures

Date: _____

Region Director Signature

Date